

# **COUNCIL MEETING**

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## **AGENDA**

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**23rd July 2019**

**Shire Hall  
Cambridge**

## **GUIDANCE NOTES FOR VISITORS - SHIRE HALL COMMITTEE ROOMS**

Please read these notes for your own safety.

The County Council will endeavour to ensure that you come to no harm whilst in our buildings, but **you** also have a responsibility to ensure that you do not put yourself or others at risk.

### **SECURITY**

All visitors must report to main reception to sign in and will be handed a visitor badge which must be worn at all times whilst in the building.

**Please do not forget to sign out at reception and return your badge when you leave. The visitor book is used as a register in case of emergency building evacuation.**

### **FIRE/EMERGENCY EVACUATION SIGNAL**

This is a continuously sounding alarm.

**If it sounds** - vacate the building immediately following the signs for emergency escape routes and fire exits. Go straight to the assembly point at the front of the building. (Notices with diagrams are available in each of the Committee Rooms.)

DO NOT STOP TO COLLECT PERSONAL BELONGINGS

DO NOT ATTEMPT TO USE THE LIFT

DO NOT RE-ENTER THE BUILDING UNTIL AUTHORISED TO DO SO

**If you see a fire** - activate the nearest emergency fire alarm or alert the nearest member of staff.

*[\*Please note that the alarm is tested every Wednesday morning.]*

### **FIRST AID**

If you feel unwell or need first aid, please contact main reception or the nearest member of staff.

### **DISABLED ACCESS**

Please contact the person named at the bottom of the Agenda for details.

### **FACILITIES FOR HEARING IMPAIRED**

The Council Chamber is fitted with a standard loop hearing system. The other Shire Hall Committee Rooms are fitted with an infra-red loop hearing system. Neckloop receivers for those who require assistance with their hearing in these rooms are available on loan from the Shire Hall main reception on the ground floor. Guidance on their use will be provided by reception staff.

### **TOILETS**

Access to visitors' toilets are from the corridor to the left of main reception [gentlemen] and disabled [unisex] and on the first floor landing [ladies].

### **SMOKING**

The Council operates a **NO SMOKING** policy in all areas of the Shire Hall site.

# CAMBRIDGESHIRE COUNTY COUNCIL

## NOTICE OF MEETING

The meeting of the County Council will be held at Shire Hall, Castle Hill, Cambridge on Tuesday 23rd July 2019 at 10.30a.m.

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## A G E N D A

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Prayers led by the Reverend Canon Wendy Thomson, Vicar at Chatteris Parish Church

Apologies for Absence

1. Minutes – 14th May 2019 (previously circulated)  
[available at [County Council meeting 14/05/2019](#)]
2. Chairman's Announcements (oral)
3. Declarations of Interests (oral)  
  
[Guidance for Councillors on declaring interests is available at <http://tinyurl.com/cc-c-conduct-code>]
4. Public Question Time (oral)  
  
*To receive and respond to questions from members of the public in accordance with Council Procedure Rule 9.3.*
5. Petitions (oral)  
  
*To receive petitions from the public in accordance with Council Procedure Rule 9.4.*
6. Items for Determination from General Purposes Committee (oral)

**(a) Cambridgeshire County Council  
Draft Plastics Strategy**

To consider the following recommendation arising from the General Purposes Committee meeting on 28th May 2019 (minute 166 refers):

to comment on the draft Plastics Strategy with alterations raised at the meeting and recommend it for approval to the next Full Council meeting.

*Note: a copy of the report discussed by the General Purposes Committee and the minutes of the meeting are available via the following link: [General Purposes Committee meeting 28/05/2019](#)*

## **(b) Treasury Management Report – Quarter Four 2018-19**

To consider the following recommendation arising from the General Purposes Committee meeting on 28th May 2019 (minute 167 refers):

to note the Treasury Management Quarter Four Report for 2018-19 and forward to full Council to note.

*Note: a copy of the report discussed by the General Purposes Committee and the minutes of the meeting are available via the following link: [General Purposes Committee meeting 28/05/2019](#)*

7. Constitution and Ethics Committee Recommendations to Full Council
  - (a) Proposal to update the Terms of Reference for the Cambridgeshire Health and Wellbeing Board and to create a further Joint Sub-Committee with Peterborough Board (pages 12-31)
  - (b) Social Media Code for Councillors (pages 32-39)
  - (c) Gifts and Hospitality (pages 40-58)
  - (d) Scheme of Delegation to Officers (pages 59-61)
  - (e) Pension Fund Committee Investment Sub-Committee – Substitution Arrangements (pages 62-71)
8. Motions submitted under Council Procedure Rule 10 (oral)

### **(a) Motion from Councillor Claire Richards**

Under proposals put forward by the Police and Crime Commissioner (PCC), a new police station would be built north of Cambridge and the current Cambridge city centre police station would be replaced by an information point and a shared office with limited space.

Cambridge is a city with a high number of visitors from all over the County, the United Kingdom and the world. A large number of events take place in the city, particularly over the summer months and during the summer evenings, attracting people from far and wide as well as those living in Cambridge city. Young people from all over Cambridgeshire come into the city for

entertainment during the day and in the evenings. Their continued enjoyment is something everyone would want, and this is dependent upon good will and good policing.

Cambridgeshire has an increasing drug problem. This is well-known to the Police, community workers, the welfare sector and the education sector. The County Council officers working in the area are well aware of it and, working in partnership with other bodies including the police, are doing what they can to address the problem. The issue of County Lines can be seen in the increasing statistics. There has been an increase in the use of crack cocaine - some figures pointing to an increase of 18% in the eastern region - and increased demand has led to suppliers coming from outside the County. Domestic violence and abuse is an increasing problem in Cambridge and Cambridgeshire. The Cambridge Community Partnership papers for July 2nd 2019 points to a 'significant' increase of reported domestic abuse.

Neighbourhood police need to be on hand to protect the most vulnerable in our society, working in and with our communities. All our young people both living in the city and living outside it, including youth coming into Cambridge from the villages, need to be able to do so in safety and free from harm. Cambridge and Cambridgeshire residents need this certainty of safety and freedom from harm too.

The reduction in police numbers throughout the country and in particular Cambridgeshire impacts on the safety and wellbeing of the entire community. Every major centre in the County should have a police station well-staffed and open on a 24/7 basis. This is essential if the interests of the community are to be properly served. The policing of the County is at risk and the proposed downgrading of policing in Cambridge city is an indicator that the interests of all County residents need to be emphasised by this Council in order that the PCC is properly mindful of the needs of the city, major centres in the County and the County as a whole and undertakes to provide proper and adequate policing for all.

This Council therefore resolves:

To ask the Chief Executive to write to the Police & Crime Commissioner and Chief Constable calling on them to retain, in the interests of the residents of Cambridge and Cambridgeshire, a Cambridge city centre police station that is open for public access and reporting at least 16 hours a day and staffed 24/7 with neighbourhood police officers and with patrol cars.

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

**(b) Motion from Councillor Jocelynn Scutt**

The County Council has honoured its obligations in respect of payments to employees by paying the National Living wage as statutorily obliged. On 1 April the County Council commenced paying the National Joint Council (NJC) pay rates up to S02 level, so that since that date the County Council has been paying the NJC rate commencing at £9.00 per hour. This now overlaps with the Real Living Wage rate of £9.00 per hour as set by the Real Living Wage Foundation.

This coincidence of the NJC rate with the Real Living Wage rate provides the County Council with the opportunity to consolidate its position by becoming a Real Living Wage accredited employer.

Accreditation ensures that in addition to paying its own employees the Real Living Wage, the County Council would protect the pay of employees undertaking many of the services commissioned by the County Council that are paid for by private contractors. As many jobs previously provided by County employees are contracted out, the County Council can in this way ensure that Real Living Wage provisions extend to its contractors.

Real Living Wage accreditation will improve the County Council's reputation as a major Cambridgeshire employer. It can have the result of both increasing employee retention rates and consolidating employee motivation. It will improve manager and staff relations so that all around it will be of benefit to Cambridgeshire and the County Council as a whole.

Comparison of Minimum Wage, National Living Wage and Real Living Wage rates:

	<b>Minimum Wage</b> Government minimum for under-25s	<b>National Living Wage</b> Government minimum for over-25s	<b>Real Living Wage</b> The only wage rate based on what people need to live
<b>WHAT IS IT?</b>	£7.70	£8.21	£9.00 across the UK £10.55 in London
<b>IS IT THE LAW?</b>	Statutory	Statutory	Voluntary
<b>WHAT AGE GROUP IS COVERED?</b>	21 and above	25 and above	18 and above
<b>HOW IS IT SET?</b>	Negotiated settlement based on recommendations from businesses and trade unions	A % of medium earnings, currently at 55%, it aims to reach 60% of median earnings by 2020	Calculation made according to the cost of living, based on a basket of household goods and services
<b>IS THERE A LONDON WEIGHTING?</b>	No London Weighting	No London Weighting	Yes – Separate higher rate for London

This link provides a full report of the benefits of accreditation:  
<https://www.livingwage.org.uk/sites/default/files/Cardiff%20Business%20School%202017%20Report.pdf>)

The County Council therefore resolves:

1. That Cambridgeshire County Council adopts the Real Living Wage and becomes a committed Real Living Wage employer, so that it pays to all its employees now and in the future the Real Living Wage in accordance with the wage rates set by the Real Living Wage scale.
2. That Cambridgeshire County Council adopts the principle and practice of 'contract compliance' so that where it contracts out work, it contracts to companies

or contracting bodies or partners which are Real Living Wage employers, paying to all their employees the Real Living Wage in accordance with the Real Living Wage scale.

3. That accordingly, the Cambridgeshire County Council seeks accreditation to the Living Wage Foundation to ensure it pays the Real Living Wage to all staff and to contractors who work regularly on County Council premises and when contracting with private employers to undertake County Council work, the County Council does so only with Real Living Wage employers.

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

#### **(c) Motion from Councillor David Jenkins**

Council notes that it has at previous meetings considered local reorganisation and has referred it to the Combined Authority for it to consider and to recommend a route forward.

Council also notes the increasing joint activity between this council and Peterborough City Council to combine similar jobs and to enter into contracts together with the objective of making savings for the two authorities.

Council asks the Chief Executive to:

1. confirm that such joint activity does not preclude any reorganisation which might be recommended as a result of the Combined Authority's work; and
2. write to the Combined Authority and ask for an update on its work regarding the reorganisation and for the timetable for its completion.

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

#### **(d) Motion from Councillor Graham Wilson**

The Council notes two recent announcements showing the dire situation being faced in Adult Social Care and some of the actions needed to address the situation:

1. In July 2019, the Local Government Association (LGA), which represents councils in England and Wales, reported Adult Social Care across England and Wales



faces a £3.6 billion funding gap by 2025 and said the Government needs to use the Spending Review to secure the immediate future of the social care system until a long-term, sustainable solution is found.

The new analysis by the LGA shows that the extra funding needed to close this gap is similar to the 3.4 per cent annual real terms increase given to the NHS in the Long Term Plan. For comparison, the extra £20.5 billion a year by 2023/24 in real terms for the NHS is more than the entire annual net spend on adult social care, which was £15.33 billion in 2017/18.

2. In June 2019, the Association of Directors of Adults Social Services (ADASS) published its ADASS Budget Survey: Human cost of failing to address the crisis in Adult Social Care.

It said thousands of older and disabled people and their families face being severely impacted by home care and care home closures, expressed fears over the future of the care market and described the need for councils to make even more difficult budget savings.

ADASS is calling on the Government to provide the following:

- A long-term, sustainable funding solution for adult social care
- Funding from the Spending Review to be for at least two years and to continue until whatever is in the promised Green Paper can be produced and implemented
- Adequate funding to meet an increasing number of people's needs in the ways they want
- A proper debate with the public about the priority of social care
- A continued focus on recruitment and retaining of a caring, skilled and valued workforce
- A vibrant care market which gives people choice and control
- Investment in new, asset-based approaches and prevention

The issues identified by the LGA and ADASS apply in Cambridgeshire although our staff have developed a number of innovative ways to transform our services and work hard

to provide good services for local residents. Savings of £16.2m were delivered in 18/19 and a further £6.5m is being sought for 19/20. However, staff are constrained in what they can do by lack of funds and face other risks such as recruitment, market capacity and working with other partners, eg the Clinical Commissioning Group, which are also facing funding crises.

Cambridgeshire suffers more than many counties from low levels of grant due to inequities in the “Fairer Funding Formula” and the ad hoc nature of funding under the current government.

In the past 12 months, the Government has delayed its Green Paper into Adult Social Care three times and it is now more than two-and-a-half years since it first committed to producing one.

The Government needs to use the Spending Review to secure the immediate future of the social care system until a long-term, sustainable solution is found.

This Council:

1. Agrees the conclusions of the LGA and ADASS reports apply to the situation being faced in Cambridgeshire
2. Supports the ADASS calls for action by the Government
3. Instructs the Chief Executive to prepare and implement a comprehensive lobbying campaign and advise Members on how best they can lobby local MPs, Government Ministers and others to resolve this crisis to put pressure on Government to:
  - a. issue its Green paper on the long-term future of Adult Social Care this summer;
  - b. use the Spending Review to secure the immediate future of the social care system until a long-term, sustainable solution is found;
  - c. change the “Fairer Funding Formula” to give Cambridgeshire a fairer share of resources; and
  - d. improve the present ad hoc grant funding situation to give certainty on budgets in 20/21 whilst a longer-term solution is found.
4. Will ensure that as far as it is able within its determination of the Adult Social Care precept and increase in General Precept, Adult Social Care will be adequately funded

from Council resources.

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

9. Questions:

(a) **Cambridgeshire and Peterborough Combined Authority and Overview and Scrutiny Committee** [pages 72-117]  
(Council Procedure Rule 9.1)

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

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

Dated 15th July 2019



Fiona McMillan  
Monitoring Officer

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

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

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

**PROPOSAL TO UPDATE THE TERMS OF REFERENCE FOR THE  
CAMBRIDGESHIRE HEALTH AND WELLBEING BOARD AND TO CREATE A  
FURTHER JOINT SUB-COMMITTEE WITH PETERBOROUGH BOARD**

**To: Council**

**Meeting Date: 23 July 2019**

**From: Director of Governance and Legal Services and  
Monitoring Officer**

**Purpose: To present a proposal from the Constitution and Ethics Committee to update the terms of reference of the Health and Wellbeing Board by aligning it with those of the Peterborough Health and Wellbeing Board, and to amend the terms of reference for the Joint Cambridgeshire and Peterborough Health and Wellbeing Board (a sub-committee comprising both boards), and create a further joint sub-committee of the Cambridgeshire and Peterborough Health and Wellbeing Boards.**

**Recommendation: That full Council:**

- a) approves the updated terms of reference for the Cambridgeshire Health and Wellbeing Board and the Joint Cambridgeshire and Peterborough Health and Wellbeing Board (a sub-committee comprising both boards);**
- b) approves the proposed terms of reference for the new sub-committee of the Health and Wellbeing Board to full Council for approval; and**
- c) authorise the Monitoring Officer, in consultation with the Chairwoman of the Constitution and Ethics Committee, to make any other minor or consequential amendments to the Constitution necessary for, or incidental to, the implementation of these proposals.**

<b><i>Officer contact:</i></b>		<b><i>Member contact:</i></b>	
Name:	Michelle Rowe	Name:	Councillor Lis Every
Post:	Democratic Services Manager	Chairman:	Constitution and Ethics Committee
Email:	<a href="mailto:michelle.rowe@cambridgeshire.gov.uk">michelle.rowe@cambridgeshire.gov.uk</a>	Email:	<a href="mailto:lis.every@cambridgeshire.gov.uk">lis.every@cambridgeshire.gov.uk</a>
Tel:	01223 699180	Tel:	01223 706398 (office)

## 1. BACKGROUND

- 1.1 In November 2018, the Cambridgeshire Health and Wellbeing Board agreed to the establishment of a Joint Sub-Committee with the Peterborough Health and Wellbeing Board, with the full membership of both Boards. The rationale was that this would support joint working across the system and enable the Health and Wellbeing Boards to have a stronger strategic influence on the work of NHS organisations such as the Cambridgeshire and Peterborough Clinical Commissioning Group and the Cambridgeshire and Peterborough Sustainable Transformation Partnership (STP), which work across the two areas. The creation of a joint sub-committee with full membership of both Health and Wellbeing Boards was approved at full Council on 11 December 2018 following a recommendation from Constitution and Ethics Committee on 29 November 2019.
- 1.2 A joint development workshop for Cambridgeshire and Peterborough Health and Wellbeing Boards on 28th March 2019 explored options for how to take further forward joint working and priorities across the two Health and Wellbeing Boards. Two distinct roles of the Health and Wellbeing Boards were identified for joint work. The first was a system leadership role for health and wellbeing, for which representation from a range of organisations which impact on the wider determinants of health was required. The second was oversight of detailed financial, joint commissioning and integration issues for health and social care, specific to NHS commissioners and upper tier local authorities, which could be done more efficiently by a smaller group, reflecting the core statutory membership of the Health and Wellbeing Boards.

## 2. MAIN ISSUES

- 2.1 At its meeting on 30 May 2019, the Health and Wellbeing Board endorsed the creation of a joint infrastructure which would effectively deliver both roles of the Health and Wellbeing Boards. It is proposed to create a second Joint Sub-Committee (Core Joint Sub-Committee), and amend the terms of reference of the existing (Whole System) Joint Sub-Committee, comprising the full membership of both Boards, as follows:

### **Whole System Joint Sub-committee**

Membership:	Full membership of both Cambridgeshire HWB Board and Peterborough HWB
Role:	To drive forward wider system health and wellbeing priorities, which require involvement from a range of organisations.
Delegations:	Approve Cambridgeshire and Peterborough Joint Strategic Needs Assessments  Approve Cambridgeshire and Peterborough Joint Health and Wellbeing Strategy

## Core Joint Sub-committee

Membership:	Core statutory HWB Board membership – equal across Cambridgeshire and Peterborough HWBs Total of seven to nine members <ul style="list-style-type: none"><li>- Four Local Authority members (including the Chairs of both HWB Boards or a nominated substitute, Director of Public Health, Director of Adult Social Care &amp; Children)</li><li>- Four Clinical Commissioning Group members</li><li>- One representative of Cambridgeshire and Peterborough Healthwatch</li></ul>
Role:	To drive forward and oversee joint commissioning and integration of specific NHS / upper tier local authority services.
Delegations:	Better Care Fund approval Joint commissioning of NHS and LA social care / public health services

2.2 It is also proposed that the two parent Health and Wellbeing Boards will continue to meet to cover Cambridgeshire only and Peterborough only issues. Overall during one year the proposed calendar of meetings will include:

- Two meetings of the Cambridgeshire (parent) Health and Wellbeing Board
- Two meetings of the Whole System Joint Sub-Committee
- Four meetings of the Core Joint Sub-Committee

2.3 In order to enable clear delegation of functions to the two sub-committees, the Monitoring Officer has advised that the terms of reference of the Cambridgeshire Health and Wellbeing Board and the Peterborough Health and Wellbeing Board should be aligned, so that the same wording is used to describe their functions. This will enable clarity in the delegation of functions to sub-committees. Since both Health and Wellbeing Boards have the same statutory duties, but describe the functions of the Board in different levels of detail, this alignment is relatively straightforward. The proposed updated terms of reference for the Cambridgeshire Health and Wellbeing Board and the two proposed Joint Sub-Committees are attached as **Annex A**.

2.4 The Constitution and Ethics Committee considered the proposal at its meeting on 27 June 2019 and agreed unanimously to recommend it to full Council for approval.

Source Documents	Location
Cambridgeshire Health and Wellbeing Board – 22 November 2018, 30 May 2019 Constitution and Ethics Committee – 29 November 2018 and 27 June 2019 Full Council – 11 December 2018	<a href="https://cambridgeshire.cmis.uk.com/cc_c_live/Committees.aspx">https://cambridgeshire.cmis.uk.com/cc_c_live/Committees.aspx</a>



**Annex A**

***Additions in bold and deletions in strikethrough***

**12. CAMBRIDGESHIRE HEALTH AND WELLBEING BOARD  
TERMS OF REFERENCE**

**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\*
- Representative of NHS Commissioning Board\*
- **Representative of Cambridge University Hospitals NHS Foundation Trust (CUHFT)**
- **Representative of North West Anglia NHS Foundation Trust (NWAFT)**
- **Representative of Papworth Hospital NHS Foundation Trust**
- **Representative of Cambridgeshire and Peterborough NHS Foundation Trust (CPFT)**
- **Representative of Cambridgeshire Community Services NHS Trust (CCS)**
- **Representative of the voluntary and community sector**
- ~~Chief Finance Officer (Section 151 Officer)~~
- ~~One representative of the Voluntary Sector~~

\* 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.



## Health and Wellbeing Board Powers and Functions

Delegated Authority	Delegated Statutory Reference/ Condition
Authority to prepare the Joint Strategic Needs Assessment (JSNA): <b>To develop a shared understanding of the needs of the community through developing and keeping under review the JSNA and to use this intelligence to refresh the Health &amp; Wellbeing Strategy</b>	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, <b>which informs and influences the commissioning plans of partner agencies</b>	Section 116A, Local Government and Public Involvement in Health Act 2007. Section 196, Health and Social Care Act 2012
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
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	Section 195, Health and Social Care Act 2012 Section 75, NHS Act 2006
<b>To consider options and opportunities for the joint commissioning of health and social care services for children, families and adults in Cambridgeshire to meet identified needs (based on the findings of the Joint Strategic Needs Assessment) and to consider any relevant plans and strategies regarding joint commissioning of health and social care services for children and adults.</b>	



Delegated Authority	Delegated Statutory Reference/ Condition
To identify areas where joined up or integrated commissioning, including the establishment of pooled budget arrangements would benefit improving health and wellbeing and reducing health inequalities.	
By establishing sub groups as appropriate give consideration to areas of joint health and social care commissioning, including but not restricted to services for people with learning disabilities.	
To keep under consideration, the financial and organisational implications and impact on peoples experience of joint and integrated working across health and social care services, and to make recommendations for ensuring that performance and quality standards for health and social care services to children, families and adults are met and represent value for money across the whole system.	
Authority to prepare and provide Health and Wellbeing Board sign off for the Better Care Fund Plan.	
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 Health and Wellbeing Board (Standing Orders)**

### **1. Co-optees**

The Chairman/woman or the Board will be entitled to appoint, in consultation with the Board via e-mail, up to 3 people at any one time as non-voting co-opted members of the Board. The Board shall determine whether the co-options shall be for a specified period, for specific meetings or for specific items. Co-options may only be made if the person co-opted has particular knowledge or elected expertise in the functions for which the Board is responsible, or knowledge/responsibility for a geographic or academic agenda issue.

### **2. Notice of Meetings**

Meetings of the Board will be convened by the County Council, who will also arrange the clerking and recording of meetings (a member of the County Council's Democratic Services Team will act as Clerk).

### **3. Chairmanship**

The appointment of the Chairman/woman will be determined by full Council at the annual general meeting, or at any subsequent meeting should the need arise; having regard to recommendations from the Leader of the Council. The Cambridgeshire Health and Wellbeing Board will elect annually a Vice- Chairman/woman who will not represent the County Council.

### **4. Quorum**

The quorum for all meetings of the Board will be five members (~~Chairman/woman or Vice-Chairman/woman to be in attendance~~).

### **5. Appointment of Substitute Members**

Nominating groups may appoint a substitute member for each position. These members will receive electronic versions of agendas and minutes for all meetings. Notification of a named substitute member must be made in writing or by email to the Clerk. Substitute members may attend meetings after notifying the Clerk of the intended substitution before the start of the meeting either verbally or in writing. Substitute members will have full voting rights when taking the place of the ordinary member for whom they are designated substitute.

### **6. Decision Making**

It is expected that decisions will be reached by consensus, however, if a vote is required it will be determined by a simple majority of those members present and voting. If there are equal numbers of votes for and against, the Chairman/woman will have a second or casting vote. There will be no restriction on how the Chairman/woman chooses to exercise a casting vote.



## **7. Meeting Frequency**

The Board will meet *at least two times* a year. In addition, extraordinary meetings may be called from time to time as and when appropriate. A Board meeting may be called by the Chairman/woman, by any three members of the Board or by the Director of Public Health if he/she considers it necessary or appropriate.

## **8. Supply of information**

The Health and Wellbeing Board may, for the purpose of enabling or assisting it to perform its functions, request any of the following persons to supply it with such information as may be specified in the request—

- (a) the local authority that established the Health and Wellbeing Board;
- (b) any person who is represented on the Health and Wellbeing Board by virtue of section 194(2)(e) to (g) or (8) of the Health and Social Care Act 2012 (“the 2012 Act”);
- (c) any person who is a member of a Health and Wellbeing Board by virtue of section 194(2)(g) or (8) but is not acting as a representative.

A person who is requested to supply information under (a), (b) and (c) must comply with the request. Information supplied to a Health and Wellbeing Board under this section may be used by the Board only for the purpose of enabling or assisting it to perform its functions.

## **9. Status of Reports**

Meetings of the Board shall be open to the press and public and the agenda, reports and minutes will be available for inspection at Cambridgeshire County Council’s offices and on the County Council’s website at least five working days in advance of each meeting. [This excludes items of business containing confidential information or information that is exempt from publication in accordance with Part 5A and Schedule 12A to the Local Government Act 1972 as amended.] Other participating organisations may make links from their website to the Board’s papers on Cambridgeshire County Council’s website.

## **10. Press Strategy**

An electronic link to agendas for all meetings will be sent to the local media. Cambridgeshire County Council will be responsible for issuing press releases on behalf of the Board and dealing with any press enquiries. Press releases issued on behalf of the Board will be agreed with the Chairman/woman or Vice-Chairman/woman and circulated to all Board members.

## **11. Members’ Conduct**

Part 5 - Codes and Protocols of the County Council’s Constitution applies to all elected and ‘co-opted’ members of the Board.



[http://www.cambridgeshire.gov.uk/info/20050/council\\_structure/288/councils\\_constitution](http://www.cambridgeshire.gov.uk/info/20050/council_structure/288/councils_constitution)

## **12. Amendment of the Terms of Reference**

The Board may recommend variations to its Terms of Reference by a simple majority vote by the members provided that prior notice of the nature of the proposed variation is made and included on the agenda for the meeting.

## **13. Governance and Accountability**

The Board will be accountable for its actions to its individual member organisations. There will be sovereignty around decision making processes. Representatives will be accountable through their own organisations for the decisions they take. It is expected that Members of the Board will have delegated authority from their organisations to take decisions within the terms of reference. Decisions within the terms of reference will be taken at meetings and will not normally be subject to ratification or a formal decision process by partner organisations. However, where decisions are not within the delegated authority of the Board members, these will be subject to ratification by constituent bodies. It is expected that decisions will be reached by consensus.

### **Health and Wellbeing Board Support Group**

This is a working group mainly consisting of officers to discuss actions from Health and Wellbeing Board meetings and to help develop papers for the Health and Wellbeing Board



## **12.1 JOINT CAMBRIDGESHIRE AND PETERBOROUGH HEALTH & WELLBEING BOARD WHOLE SYSTEM JOINT (A SUB-COMMITTEE COMPRISING OF BOTH BOARDS): TERMS OF REFERENCE**

### **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.~~

**Aim: To drive forward wider system health and wellbeing priorities, which require involvement from a range of organisations.**

<b>Delegated Authority</b>	<b>Delegated Statutory Reference/ Condition</b>
<b>Authority to prepare the Joint Strategic Needs Assessment (JSNA) for Cambridgeshire and Peterborough : To develop a shared understanding of the needs of the community through developing and keeping under review the JSNA and to use this intelligence to refresh the Health &amp; Wellbeing Strategy.</b>	<b>Section 116, Local Government and Public Involvement in Health Act 2007 Section 196, Health and Social Care Act 2012</b>
<b>Authority to prepare the Joint Health and Wellbeing Strategy for Cambridgeshire and Peterborough based on the need identified in the Joint Strategic Needs Assessment and overseeing the implementation of the Strategy, which informs and influences the commissioning plans of partner agencies.</b>	<b>Section 116A, Local Government and Public Involvement in Health Act 2007. Section 196, Health and Social Care Act 2012</b>
<b>Authority to approve non-statutory joint strategies on health and wellbeing issues (e.g. Cambridgeshire and Peterborough suicide prevention strategy), subject to agreement by the Chairs and Vice-Chairs of the two parent Health and Wellbeing Boards.</b>	



<b>Delegated Authority</b>	<b>Delegated Statutory Reference/ Condition</b>
<del>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</del> [Cambridgeshire & Peterborough jointly]	Section 26, Health and Social Care Act 2012
<del>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</del> [Cambridgeshire & Peterborough jointly]	Section 195, Health and Social Care Act 2012
<del>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</del> [Cambridgeshire & Peterborough jointly]	Section 195, Health and Social Care Act 2012 Section 75, NHS Act 2006
<del>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.</del> [Cambridgeshire & Peterborough jointly]	



## **CAMBRIDGESHIRE AND PETERBOROUGH HEALTH AND WELLBEING BOARD WHOLE SYSTEM JOINT SUB-COMMITTEE (STANDING ORDERS)**

### **1. Notice of Meetings**

Meetings of the Whole System Sub-Committee will be convened by Cambridgeshire County Council and Peterborough City Council on an alternating basis. The convening Council will also arrange the clerking and recording of meetings (a member of the Councils' Democratic Services Teams will act as Clerk).

### **2. Chairmanship**

The Chairmanship will alternate annually between the Chair of the Cambridgeshire Health and Wellbeing Board and the Chair of the Peterborough Health and Wellbeing Board (*except for the first appointment where the appointed Chair will chair until the end of the 2020/21 municipal year*). The Joint Sub-Committee will elect annually a Vice- Chairman/woman who will not represent either Council.

### **3. Quorum**

The quorum for all meetings of the Joint Sub-Committee will be four members including members from both Councils and the CCG.

### **4. Appointment of Substitute Members**

Nominating groups may appoint a substitute member for each position. These members will receive electronic versions of agendas and minutes for all meetings. Notification of a named substitute member must be made in writing or by email to the Clerk. Substitute members may attend meetings after notifying the Clerk of the intended substitution before the start of the meeting either verbally or in writing. Substitute members will have full voting rights when taking the place of the ordinary member for whom they are designated substitute.

### **5. Decision Making**

It is expected that decisions will be reached by consensus, however, if a vote is required it will be determined by a simple majority of those members present and voting. If there are equal numbers of votes for and against, the Chairman/woman will have a second or casting vote. There will be no restriction on how the Chairman/woman chooses to exercise a casting vote.



## **6. Meeting Frequency**

The Sub-Committee will meet at least twice a year. In addition, extraordinary meetings may be called from time to time as and when appropriate. A Board meeting may be called by the Chairman/woman, by any three members of the Board or by the Director of Public Health if he/she considers it necessary or appropriate.

## **7. Supply of information**

The Sub-Committee may, for the purpose of enabling or assisting it to perform its functions, request any of the following persons to supply it with such information as may be specified in the request—

- (a) the local authority that established the Health and Wellbeing Board;
- (b) any person who is represented on the Health and Wellbeing Board by virtue of section 194(2)(e) to (g) or (8) of the Health and Social Care Act 2012 (“the 2012 Act”);
- (c) any person who is a member of a Health and Wellbeing Board by virtue of section 194(2)(g) or (8) but is not acting as a representative.

A person who is requested to supply information under (a), (b) and (c) must comply with the request. Information supplied to a Health and Wellbeing Board or its Sub-Committees under this section may be used only for the purpose of enabling or assisting it to perform its functions.

## **8. Status of Reports**

Meetings of the Whole System Joint Sub-Committee shall be open to the press and public and the agenda, reports and minutes will be available for inspection at both Cambridgeshire County Council and Peterborough City Council’s offices and on the Council’s websites at least five working days in advance of each meeting. [This excludes items of business containing confidential information or information that is exempt from publication in accordance with Part 5A and Schedule 12A to the Local Government Act 1972 as amended.] Other participating organisations may make links from their website to the Sub-Committee’s papers.

## **9. Press Strategy**

An electronic link to agendas for all meetings will be sent to the local media by the Councils’ press offices. Press releases issued on behalf of the Board will be agreed with the Chairman/woman or Vice-Chairman/woman and circulated to all Board members.





**10. Members' Conduct**

The codes of conduct and protocols of the relevant Council will apply to all elected and 'co-opted' members of the Board.

**11. Governance and Accountability**

The Sub-Committee will be accountable for its actions to the Health and Wellbeing Boards and their individual member organisations. There will be sovereignty around decision making processes. Representatives will be accountable through their own organisations for the decisions they take. It is expected that Members of the Sub-Committee will have delegated authority from their organisations to take decisions within the terms of reference. Decisions within the terms of reference will be taken at meetings and will not normally be subject to ratification or a formal decision process by partner organisations. However, where decisions are not within the delegated authority of the Board members, these will be subject to ratification by constituent bodies. It is expected that decisions will be reached by consensus.



## **12.2 CAMBRIDGESHIRE AND PETERBOROUGH HEALTH AND WELLBEING BOARD CORE JOINT SUB-COMMITTEE: TERMS OF REFERENCE**

### **Membership**

- **Chairman/woman of Cambridgeshire and Peterborough Health and Wellbeing Boards**
- **Four representatives of the Clinical Commissioning Group (CCG) (nominated by the CCG Governing Body)**
- **One representative of the local HealthWatch**
- **Director of Public Health**
- **Executive Director: People and Communities**

**Aim: To drive forward and oversee joint commissioning and integration of specific NHS / upper tier local authority services.**

### **Delegated functions**

<b>Delegated authority</b>	<b>Delegated condition</b>
<b>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, where the response is for both Cambridgeshire and Peterborough.</b>	<b>Section 26, Health and Social Care Act 2012</b>
<b>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, where this involves both Cambridgeshire and Peterborough.</b>	<b>Section 195, Health and Social Care Act 2012</b>
<b>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, where this involves both Cambridgeshire and Peterborough</b>	<b>Section 195, Health and Social Care Act 2012 Section 75, NHS Act 2006</b>



<b>To consider options and opportunities for the joint commissioning of health and social care services for children, families and adults in Cambridgeshire and Peterborough to meet identified needs (based on the findings of the Joint Strategic Needs Assessment) and to consider any relevant plans and strategies regarding joint commissioning of health and social care services for children and adults.</b>	
<b>To identify areas where joined up or integrated commissioning across Cambridgeshire and Peterborough, including the establishment of pooled budget arrangements would benefit improving health and wellbeing and reducing health inequalities.</b>	
<b>By establishing sub groups as appropriate give consideration to areas of joint health and social care commissioning across Cambridgeshire and Peterborough, including but not restricted to services for people with learning disabilities.</b>	
<b>To keep under consideration, the financial and organisational implications and impact on peoples experience of joint and integrated working across health and social care services across Cambridgeshire and Peterborough, and to make recommendations for ensuring that performance and quality standards for health and social care services to children, families and adults are met and represent value for money across the whole system.</b>	
<b>Authority to prepare and provide Health and Wellbeing Board sign off for the Better Care Fund Plan.</b>	



**The Constitution**

Part 3B - Responsibility for Functions  
Committees of Council  
Cambridgeshire Health and Wellbeing  
Board

**Authority to discharge any other relevant 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, subject to agreement by the Chairs and Vice-Chairs of the Parent Boards.**



## **CAMBRIDGESHIRE AND PETERBOROUGH HEALTH AND WELLBEING BOARD CORE JOINT SUB-COMMITTEE (STANDING ORDERS)**

### **1. Notice of Meetings**

Meetings of the Core System Sub-Committee will be convened by Cambridgeshire County Council and ~~Peterborough City Council on an alternating basis~~. The convening Council will also arrange the clerking and recording of meetings (a member of the Council's Democratic Services Teams will act as Clerk).

### **2. Chairmanship**

The Chairmanship will alternate annually between the Chair of the Cambridgeshire Health and Wellbeing Board and the Chair of the Peterborough Health and Wellbeing Board *(except for the first appointment where the appointed Chair will chair until the end of the 2020/21 municipal year)*. The Joint Sub-Committee will elect annually a Vice- Chairman/woman who will not represent either Council.

### **3. Quorum**

The quorum for all meetings of the Joint Sub-Committee will be four members including members from both Councils, the CCG and HealthWatch.

### **4. Appointment of Substitute Members**

Nominating groups may appoint a substitute member for each position. These members will receive electronic versions of agendas and minutes for all meetings. Notification of a named substitute member must be made in writing or by email to the Clerk. Substitute members may attend meetings after notifying the Clerk of the intended substitution before the start of the meeting either verbally or in writing. Substitute members will have full voting rights when taking the place of the ordinary member for whom they are designated substitute.



## **5. Decision Making**

It is expected that decisions will be reached by consensus, however, if a vote is required it will be determined by a simple majority of those members present and voting.

## **6. Meeting Frequency**

The Sub-Committee will meet at least four times a year. In addition, extraordinary meetings may be called from time to time as and when appropriate. A Board meeting may be called by the Chairman/woman, by any three members of the Board or by the Director of Public Health if he/she considers it necessary or appropriate.

## **7. Supply of information**

The Sub-Committee may, for the purpose of enabling or assisting it to perform its functions, request any of the following persons to supply it with such information as may be specified in the request—

- (a) the local authority that established the Health and Wellbeing Board;
- (b) any person who is represented on the Health and Wellbeing Board by virtue of section 194(2)(e) to (g) or (8) of the Health and Social Care Act 2012 (“the 2012 Act”);
- (c) any person who is a member of a Health and Wellbeing Board by virtue of section 194(2)(g) or (8) but is not acting as a representative.

A person who is requested to supply information under (a), (b) and (c) must comply with the request. Information supplied to a Health and Wellbeing Board or its Sub-Committees under this section may be used only for the purpose of enabling or assisting it to perform its functions.

## **8. Status of Reports**

Meetings of the Core System Joint Sub-Committee shall be open to the press and public and the agenda, reports and minutes will be available for inspection at both Cambridgeshire County Council and Peterborough City Council’s offices and on the Council’s websites at least five working days in advance of each meeting. [This excludes items of business containing confidential information or information that is exempt from publication in accordance with Part 5A and Schedule 12A to the Local Government Act 1972 as amended.] Other participating organisations may make links from their website to the Sub-Committee’s papers.



**9. Press Strategy**

**An electronic link to agendas for all meetings will be sent to the local media by both Council's press offices. Press releases issued on behalf of the Board will be agreed with the Chairman/woman or Vice-Chairman/woman and circulated to all Board members.**

**10. Members' Conduct**

**The codes of conduct and protocols of the relevant Council will apply to all elected and 'co-opted' members of the Board.**

**11. Governance and Accountability**

**The Sub-Committee will be accountable for its actions to the Health and Wellbeing Boards and their individual member organisations. There will be sovereignty around decision making processes. Representatives will be accountable through their own organisations for the decisions they take. It is expected that Members of the Sub-Committee will have delegated authority from their organisations to take decisions within the terms of reference. Decisions within the terms of reference will be taken at meetings and will not normally be subject to ratification or a formal decision process by partner organisations. However, where decisions are not within the delegated authority of the Board members, these will be subject to ratification by constituent bodies. It is expected that decisions will be reached by consensus.**

**SOCIAL MEDIA CODE FOR COUNCILLORS**

**To:** Council

**Meeting Date:** 23 July 2019

**From:** Director of Governance and Legal Services and  
Monitoring Officer

**Purpose:** The Constitution and Ethics Committee has approved the introduction of a social media code for Members and is recommending to Council a cross-reference in the Members' Code of Conduct

**Recommendation:** That full Council:

- (a) approves the introduction of a new Part 3 of the Code which would cross-reference the new social media code along with other relevant documents Members should consider alongside the code of conduct (which are not currently cross-referenced); and
- (b) authorise the Monitoring Officer, in consultation with the Chairwoman of the Constitution and Ethics Committee, to make any other minor or consequential amendments to the Constitution necessary for, or incidental to, the implementation of these proposals.

<b><i>Officer contact:</i></b>		<b><i>Member contact:</i></b>	
Name:	Fiona McMillan	Name:	Councillor Lis Every
Post:	Monitoring Officer	Chairman:	Constitution and Ethics Committee
Email:	<a href="mailto:fiona.mcmillan@peterborough.gov.uk">fiona.mcmillan@peterborough.gov.uk</a>	Email:	<a href="mailto:lis.every@cambridgeshire.gov.uk">lis.every@cambridgeshire.gov.uk</a>
	<a href="http://ov.uk">ov.uk</a>		
Tel:	01733 452361 (office)	Tel:	01223 706398 (office)



## 1. BACKGROUND

- 1.1 At its meeting on 27 June 2019, the Constitution and Ethics Committee considered a report detailing the introduction of a Social Media Code as part of its role in overseeing compliance with the Members' Code of Conduct and in promoting high standards of conduct by Members.
- 1.2 The Constitution and Ethics Committee considered the report under its Terms of Reference: "Authority to oversee the operation of the Council's Constitution and authority to make recommendations to Full Council as to amendments and improvements to the Council's Constitution, including the codes and protocols" and "Authority to oversee and approve the operation of the Council's functions relating to the promotion and maintenance of high standards of conduct amongst members and co-opted members of the County Council including:
- approving and issuing guidance to Members
  - making recommendations to Full Council regarding the suggested amendment of the Members' Code of Conduct
  - approving training to be provided to members in the Code of Conduct
  - monitoring the operation of the Code of Conduct".
- 1.3 With the continuing rise in use of social media it is increasingly important that public sector organisations review existing policies and procedures to raise awareness of their expectations when social media is being used as an official and in some instances personal platform for public communications. The Committee requested that it receive a draft social media code for Members to consider. The recommendations within the report were intended to give effect to that requirement.

## 2. MAIN ISSUES

- 2.1 The Committee approved the draft Social Media Code attached as **Appendix A**. The Committee has issued this directly to Members in accordance with its terms of reference in order to complement the Members' Code of Conduct and to set clear guidelines to Members as to expected standards.
- 2.2 The Committee also agreed to recommend to Council cross referencing it in the Council's Code of Conduct for Members. This can be done by the introduction of a new Part 3 of the Code which would cross-reference the new social media code along with other relevant documents Members should consider alongside the code of conduct (which are not currently cross-referenced). The proposed addition is set out in **Appendix B**.

Source Documents	Location
Constitution and Ethics Committee – 27 June 2019	<a href="https://cambridgeshire.cmis.uk.com/ccs_live/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/1069/Committee/10/Default.aspx">https://cambridgeshire.cmis.uk.com/ccs_live/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/1069/Committee/10/Default.aspx</a>



## **Appendix A**

### **Cambridgeshire County Council Social Media Code for Councillors**



#### **Introduction**

Social media is the term used for online tools, websites and interactive media that enable users to interact with each other by sharing information, opinions, knowledge and interests. This guidance covers social media on social networking sites, blogging, and tweeting. Social media increases our access to audiences and improves the accessibility of our communication. It enables us to be more active in our relationships with citizens, partners and stakeholders and encourages people to be involved in local decision making, enabling better engagement and feedback which should ultimately help improve the services we provide.

Cambridgeshire County Council (“the council”) recognises that social media provides an effective platform for understanding, engaging and communicating with residents on issues of general importance to the community. Nevertheless, the council also recognises that the use of social media can pose risks to its reputation and that of members. It considers that clear guidelines are needed for the use of social media sites to ensure that their use does not expose the council to security risks, reputational damage or breach the Data Protection Act.

It is not a requirement for Members to use social media to fulfil their roles however, where it is used this Code will be relevant. Any communication is capable of being misinterpreted or misrepresented and whilst the use of social media should not be more susceptible to this problem than any other form of communication, the immediacy and often rapid and wide broadcasting can magnify the problem and create controversy where it wasn't expected. This doesn't mean that Members cannot, in the appropriate context, communicate politically but care should be taken to ensure that the tone and content is no different to that expected of a verbal communication.

The purpose of this Code is to support the use of social media through the provision of guidance and clarity as to what constitutes acceptable usage in ensuring compliance with the Council's legal obligations and the general standards of conduct expected of members.

#### **Purpose**

This guidance applies to councillors in respect of their use of social media as part of their public role as well as offering advice on social media issues they may face in their personal life. It sets out how to use social media, how to effectively manage social media usage and indicates how any risks or pitfalls can be minimised or mitigated.

Social media is a term used to describe websites and online tools which allow people to interact with each other by creating their own content examples of which include but are not limited to:

- Social Networking sites (e.g. Facebook)
- Blogging

- Micro-blogging services (e.g. Twitter)
- Video sharing services (e.g. YouTube)
- Photo sharing services (e.g. Instagram)
- Online gaming and virtual reality (e.g. World of Warcraft)
- Messaging services (e.g. Whatsapp)
- Business Networking sites (e.g. LinkedIn)

This Code applies to the use of social media when members are acting, or perceived to be acting, in their official capacity and/or as a representative of the authority and whether or not it is accessed using the Council's ICT facilities and equipment.

Councillors must ensure that they use social media sensibly and responsibly and that their use will not adversely affect the council or its business, nor be damaging to the council's reputation and credibility. Non-compliance with this Code may result in a breach of the Members' Code of Conduct and a request to remove any postings which are deemed inappropriate.

The following sections of the policy provide users with common-sense guidelines and recommendations for using social media responsibly and safely.

## **KEY PRINCIPLES**

### **Practices to Avoid**

- Do not do anything to jeopardise the council's obligations under the Freedom of Information Act and Data Protection Act such as citing or referencing residents, partners or suppliers without their written approval. Be aware that content on such social media websites may be subject to Freedom of Information requests.
- Do not misappropriate or infringe the intellectual property of other organisations and individuals which could create liability for the council as well as themselves.
- Do not say anything through social media that suggests you have made your mind up on an issue that is due to be formally decided (particularly important on planning issues). While your likely view on a particular application may be well known, you need to be able to show that you attended the committee or hearing prepared to take on board and weigh all the evidence, and were genuinely open to a different view, in order to avoid allegations of predetermination or bias.
- Do not write or report on conversations, meetings or matters that are meant to be confidential or internal to the council such as those held in exempt session or prior to the publication of reports.
- Do not provide references for individuals on social or professional networking sites as this creates a legal liability.
- Do not blog or tweet in haste, particularly in circumstances where your judgement might be impaired; for example, if you are tired or have consumed alcohol.

- Do not represent your personal views, or those of any political party or interest group you belong to, as being those of the Council on any social medium.
- Do not browse, download, upload or distribute any material that could be considered inappropriate, offensive, defamatory, illegal or discriminatory.
- Do not, in your role as a Councillor, use social media to promote personal financial interests. This includes the promotion of particular commercial activities that Council representatives may have an interest in.

## Examples of Good Practice

- The Members' Code of Conduct will only apply to you when you are, or appear to be acting in your official capacity, so it must be clear that expressions of personal opinion are appropriately distinguished. For the avoidance of doubt, do consider keeping your personal and political accounts separate or where this is inconvenient use clear expressions of intent such as 'speaking entirely personally' or 'the views expressed here are my personal opinion'. Consider also installing appropriate privacy settings for your personal accounts.
- Do ensure your official use of social media is compliant with the Members' Code by ensuring that your profile and any content is consistent with the council's professional image and obligations for instance:
  - ***Treat others with respect*** - do not use social media in any way to attack, insult, abuse, defame or otherwise make negative, offensive or discriminatory comments about residents, council staff and services, other Members and/or organisations or leave on your web or social media pages comments made by others which may be equally damaging/defamatory.
  - ***Comply with equality laws*** – do not publish anything that might be seen as racist, sexist, ageist, homophobic or anti-faith. Never bully or harass anyone – do not say anything, particularly if it is part of a series of similar comments about a person or on a theme that might be construed as bullying or intimidation.
  - ***Do not bring the council into disrepute*** – you should not publish anything that could reasonably be perceived as reflecting badly upon or lowering the reputation of yourself as a Councillor or the Council. (*Note – it is expected that Councillors will engage in political discourse*)
  - ***Do not disclose confidential information*** - you must not, in your use of social media, just as in any other circumstances, disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature.
- Do be mindful that what you publish will be in the public domain for a long time and can't be easily retracted once published.
- Do be aware that the higher your profile as an elected member the more likely it is you will be seen as acting in your official capacity. Equally, be aware that you will be seen as acting in your official capacity if you publish information that you could only have accessed by being an elected member.

- Do use social media to add value to the environment in which you are participating and to provide worthwhile information and perspective to residents.
- Do tolerate disagreement - some comments may not accord with your views and deleting the comments of people who disagree with you can backfire. The same comments can appear elsewhere from with the possibility of linking them back to your site with accusations of gagging.
- Do avoid the difficult users, don't get bogged down, you don't have to respond to everything. Ignore if necessary.
- Do exercise caution in requesting or accepting a Council employee or contractor providing services to the Council as a "friend" on a social networking site where this can suggest close personal association.
- Do use secure passwords and never share your password with anyone. If you are using shared IT equipment don't store your password on the computer.
- Do be aware of your own safety and ensure that anything you publish does not leave you vulnerable. Any Councillor receiving threats, abuse or harassment via their use of social media should report it to their political group leader, Members' services and /or the Police.
- Do be aware that what you say on social media will likely attract interest from the media and may well result in a news story, in the same way comments you make in the council chamber would do. For example, a throw away comment about a fellow member could result in a big news story that you had not intended which could damage your own reputation and that of the council.
- Do double-check that information you post on social media is accurate before you publish it and if in any doubt, don't publish.
- Do try to avoid engaging the council's social media accounts in political conversations, as these accounts are managed by council officers for the benefit of residents to inform them of services and news. They should not be used for political purposes.

### **Responsibilities of councillors**

- You are personally responsible for the content you publish on any form of social media, in the same way that you are responsible for letters or emails you send.
- Publishing or allowing to be published (in the form of a comment) an untrue statement about a person which is damaging to their reputation may incur a libel action.
- Social media sites are in the public domain and it is important to ensure you are confident of the nature of the information you publish. Once published, content is almost impossible to control and may be manipulated without your consent, used in different contexts, or further distributed.
- Make use of stringent privacy settings if you don't want your social media to be accessed by the press or public. Read the terms of service of any social media site accessed and make sure you understand their confidentiality/privacy settings.

- Do not disclose personal details such as home addresses and telephone numbers.
- Ensure that you handle any personal or sensitive information in line with the council's Data Protection Policy.
- Do not publish or report on meetings which are private or internal (where no members of the public are present or it is of a confidential nature) or are Part 2 reports (which contain confidential information or matters which are exempt under the provision of the Local Government (Access to Information) Act 1985).
- Copyright laws still apply online. Placing images or text from a copyrighted source (e.g. extracts from publications or photos) without permission is likely to breach copyright. Avoid publishing anything you are unsure about or seek permission from the copyright holder in advance.
- Don't send or post inappropriate, abusive, bullying, racist or defamatory messages to members of the public, other councillors or officers either in or outside the work environment
- Elections - the council will not promote councillors' social media accounts during the pre-election period and councillors should take extra care with what they post at this time.
- In any biography, the account should state the views are those of the councillor in question and may not represent the views of the council.
- Do not use the council's logo, or any other council related material on a personal account or website.
- Social media must not be used for actions that would put councillors in breach of the council's Code of Conduct. For example, don't publish on social media something you wouldn't want to say face to face, or at a public meeting.
- Be aware of your own safety when placing information on the internet and do not publish information which could leave you vulnerable.
- Anyone receiving threats, abuse or harassment via their use of social media should report it to their political group leader, Democratic Services and/or the police.
- It is recommended that in the case of Facebook, councillors wishing to keep their personal life and role as a councillor separate create a Facebook page which members of the public can like rather than using their personal profiles.

This guidance is not exhaustive and if you have any queries you should contact the council's Monitoring Officer.



**Appendix B**

**PART 3**

**RELATED DOCUMENTS**

The following documents also provide guidance on the standards of conduct expected of Members and can assist in the interpretation of this Code of Conduct.

These documents can be found in the Council's Constitution.

1. **Members' Code of Conduct – Guidance on Confidentiality** which can be found at Part 5.1(a) of the Constitution.
2. **Cambridgeshire County Council's Protocol on Member/Officer Relations** which sets out how members and officers should work together which can be found at Part 5.3 of the Constitution.
3. **Cambridgeshire County Council's Social Media Code for Councillors** sets out appropriate behaviour when using social media and acting, or appearing to act, in your capacity as a councillor, which can be found at Part 5.1(c) of the Constitution.
4. **Cambridgeshire County Council's Gifts and Hospitality Policy** which sets out the procedures under which registration and declaration of interests, gifts and hospitality are to be made which can be found at Part 5.1(b) of the Constitution.

**GIFTS AND HOSPITALITY**

*To:* Council

*Meeting Date:* 23 July 2019

*From:* Director of Governance and Legal Services and  
Monitoring Officer

*Purpose:* Constitution and Ethics Committee is proposing an increase in the financial level for declaring gifts and hospitality and the inclusion of more detailed guidance on making declarations in the Constitution.

*Recommendation:* That full Council:

- (a) approves revisions and additions to the Council's Constitution as set out in Appendix A; and
- (b) authorises the Monitoring Officer, in consultation with the Chairwoman of the Constitution and Ethics Committee, to make any other minor or consequential amendments to the Constitution necessary for, or incidental to, the implementation of these proposals.

<b><i>Officer contact:</i></b>		<b><i>Member contact:</i></b>	
Name:	Michelle Rowe	Name:	Councillor Lis Every
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## 1. BACKGROUND

- 1.1 The Constitution and Ethics Committee at its meeting on 4 April 2019 noted that there was a lack of clarity over rules regarding gifts and hospitality. An example was given of whether Members were required to include the value of an accompanying partner when declaring an invitation to an event, as this often affected whether the value was over or above the £25 level adopted by the Council. It was suggested that £25 was a low requirement for declarations of gifts and hospitality, considering that some neighbouring local councils set the requirement as high as £100.
- 1.2 It was agreed for the Monitoring Officer to present a report at the next meeting concerning the requirement for making a declaration, which would include a proposal to raise the financial level, as well as providing more detailed guidance than was currently provided.

## 2. MAIN ISSUES

- 2.1 Constitution and Ethics Committee considered a report at its meeting on 27 June 2019 on including guidance in the Constitution on making declarations and increasing the financial level for declaring gifts and hospitality.

### **Members' Code of Conduct**

- 2.2 The Council like a number of authorities has limited information on declaring "Gifts and Hospitality". Norfolk and Oxfordshire County Councils, for example, have very detailed information on the subject. The Committee is therefore proposing to recommend to Council that Guidance for Members on Gifts and Hospitality be included in the Council's Constitution as Part 5.1(b) to the Members' Code of Conduct. See **Appendix A** (*additions in bold and deletions in strikethrough*)

### **Financial Limit**

- 2.3 The Committee considered research on the financial limits for gifts and hospitality identified for other County Councils as set out below:

<b>Cumbria</b>	£100
<b>Surrey</b>	£100
<b>Derbyshire</b>	£50
<b>Dorset</b>	£50
<b>Durham</b>	£50
<b>East Sussex</b>	£50
<b>Northamptonshire</b>	£50
<b>Oxfordshire</b>	£50
<b>Buckinghamshire</b>	£25
<b>Essex</b>	£25
<b>Herefordshire</b>	£25
<b>Lancashire</b>	£25
<b>Lincolnshire</b>	£25
<b>Norfolk</b>	£25
<b>Shropshire</b>	£25
<b>Suffolk</b>	£25

Peterborough City Council sets a financial limit of £100 for Gifts and Hospitality. Following consideration, the Committee agreed to recommend to Council that the financial level for declaring gifts and hospitality be increased to £100.

Source Documents	Location
<p>Constitution and Ethics Committee –4 April 2019 &amp; 27 June 2019</p> <p>Constitution</p>	<p><a href="https://cambridgeshire.cmis.uk.com/cc_c_live/Committees/tabid/62/ctl/ViewCMIS_CommitteeDetails/mid/381/id/10/Default.aspx">https://cambridgeshire.cmis.uk.com/cc_c_live/Committees/tabid/62/ctl/ViewCMIS_CommitteeDetails/mid/381/id/10/Default.aspx</a></p> <p><a href="https://www.cambridgeshire.gov.uk/council/council-structure/council-constitution/">https://www.cambridgeshire.gov.uk/council/council-structure/council-constitution/</a></p>



**Appendix A (Extract of Constitution)**

**MEMBERS' CODE OF CONDUCT**

The Members' Code of Conduct is intended to promote high standards of behaviour amongst the elected and co-opted members of the council.

The Code sets out the standard of service that is expected from Councillors and co-opted members of the Council. In particular, Councillors and co-opted members should act in an open and transparent manner and should not do anything which would prejudice the reputation of the Council.

It is important Councillors and co-opted members undertake their position as regards standards of conduct, and if in any doubt should seek guidance. This is because in some circumstances a breach of the Code could be a criminal offence and because any person could make a complaint to the Council if they believe a Councillor or co-opted member has breached the Code.

This Code is adopted in accordance with Section 27(2) of the Localism Act 2011.

**UNDERLYING PRINCIPLES**

The Code is underpinned by the following principles of public life which should be borne in mind when interpreting the meaning of the Code:

- i. **Selflessness** Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.
- ii. **Integrity** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
- iii. **Objectivity** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- iv. **Accountability** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- v. **Openness** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
- vi. **Honesty** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- vii. **Leadership** Holders of public office should promote and support these principles by leadership and example.



## **PART 1**

### **GENERAL PROVISIONS**

#### **1. Introduction and interpretation**

1.1. This Code applies to **you** whenever you are acting in your capacity as a member of Cambridgeshire County Council ("CCC") including:

- (a) When acting as a representative of the authority;
- (b) In taking any decision as a Division Councillor;
- (c) At briefing meetings with officers;
- (d) When corresponding with the authority other than in a private capacity.

1.2. The term "**the Authority**" used in this Code refers to Cambridgeshire County Council.

1.3. "**Member**" means any person being an elected or co-opted member of the Authority.

1.4. It is **your** responsibility to comply with the provisions of this Code.

1.5. In this code:

"**Meeting**" means any meeting of:

- a) The Authority;
- b) The Authority's committees, sub-committees, joint committees, joint sub-committees, or area committees;
- c) Any of the Authority's advisory groups and boards, working parties and panels

1.6. In this Code "relevant authority" has the meaning given to it by section 27(6) of the Localism Act 2011.

#### **2. General obligations**

**2.1. You must treat others with respect.**

**2.2. You must not:**

- (a) do anything which may cause the Authority to breach UK equalities legislation;
- (b) bully any person;



- (c) intimidate or attempt to intimidate any person who is or is likely to be:
  - (i) a complainant;
  - (ii) a witness; or
  - (iii) involved in the administration of any investigation or proceedings, in relation to an allegation that a Member (including yourself) has failed to comply with his or her authority's code of conduct.
- (d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the Authority.
- (e) conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute.

**3. You must not:**

3.1. disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where:

- (a) you have the consent of a person authorised to give it;
- (b) you are required by law to do so;
- (c) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
- (d) the disclosure is:
  - (i) reasonable and in the public interest; and
  - (ii) made in good faith and in compliance with the reasonable requirements of the authority; or

3.2. prevent another person from gaining access to information to which that person is entitled by law.

**4. You must not:**

4.1. use or attempt to use your position as a member improperly to confer on, or secure for yourself or any other person, an advantage or disadvantage.

**5. You must:**

5.1. when using or authorising the use by others of the resources of your Authority:



- (a) act in accordance with your Authority's reasonable requirements;
- (b) ensure that such resources are not used improperly for political purposes (including party political purposes); and
- (c) have regard to any Local Authority Code of Publicity made under the Local Government Act 1986.



## **PART 2**

### **INTERESTS**

#### **6. Disclosable Pecuniary Interests**

- 6.1. Breaches of the rules relating to Disclosable Pecuniary Interests may lead to criminal sanctions being imposed.
- 6.2. You have a disclosable pecuniary interest if it is of a description specified in regulations made by the Secretary of State, (attached at Appendix A), and either:
- (a) it is an interest of yours, or
  - (b) it is an interest of:
    - (i) your spouse or civil partner;
    - (ii) a person with whom you are living as husband and wife, or
    - (iii) a person with whom you are living as if you were civil partners

and you are aware that that other person has the interest.

#### **7. Registration of Disclosable Pecuniary Interests**

- 7.1. Subject to paragraph 9 below, (sensitive interests), you must, within 28 days of:

- (a) this Code being adopted or applied by the Authority; or
- (b) your election or appointment (where that is later),

notify the Authority's Monitoring Officer in writing of any Disclosable Pecuniary Interests you have at that time.

- 7.2. Subject to paragraph 9 below, (sensitive interests), you must, within 28 days of becoming aware of any new Disclosable Pecuniary Interest or any change to any such interest, notify the Authority's Monitoring Officer in writing of that new pecuniary interest or change.

#### **8. Disclosable Pecuniary Interests in Matters Considered at Meetings**

- 8.1. If you attend a meeting and have and are aware that you have a Disclosable Pecuniary Interest in any matter to be considered, or being considered, at that meeting:

- (a) if the interest is not entered in the Authority's register of members' interests, you must, subject to sub-paragraph 9 below, disclose to the meeting the fact that you have a Disclosable Pecuniary Interest in that matter. If you have not already done so, you must notify the Authority's Monitoring Officer of the



interest before the end of 28 days beginning with the date of the disclosure, and

- (b) whether the interest is registered or not you must not – unless you have obtained a dispensation from the Authority's Monitoring Officer:
  - (i) participate, or participate further, in any discussion of the matter at the meeting; or
  - (ii) remain in the meeting room whilst the matter is being debated or participate in any vote taken on the matter at the meeting

apart from making representations, giving evidence or answering questions, prior to the commencement of the debate on that matter.

## **9. Sensitive Interests**

- 9.1. Where you consider (and the Authority's Monitoring Officer agrees) that the nature of a Disclosable Pecuniary or Non-Statutory Interest is such that disclosure of the details of the interest could lead to you or a person connected with you being subject to intimidation or violence, it is a "sensitive interest" for the purposes of the Code, and the details of the sensitive interest do not need to be disclosed to a meeting, although the fact that you have a sensitive interest must be disclosed.

## **10. Non Statutory Disclosable Interests**

- 10.1. You have a "non-statutory disclosable interest" in an item of business of your authority where:
- i) a decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the division or electoral area for which you have been elected or otherwise of the authority's administrative area, or
  - ii) it relates to or is likely to affect any of the interests listed in the Table in the Appendix A to this Code, but in respect of a member of your family (other than a "relevant person") or a person with whom you have a close association

and that interest is not a disclosable pecuniary interest.

- 10.2. If you attend a meeting and are aware that you have a 'Non Statutory Disclosable Interest in any matter to be considered, or being considered, at that meeting:
- (a) If the interest is not entered in the Authority's register of members' interests, you must, subject to sub-paragraph 9 above, disclose to the meeting the fact that you have a Non-Statutory Disclosable Interest in that matter, and





- (b) If the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest, you must not:
- (i) participate, or participate further, in any discussion of the matter at the meeting; or
  - (ii) remain in the meeting room whilst the matter is being debated or participate in any vote taken on the matter at the meeting;
- apart from making representations, giving evidence or answering questions, prior to the commencement of the debate on that matter.

## **11. Dispensations**

- 11.1. Where a Member is prohibited from voting on or participating in discussions on matters in which they have a Disclosable Pecuniary Interest or a Non-statutory Disclosable Interest within the meaning of paragraph 10.1 of this Code ("**Relevant Non-Statutory Disclosable Interest**"), a Member may on written notice to the Monitoring Officer (by letter or email) request the grant of a dispensation to permit them to participate in the voting or discussions on such matters.
- 11.2. Any written notice given by a Member to the Monitoring Officer in accordance with paragraph 11.1 must:
- (a) be given:-
    - (i) at least five working days before a meeting at which the relevant matter falls to be discussed; or
    - (ii) at least 24 hours before a meeting at which the relevant matter falls to be discussed, exceptionally, where circumstances require, and at the absolute discretion of the Monitoring Officer.
  - (b) provide details of the matter to be voted on or discussed at a meeting and the nature of the Member's interest in that matter;
  - (c) specify the grounds on which the dispensation is applied for in accordance with paragraph 11.3;
  - (d) specify whether a dispensation is requested for a single meeting or on an on-going basis (up to a maximum of four years).
- 11.3. A dispensation requested under paragraph 11.1 may be granted only if, after having regard to all relevant considerations, the Monitoring Officer is satisfied that one of the following grounds for the grant of dispensations applies:
- (a) without the dispensation the number of persons prohibited from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business; or



- (b) without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business; or
- (c) granting the dispensation is in the interests of persons living in the authority's area; or
- (d) if it is an authority to which Part 1A of the Local Government Act 2000 applies and is operating executive arrangements, considers that without the dispensation each member of the authority's executive would be prohibited by section 31(4) of the Act from participating in any particular business to be transacted by the authority's executive, or
- (e) considers that it is otherwise appropriate to grant a dispensation.

11.4. A dispensation granted in accordance with this paragraph 11 must:

- (a) specify the period for which it is granted which must not exceed four years.
- (b) specify whether the dispensation allows the Member to take part in discussions on and/or vote on the matter in which they have a Disclosable Pecuniary Interests or Relevant Non-Statutory Pecuniary Interest.

11.5. Any Member who has been granted a dispensation must declare the nature and existence of the dispensation before the commencement of any business to which the dispensation relates.

11.6. A copy of the dispensation shall be kept with the Register of Members' Interests.

## **12. Gifts and Hospitality**

12.1. You must, within 28 days of receipt, notify the Monitoring Officer in writing of any gift, benefit or hospitality with a value in excess of ~~£25~~**£100** which you have accepted as a member from any person or body other than the authority.

12.2. The Monitoring Officer will place your notification on a public register of gifts and hospitality.

**12.3. Guidance for Members relating to Gifts and Hospitality is set out in Part 5.1(b) – Members' Code of Conduct Guidance on Confidentiality.**



***To be added as Part 5.1(b) – Members' Code of Conduct  
Guidance on Gifts and Hospitality***

**Gifts and Hospitality - Guidance for Members**

**Background**

1. Members may well be offered gifts or hospitality during the course of conducting Council business. This raises an initial question of deciding whether or not to accept. The acceptance of a gift or hospitality potentially creates a risk to the integrity and reputation of the Member as well as the Council itself. Members are strongly advised to be cautious and should consult the Monitoring Officer if they are in any doubt in a particular case.

**Legal Position**

2. While there is now no specific statutory requirement for members/co-opted members to register the offer of gifts and hospitality, the Bribery Act 2010 provides that if you accept any gift, loan, fee, reward or advantage whatsoever as an inducement or reward for doing or forbearing to do anything in respect of any matter or transaction in which the Council is concerned, you commit a criminal offence carrying a maximum term of imprisonment of 10 years or a fine or both.

**Members' Code of Conduct and Constitution**

3. The Council's Members' Code of Conduct (Part 5.1 of the Constitution) provides that you must serve the public interest, rather than acting in the interests of any particular individual or section of the community, and it is a breach of the Code to improperly confer any advantage or disadvantage on any person, including yourself.

**Registering gifts and hospitality**

4. In order to protect the integrity of the Council, and yourself, members'/co-opted members are strongly advised to register any gift or hospitality worth £100 or over that you receive in connection with your official duties as a Member, together with the source of the gift or hospitality. You should also register an accumulation of small gifts you receive from the same source over a period of time that add up to £100 or more, and any hospitality provided to your partner. Claims should be made for partners if they accompany a Councillor and receive hospitality or a gift alongside the Councillor concerned.
5. Any registrations can be made and recorded on the form at Appendix A. This will then be published on the Council's website. See paragraphs 17-25 below for how to register a gift or hospitality.

**General Principles**

6. In deciding whether it is proper to accept any gift or hospitality, you should apply the following principles. Even if it would normally be appropriate to accept a small gift



or hospitality, you should not do so if it would be in breach of one or more of these principles:

**(a) Never accept a gift or hospitality as an inducement or reward for anything you do as a Member**

You must not be influenced in the discharge of your duties by the offer, prospect of an offer, or the non-offer of any inducement or reward for discharging those duties in a particular manner.

**(b) You should only accept a gift or hospitality if there is a commensurate benefit to the Council**

The only proper reason for accepting any gift or hospitality is that there is a commensurate benefit for the Council that would not have been available but for the acceptance of that gift or hospitality.

Acceptance of hospitality can confer an advantage on the authority, such as an opportunity to progress the business of the authority through a working lunch. Acceptance of a gift is much less likely to confer such an advantage. But unless the benefit to the Council is clear, and is commensurate with the value of the gift or hospitality, the presumption must be that the gift or hospitality is purely for your personal benefit.

**(c) Never accept a gift or hospitality if acceptance might be open to misinterpretation**

The appearance of impropriety can be just as damaging to the Council and to you as a Member as actual impropriety. The Council's ability to govern rests upon its reputation for acting fairly and in the public interest. You must consider whether acceptance of the gift or hospitality is capable of being interpreted as a sign that you or the Council favours any particular person, company, organisation or section of the community or as placing you under any improper obligation to any person or organisation. If so, you must either refuse the gift or hospitality or take appropriate steps to ensure that such a misunderstanding cannot arise.

Certain occasions are particularly sensitive, and require the avoidance of any opportunity for such misunderstanding. These include:

- (i) competitive procurement processes;
- (ii) determinations of planning applications or planning policy;
- (iii) funding decisions.

**(d) Never accept a gift or hospitality that puts you under an improper obligation**

Some commercial organisations and private individuals see the provision of gifts and hospitality as a means of buying influence. If you accept a gift or hospitality improperly, they may seek to use this fact to persuade you to determine an issue in their favour. If others note that you have been prepared to accept a gift or hospitality improperly, they may feel that they will no longer be able to secure impartial consideration from the Council.



**(e) Never solicit a gift or hospitality**

Never solicit or invite an offer of a gift or hospitality in connection with your position as a Member and you should also take care to avoid giving any indication that you might be open to any such improper offer.

**Gifts**

7. As a general rule gifts should be refused tactfully, this includes all such offers from organisations or persons who do, or might, provide work, goods or services to the Council, or who need some decision from the Council. These rules also apply to discounts offered to an individual Member going beyond those offered to the general public (other than those available to all Members and Officers).

8. As general guidance, the following small gifts worth under £100 may occasionally be accepted (provided that they do not conflict with the General Principles):

- (a) office equipment or stationery given by way of trade advertisements or for use in the office. Nothing more elaborate than calendars, pens or diaries would fall within this exception.

(NB: You should take care not to display any such branded items when this might be taken as an indication of favour to a particular supplier or contractor, for example in the course of a procurement exercise.)

- (b) gifts of only token value given on the conclusion of an official courtesy visit, for example, a visiting delegation.

Gifts e.g. a box of chocolates or flowers of a value less than £100 provided they are given as a genuine show of appreciation of work undertaken but should never be accepted if it may give rise to an appearance of influence or reward.

**Hospitality**

9. Offers of hospitality should always be approached with caution and offers of hospitality where any suggestion of improper influence is possible must be refused.

10. Hospitality should only be accepted with the utmost caution, and on a scale appropriate, to the occasion or the circumstances. Acceptance may make it difficult to avoid some obligation to the party offering it, and might later be thought to have affected a Member's impartiality in dealing with official matters.

11. Some offers of hospitality are always unacceptable for example, offers of holiday accommodation. Others will need to be considered on their facts, for example, invitations to sporting fixtures, evenings at the theatre or similar entertainment should only be accepted when they are required for the conduct of Council business or can properly be considered to provide a commensurate benefit to the Council not the individual Member. Hospitality on a lower scale than this may also be unacceptable. No absolute dividing-line can be laid down.



12. There is an important difference between, for example, attendance in an official capacity at a function organised by a public authority and accepting hospitality from a private individual or firm standing to benefit from the goodwill of the Council.
13. However, it will not always be possible or even desirable to reject offers of hospitality on a modest scale. Acceptable hospitality is that not exceeding £100 in value such as official hospitality at a function organised by a public authority; a drink and sandwich following a site visit; or a working lunch of modest standard to enable business discussions. The decision whether to accept or not must depend on the circumstances in each case but hospitality should never be accepted if it may give rise to an appearance of influence or reward.

### **Wills and Bequests**

14. If there is any connection between your work as a Member and being a beneficiary under a will, then you need to be cautious as the offer of any benefit will need to be considered carefully in accordance with the General Principles and if accepted, may need to be registered. You should discuss this matter fully with the Monitoring Officer before a decision is taken on acceptance or refusal.

### **Sponsorship**

15. Offers of sponsorship need to be treated carefully. If the offer is to sponsor the Council it should be referred to the Monitoring Officer who will consider the offer in accordance with the Council's usual processes.
16. If the offer is to sponsor you as an individual, it should be dealt with in the same way as an offer of a gift or hospitality. In some cases such offers may be acceptable for example, where colleagues or others are sponsoring you for a charitable purpose. In other cases they may not be acceptable for example, where they are related in some way to the work of the Council or your role as a Member; involve significant sums; or seek specific outcomes for the person or organisation making the offer. If in doubt you should consult the Monitoring Officer.

### **Registering Gifts, Hospitality and Sponsorship**

17. If you are offered gifts, hospitality or sponsorship worth £100 or over, you need to decide, taking into consideration the general principles, whether to accept or decline any such offer.
18. If you are in any doubt as to whether to accept or decline any gift, hospitality or sponsorship then you are advised to seek the Monitoring Officer's advice before doing so. In order to do this you will need to advise the Monitoring Officer of the following:
  - (i) The nature and your estimate of the market value of the gift or hospitality;
  - (ii) The name of the person or company offering the gift or hospitality;
  - (iii) The connection which you have with the person or organisation making the offer or invitation such as any work which you have undertaken for the Council in which they have been involved;



- (iv) Any work, permission, concession or facility that you are aware that the person or organisation making the offer or invitation may seek from the Council;
- (v) Any special circumstances that lead you to believe that acceptance would not be improper.

19. The Monitoring Officer will give you advice wherever possible but it will be a matter for you to make the decision as to whether to accept or decline. Your decision and the reasons for it should then be entered into the Register of Members' Interests.
20. Where you do accept any gift or hospitality of £100 or over you should register this within 28 days of receiving the gift or hospitality. (This includes hospitality offered to you and your partner which in total is £100 or over).

### **Voluntary Declarations**

21. You can always make a voluntary declaration to be entered on the Register of Gifts and Hospitality, even if you have declined the gift or hospitality or the value of the gift or hospitality is less than £100. If you are concerned that an offer or its acceptance might be misinterpreted you may make such a voluntary declaration to ensure that there is nothing secret or underhand about the gift or hospitality or your actions.

### **Gifts to the Council**

22. You may at some time be offered a gift for the Council as opposed to a gift to you in your individual capacity as a Member. Such gifts could take several forms, for example: land, buildings, goods, services, either for the Council to retain or test with a view to future acquisition; offers to carry out works, or provide services; or sponsorship of a Council-supported or organised function or activity. In such cases you should report the offer on receipt to the Monitoring Officer who will consider and determine in accordance with normal Council processes whether the Council should or should not accept the gift.
23. The Monitoring Officer will notify the person or the organisation offering the gift, whether it is accepted or not and will:
- Record the acceptance or non-acceptance;
  - Record the outcome for audit purposes;
  - Ensure the gift, if accepted, is properly applied for the benefit of the Council.

### **Gifts to the Chairman/woman**

24. Gifts received by the Chairman/woman in his or her official capacity are deemed to be gifts of the Council. The Chairman/woman should record the receipt of all such gifts in the Register and in consultation with the Monitoring Officer determine how best they may be used for the benefit of the Council.



### **What do I need to declare at a meeting?**

25. If a matter under consideration at a meeting is likely to affect a person who gave you a gift or hospitality then you must declare the existence and nature of the gift or hospitality, the source who gave it to you and how the business under consideration relates to that source.





**Appendix A**

**Declarations of Gifts and Hospitality  
for inclusion within the Gifts and Hospitality Register and Members' Interests Form**

To: The Monitoring Officer

**Gift Declaration(s):**

I wish to declare that I have received the following gifts with an estimated value in excess of £100 each or frequent received gifts valued in excess of £100 from the same donor:

Date of Receipt Of Gift	Nature of Gift (Description)	Estimated Value (No need to declare unless over £100 in value)	Donor (Name and Address)	Nature of Relationship (Between You and Donor) Is the Donor dealing with you or the Council in relation to any legal, statutory or enforcement offers, such as planning applications? If so please give details:	Set out how the benefit to the Council is commensurate with the value of the gift:	If the gift has already been donated, please provide date and details of recipient:



**The Constitution**

Part 5 – Codes and Protocols

Part 5.1 – Members' Code of Conduct

**Hospitality Declaration(s):**

I have received the following hospitality with an estimated value in excess of £100 per event:

Date of Receipt of Gift	Nature of Gift (Description)	Estimated Value (No need to declare unless over £100 in value)	Donor (Name and Address)	Nature of Relationship (Between You and Donor) Is the Donor dealing with you or the Council in relation to any legal, statutory or enforcement offers, such as planning applications? If so please give details:	Set out how the benefit to the Council is commensurate with the value of the hospitality provided:	If the gift has already been donated, please provide date and details of recipient:

**Name of Councillor:**

**Signature:** ..... **Date of Declaration:** .....

Please return this form to:

**Democratic Services, Cambridgeshire County Council, Shire Hall, Castle Hill, Cambridge, CB3 0AP**  
**Democratic Services: [democraticservices@cambridgeshire.gov.uk](mailto:democraticservices@cambridgeshire.gov.uk), 01223 699180**

**SCHEME OF DELEGATION TO OFFICERS**

*To:* Council

*Meeting Date:* 23 July 2019

*From:* Director of Governance and Legal Services and  
Monitoring Officer

*Purpose:* Constitution and Ethics Committee is proposing the  
inclusion of the Director: Business Improvement and  
Development in the Scheme of Delegation to Officers.

*Recommendation:* That full Council:

- (a) approves additions to the Council's Constitution as set out in Appendix A; and
- (b) authorises the Monitoring Officer, in consultation with the Chairwoman of the Constitution and Ethics Committee, to make any other minor or consequential amendments to the Constitution necessary for, or incidental to, the implementation of these proposals.

<b><i>Officer contact:</i></b>		<b><i>Member contact:</i></b>	
Name:	Michelle Rowe	Name:	Councillor Lis Every
Post:	Democratic Services Manager	Chairman:	Constitution and Ethics Committee
Email:	<a href="mailto:michelle.rowe@cambridgeshire.gov.uk">michelle.rowe@cambridgeshire.gov.uk</a>	Email:	<a href="mailto:lis.every@cambridgeshire.gov.uk">lis.every@cambridgeshire.gov.uk</a>
Tel:	01223 699180	Tel:	01223 706398 (office)

## 1. BACKGROUND

1.1 The Director: Business Improvement and Development is a relatively new post. It was established to provide:

- leadership in the review, challenge and development of new and innovative approaches to service delivery
- leadership and development of the transformation and business teams to provide the skills, knowledge and capacity to enable change and support service managers
- leadership of the council's business development, project delivery, and business strategy and planning
- a new change management strategy and support framework to achieve the change and innovation the council identifies
- a change in culture to focus on innovation and commercial to deliver new ways of working and identify significant investment and trading opportunities to secure new sources of funding
- a network of partners to work collaboratively with businesses, partner organisations, national policy influencers, and senior leaders across Cambridgeshire and Peterborough.

## 2. MAIN ISSUES

2.1 Constitution and Ethics Committee at its meeting on 27 June 2019 agreed to recommend to Council that the role of Director: Business Improvement and Development should be included in the Scheme of Delegation to Officers in the Constitution (see **Appendix A** – see bold for additions).

Source Documents	Location
Constitution and Ethics Committee – 27 June 2019	<a href="https://cambridgeshire.cmis.uk.com/cc_live/Committees/tabid/62/ctl/ViewCMIS_CommitteeDetails/mid/381/id/10/Default.aspx">https://cambridgeshire.cmis.uk.com/cc_live/Committees/tabid/62/ctl/ViewCMIS_CommitteeDetails/mid/381/id/10/Default.aspx</a>
Constitution	<a href="https://www.cambridgeshire.gov.uk/council/council-structure/council-constitution/">https://www.cambridgeshire.gov.uk/council/council-structure/council-constitution/</a>

***Extract of Constitution***

**DIRECTOR: BUSINESS IMPROVEMENT AND DEVELOPMENT**

The exercise of the responsibilities set out below is delegated by the County Council:

(a) Taking all operational decisions necessary to secure the provision of services and/or discharge of statutory functions, including the power to enter into contracts, in accordance with the approved policies and Financial Procedure Rules in relation to the following areas:

- Business Improvement and Development, including strategy and policy development and oversight of all strategic change programmes
- Transformation and Business Change, including Transformation Team, Programme Management Office, Service Design, Innovation Unit, and Transformation Fund and monitoring and reporting.
- Shared Services, including Shared Services Governance and Programme Delivery Team.
- Commercial Services, including Acquisitions and Investment, Contract Management, Fees, Charges and Trading policy and Asset Strategy.
- Business Intelligence, including Information Governance, Information Management, Records Management, Research, and Management & Performance Information

(b) Holding officers to account for the performance of their service areas

**DIRECTOR: CORPORATE AND CUSTOMER SERVICES**

The exercise of the responsibilities set out below is delegated by the County Council:

(a) Taking all operational decisions necessary to secure the provision of services and/or discharge of statutory functions, including the power to enter into contracts, in accordance with the approved policies and Financial Procedure Rules in relation to the following areas:

- Chief Executive's Support team, including support for Lord Lieutenant, Chairman/woman and Director
- Communications and Information, including press and media, council-wide campaigns, council brand and website
- Customer Services, including the Contact Centre and corporate reception sites
- IT and Digital Service, including council-wide strategy and support for all business systems
- Emergency and Business Continuity Planning
- Business Intelligence, including Information Governance, Information Management, Records Management, Research, and Management & Performance Information

(b) Holding officers to account for the performance of their service areas

**PENSION FUND COMMITTEE INVESTMENT SUB-COMMITTEE – SUBSTITUTION ARRANGEMENTS**

*To:* Council

*Meeting Date:* 23 July 2019

*From:* Director of Governance and Legal Services and  
Monitoring Officer

*Purpose:* Constitution and Ethics Committee is proposing changes to the substitution arrangements for the Pension Fund Committee Investment Sub-Committee.

*Recommendation:* That full Council:

- (a) approves additions to the Council's Constitution as set out in Appendix A; and
- (b) authorises the Monitoring Officer, in consultation with the Chairwoman of the Constitution and Ethics Committee, to make any other minor or consequential amendments to the Constitution necessary for, or incidental to, the implementation of these proposals.

<b><i>Officer contact:</i></b>		<b><i>Member contact:</i></b>	
Name:	Fiona McMillan	Name:	Councillor Lis Every
Post:	Monitoring Officer	Chairman:	Constitution and Ethics Committee
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Tel:	01733 452361 (office)	Tel:	01223 706398 (office)

## 1. BACKGROUND

### 1.1 The Council's Constitution states the following:

#### **“Membership**

All Investment Sub-Committee Members shall be drawn from Committee (*note – Pension Fund Committee*) membership.

**Substitutes:** the Pension Fund Committee may appoint substitute members to the Investment Sub-Committee in accordance with the scheme of substitution.”

### 1.2 At the moment, only full members of the Pension Fund Committee and not substitutes can be members or substitutes on the Pension Fund Investment Sub-Committee. The intended purpose of this is to ensure that anyone on the Investment Sub-Committee has had sufficient training and is in turn sufficiently competent to be able to contribute to the debate and decision making.

## 2. PROPOSED CHANGE TO THE CONSTITUTION

### 2.1 The current provision in the Constitution is quite restrictive as it impedes the ability of the parties on the Investment Sub-Committee to fill all of their allocated substitution places (*the Constitution provides that the Council will allocate seats in the same manner to ensure that the number of substitute members is equal to the number of members on a committee/sub-committee with a minimum of three substitute members per political group*), and does not provide any flexibility if some substitute members do not have the capacity at a particular point to attend both meetings.

#### **PENSION FUND COMMITTEE (6)**

			Substitutes	
CLLR	A HAY	C	D AMBROSE SMITH	C
CLLR	I GARDENER	C	C BODEN	C
CLLR	T ROGERS	C	R HICKFORD	C
CLLR	J SCHUMANN	C	P TOPPING	C
CLLR	P DOWNES	LD	VACANCY	LD
CLLR	M SHELLENS	LD	L NETHSINGHA	LD
			G WILSON	LD

#### **PENSION FUND COMMITTEE INVESTMENT SUB-COMMITTEE (4)**

			Substitutes	
CLLR	I GARDENER	C	A HAY	C
CLLR	T ROGERS	C	J SCHUMANN	C
			-	C
CLLR	P DOWNES	LD	-	LD
CLLR	M SHELLENS	LD	-	LD
			-	LD

[Note: Membership drawn from Pension Fund Committee membership]

### 2.2 There is no legal restriction to prevent a substitute member on the Pension Fund Committee from being a substitute on the Pension Fund Investment Sub-Committee. Given the nature of the meeting and the significant financial

decisions taken, and the fact that financial advisers come from a significant distance, it is often very important that the meeting is quorate.

- 2.3 Constitution and Ethics Committee, at its meeting on 27 June 2019, agreed to recommend to Council that the wording of the Constitution be amended to enable substitute members on the Pension Fund Committee to be substitute members on the Pension Fund Investment Sub-Committee. The changes are set out in **Appendix A** (*additions in bold*).

Source Documents	Location
Constitution and Ethics Committee – 27 June 2019	<a href="https://cambridgeshire.cmis.uk.com/cc_c_live/Committees/tabid/62/ctl/ViewCMIS_CommitteeDetails/mid/381/id/10/Default.aspx">https://cambridgeshire.cmis.uk.com/cc_c_live/Committees/tabid/62/ctl/ViewCMIS_CommitteeDetails/mid/381/id/10/Default.aspx</a>
Constitution	<a href="https://www.cambridgeshire.gov.uk/council/council-structure/council-constitution/">https://www.cambridgeshire.gov.uk/council/council-structure/council-constitution/</a>



**9. PENSION FUND COMMITTEE****Membership**

<b>Representatives of</b>	<b>Number of seats</b>	<b>Term of Appointment</b>	<b>Method of Appointment</b>
<b>Cambridgeshire County Council Members</b>	6	4 years from County Council elections	Determined by Cambridgeshire County Council Full Council.
<b>All other local authorities, police and fire</b>	2	4 years	Nominations determined by a leaders/chief executives' group. Selection would be linked to the respective employers' election cycle. Details of process to be agreed by the Chairman/woman.
<b>All other employers</b>	1	4 years from 2014	Nominations to be determined by eligible employers. Details of process to be agreed by the Chairman/woman.
<b>Active scheme members</b>	1	4 years from 2014	Determined by Unison. Where Unison fails to nominate a Committee Member for any period of 6 months or more, nominations will be requested from all eligible active scheme members and a representative will be picked following interviews. Details of process to be agreed by the Chairman/woman.
<b>Deferred and pensioner scheme members</b>	1	4 years from 2014	Determined by Unison. Where Unison fails to nominate a Committee Member for any period of 6 months or more, nominations will be requested from all eligible deferred and pensioner scheme members and a representative will be picked following interviews. Details of process to be agreed by the Chairman/woman.
<b>Total Committee Members</b>	11		

Substitutes: Full Council may appoint substitute members to the Pension Fund Committee in accordance with the scheme of substitution.

<b>Delegated Authority</b>	<b>Statutory Reference/ Condition</b>
<p>Authority to set the pension fund's objectives and determine and maintain appropriate strategies, policies and procedures with ongoing monitoring in relation to the following areas:</p> <ul style="list-style-type: none"> <li>• Funding Strategy – ongoing monitoring and management of the liabilities including ensuring appropriate funding plans are in place for all employers in the Fund, overseeing the triennial valuation and interim valuations, and working with the actuary in determining the appropriate level of employer contributions for each employer.</li> <li>• Investment strategy – to determine the Fund's investment objectives and to set and review the long-term high level investment strategy to ensure these are aligned with the Fund's specific liability profile and risk appetite and to oversee the delivery of the investment strategy by the LGPS ACCESS Joint Committee.</li> <li>• Administration Strategy – the administration of the fund including collecting payments due, calculating and paying benefits, gathering from and providing information to scheme members and employers.</li> <li>• Communications Strategy – determining the methods of communications with the various stakeholders including scheme members and employers.</li> <li>• Discretions – determining how the various administering authority discretions are operated for the Fund.</li> <li>• Governance - the key governance arrangements for the Fund, including representation.</li> <li>• Risk Management Strategy – to include regular monitoring of the Fund's key risks and agreeing how they are managed and/or mitigated.</li> </ul>	<p>Regulations under the Superannuation Act 1972</p>
<p>Authority to approve and apply the policy on, and to take decisions relating to, employers joining and leaving the Fund. This includes which employers are entitled to join the Fund, any requirements relating to their entry, ongoing monitoring and the basis for leaving the Fund.</p>	<p>As above</p>
<p>Authority to agree the terms and payment of bulk transfers into and out of the Fund in consultation with the S.151 Officer.</p>	<p>As above</p>
<p>Authority to consider and approve business plans at least annually and monitor progress against them and to monitor compliance with the Myners Principles on an annual basis.</p>	<p>As above</p>
<p>Authority to develop and maintain a training policy for all Pension Fund Committee and sub-committee members and for all officers of the Fund, including determining the Fund's knowledge and skills framework, identifying training requirements, developing training plans and monitoring attendance at training events.</p>	<p>Regulations under the Superannuation Act 1972</p>

<b>Delegated Authority</b>	<b>Statutory Reference/ Condition</b>
Authority to select, appoint, monitor and where necessary terminate advisors to the Fund not solely relating to investment matters.	As above
Authority to approve and issue Administering Authority responses to consultations on LGPS matters and other matters where they may impact on the Fund or its stakeholders.	As above
Authority to consider and determine where necessary, alternative investment strategies for participating employers.	As above
Authority to oversee the work of the Investment Sub-Committee and consider any matters put to them by the Investment Sub-Committee.	As above
Authority to set up Sub-Committees and Task and Finish Groups including jointly with other LGPS Administering Authorities.	As above
Authority to review and amend the Strategic Investment policies on an appropriate regular basis, in consultation with the S.151 Officer.	As above
Authority to manage any other strategic or key matters pertaining to the Fund not specifically listed above.	As above
Production of an annual report for consideration by the Council.	
<p>In relation to pooled asset arrangements under the LGPS ACCESS Joint Committee:</p> <ul style="list-style-type: none"> <li>• Determining the requirements of the Administering Authority in relation to the provision of services by LGPS ACCESS to enable it to execute its investment strategy effectively;</li> <li>• Receiving and considering reports from the LGPS ACCESS Joint Committee in order to ensure that the Fund's investor rights and views are represented appropriately; and</li> <li>• Ensuring arrangements are in place to identify and manage the risks and costs associated with investment pooling.</li> </ul>	

## 9.1 PENSION FUND COMMITTEE INVESTMENT SUB-COMMITTEE

The Pension Fund Committee shall establish an Investment Sub-Committee with the following membership and powers:-

### Membership

All Investment Sub-Committee Members shall be drawn from Committee membership **including substitutes**. The Chairman/woman and Vice-Chairman/woman of the Investment Sub-Committee shall be the Chairman/woman and Vice-Chairman/woman of the Committee respectively.

Representatives of	Number of seats	Term of Appointment	Method of Appointment
<b>Cambridgeshire County Council Members</b>	4	As above	Determined by Cambridgeshire County Council representatives on the Committee. Details of process to be agreed by the Chairman/woman.
<b>All other employers</b>	2	Up to term of office ceasing in accordance with Committee membership or six years whichever is later	Determined by non-Cambridgeshire County Council employer representatives at the Committee. Details of process to be agreed by the Chairman/woman.
<b>Scheme member representative</b>	1	Up to term of office ceasing in accordance with Committee membership or six years whichever is later	By agreement between Active and Deferred/Pensioner Representatives on Committee. Details of process to be agreed by the Chairman/woman.
<b>Total</b>	<b>7</b>		

**Substitutes:** the Pension Fund Committee may appoint substitute members to the Investment Sub-Committee in accordance with the scheme of substitution. Similarly, substitutes for the representatives of All other employers and of Scheme members may be appointed by eligible employers and by Unison respectively.

Delegated Authority	Statutory Reference/ Condition
Authority to implement the Fund's investment strategy including setting benchmarks and targets for the investment pool operator and reviewing performance against those benchmarks.	Regulations under the Superannuation Act 1972
Authority to review and maintain the asset allocation of the Fund within parameters agreed with the Pension Fund Committee.	As above
Authority to appoint and terminate investment managers to the Fund and to monitor the performance of investment managers leading to review and decisions on termination where necessary where this is not undertaken by the LGPS ACCESS Joint Committee.	As above

<b>Delegated Authority</b>	<b>Statutory Reference/ Condition</b>
Authority to appoint and monitor and where necessary terminate external advisors and service providers solely relating to investment matters, for example, the Fund Custodian, independent investment advisers, investment consultants and investment managers where this is not undertaken by the LGPS ACCESS Joint Committee.	Regulations under the Superannuation Act 1972
Authority to set benchmarks and targets for the Fund's investment managers where this is not undertaken by the LGPS ACCESS Joint Committee.	As above
Authority to monitor the risks inherent in the Fund's investment strategy in relation to the Fund's funding level.	As above
<p>Authority to monitor and review:</p> <ul style="list-style-type: none"> <li>• Legislative, financial and economic changes relating to investments and their potential impact on the Fund;</li> <li>• The investment management fees paid by the Fund and to implement any actions deemed necessary;</li> <li>• The transactions costs incurred by the Fund across its investment mandates and raise relevant issues and concerns with the investment providers as necessary;</li> <li>• The investment providers' adoption of socially responsible investment considerations, on an annual basis, including corporate governance matters and a review of compliance with the UK Stewardship Code.</li> </ul>	As above
Authority to receive reports from investment providers.	As above
Authority to undertake any task as delegated by the Pension Fund Committee.	As above

## Rules of Procedure for the Pension Fund Committee, Investment Sub-Committee and Pension Fund Board

The Council's Rules of Procedure set out in Part 4 of the Constitution apply to the Pension Fund Committee, the Investment Sub-Committee and Pension Fund Board, except where they concern the following matters:

- Frequency of meetings
- Appointment of Chairman/woman and Vice-Chairman/woman
- Voting rights
- Quorum
- Training requirement

In which case the rules are modified as necessary to accommodate the provisions set out in the table below.

<b>Frequency of Meetings</b>	<p>The Committee will meet a minimum of five times a year. The date, hour and place of routine meetings shall be fixed by the Committee, but the Chairman/woman may call additional meetings if deemed necessary.</p> <p>The Investment Sub-Committee will meet a minimum of four times a year. The date, hour and place of routine meetings shall be fixed by the Committee, but the Chairman/woman of the Sub-Committee may call additional meetings if deemed necessary.</p> <p>The Board will meet a minimum of four times a year. The date, hour and place of routine meetings shall be fixed by the Board, but the Chairman/woman may call additional meetings if deemed necessary.</p>
<b>Chairman and Vice-Chairman's Term of Office</b>	<p>The normal term for the Pension Fund Committee and Board's Chairman/woman and Vice Chairman/woman shall be one year subject to earlier removal by vote of the Pension Fund committee or Board respectively.</p>
<b>Voting Rights</b>	<p>All Committee Members, Investment Sub-Committee Members and Board Members shall have the right to vote in their respective meetings.</p>
<b>Quorum</b>	<p>5 (1/3 plus 1) Committee Members shall form a quorum for meetings of the Committee.</p> <p>4 (1/3 plus 1) Investment Sub-Committee Members shall form a quorum for meetings of the Investment Sub-Committee.</p> <p>2 (1/3) Board Members shall form a quorum for meetings of the Board (shall include one each from the employer and member sides).</p> <p>No business requiring a decision shall be transacted at any meeting of the Committee or Investment Sub-Committee or Board unless the meeting is quorate. If it arises during the course of a meeting that a quorum is no longer present, the</p>

	Chairman/woman shall either suspend business until a quorum is re-established or declare the meeting at an end and arrange for the completion of the agenda at the next meeting or at a special meeting.
<b>Training Requirement</b>	Members may not take part in meetings of the Pension Fund Committee, Investment Sub-Committee or Board unless they have complied with any training requirements set out by the Chairman/woman of the Pension Fund Board or for Board members as set out in the Public Services Pensions Act.



**Agenda Item: 9**

**Cambridgeshire & Peterborough Combined Authority**

**Reports from Constituent Council Representatives on the Combined Authority  
Member representatives**

<b>Meeting</b>	<b>Dates of Meeting</b>	<b>Representative</b>
<b>Overview and Scrutiny</b>	<b>31st May 2019</b> <b>24th June 2019</b>	<b>Councillor Whitehead</b> <i>(Councillor Scutt has been appointed to replace Councillor Whitehead)</i>
<b>Combined Authority Board</b>	<b>29th May 2019</b> <b>26th June 2019</b>	<b>Councillor Count</b> <i>(Councillor Hickford substituted at both meetings)</i>
<b>Audit and Governance</b>	<b>31st May 2019</b>	<b>Councillor Goldsack</b> <i>(Councillor Wells substituted at this meeting)</i>

**The above meetings have taken place in May and June 2019**

**Overview and Scrutiny Committee – Friday 31st May and Monday 24th June**

The Overview and Scrutiny Committee met on 31st May and 24th June, the decision summary is attached at **Appendix 1 and 2**.

**Combined Authority Board – Wednesday 29th May and Wednesday 26th June**

The Combined Authority Board met on 29th May and 26th June, the decision summary is attached at **Appendix 3 and 4**.

**Audit and Governance Committee - Friday 31st May**

The Audit and Governance Committee met on 31st May and the decision summary is attached as **Appendix 5**.

**The agendas and minutes of the meetings are on the Combined Authority's website – Links in the appendices**



## Appendix 1



**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

### Overview and Scrutiny Committee - Decision Summary

**Meeting:** 31 May 2019

**Agenda/Minutes:** [Overview and Scrutiny Committee: 31st May 2019](#)

Chair: Cllr Lorna Dupre

Summary of decisions taken at this meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1.	Appointment of Chair and Vice Chair	<p>Councillor Murphy proposed, and Councillor Whitehead seconded that Councillor Price be Chair of the Overview and Scrutiny Committee for the ensuing year.</p> <p>Councillor Fane proposed and Councillor Chamberlain seconded that Councillor Dupre be Chair of the Overview and Scrutiny Committee for the ensuing year</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>Upon a vote, the Committee elected Councillor Dupre as the Chair.</p> <p>Upon a vote, the Committee elected Councillor Price as Vice-Chair</p>
2.	Co-optees to the Overview and Scrutiny Committee	<p>The Interim Monitoring Officer submitted a report and elaborated thereon. It was noted that the Board had recognised that a lot of independents had been elected in some constituent Councils and had delegated authority to the Overview and Scrutiny Committee to co-opt an independent member.</p> <p>Councillor Murphy proposed, and Councillor Dew seconded that the Committee do not co-opt an independent person.</p> <p>Upon a vote, it was agreed that the Overview and Scrutiny Committee would not co-opt an independent person.</p>
3.	Apologies	<p>Apologies received from:</p> <p>Cllr Gehring, substituted by Cllr Summerbell</p> <p>Cllr Heylings, substituted by Cllr Fane</p>
4.	Declaration of Interests	There were no declarations of interest.
5.	Minutes	The minutes of the meeting held on the 25 <sup>th</sup> March 2019 were agreed as a correct record.
6.	Public Questions	There were no public questions received.
7.	University of Peterborough	The Project Strategy Manager elaborated on her report and explained that it was a key feature of the devolution deal agreed with central Government and as a

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>devolved funded priority, the Combined Authority continued to support the establishment of a new University in Peterborough (UoP). It was explained that the University would offer technical qualifications to meet the needs of local business with an emphasis on vocational courses driven by local employer demand for skills in both the public and private sectors.</p> <p>Concerns were raised about the feasibility of the creation of the University as comparisons were made with former polytechnics and it was suggested that the Authority should be building on the existing Universities within the area.</p> <p>That Committee noted the contents of the report.</p>
8.	Budget Monitoring Update	<p>The Chief Finance Officer submitted a report which had been previously requested by the Committee and had been presented to the Board on 29th May 2019. It was explained that the report provided a provisional outturn position for the Combined Authority for the year end 31st March 2019. Members questioned how additional costs for the year included subsidies paid by the Mayor to maintain local bus routes when some members commented that they had witnessed cuts to bus subsidies in some constituent council wards.</p> <p>The Chief Finance Officer reported that a number of the variances between the predicted revenue outturn position and the annual budget could be attributed to the uncertainty of expenditure profiles that delivery partners had provided the Authority which formed the basis for the original budget. It was explained that the Authority had a balanced budget and that approval by the Board had been sought for the current year to carry forward underspends to the new financial year to support ongoing planned delivery. Revised budget profiles would be reflected in the mid-year review.</p> <p>The Committee noted the updates contained within the report.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
9.	Mayor for the Combined Authority	<p>In response to a question from the Vice Chair with regards to employment practices, the Mayor confirmed that a member of the Board had resigned from their position and had been offered a significant role on the Board but that this had not been accepted. He confirmed that the positions of the Chief Executives of the Combined Authority were sound and that the working partnership worked extremely well and noted that both Mr Hill and Ms Sawyer were fulfilling their roles exceptionally well.</p> <p>Responding to further questions asked regarding a perceived bias in favour of East Cambs Council, the Mayor commented that the Combined Authority utilised staff from across all of the constituent Councils and that there was no bias or preference of one Council over another. He further explained that the work of the current Chief Executives had proved to be a success; a re-structure of the organisation had been successfully undertaken with a £1.8 million saving.</p> <p>The Mayor further confirmed that the Combined Authority relied upon housing programme requests received from constituent Councils and were considered equally when in receipt of them.</p> <p>The Mayor also confirmed that consideration had been given to modular homes but that there had been instances where modular home providers and manufacturers had an expectation that the Authority would provide the land for free for them to develop. Without this, modular homes had not proven to be a viable alternative to more traditional housing.</p> <p>In response to further questions, the Mayor stated that he supported, in principle, the planning application for an Agri-tech site in Cambridge as it would serve the rural farming area well.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>In reference to the CAM, he reported that a significant amount of partnership working had been undertaken, specifically with bus and rail companies and noted that the expense of bringing forward a CAM was significantly more affordable than improving the road system and therefore was a good short term investment which would decrease the number of cars on the road. This would subsequently decrease pollution and improve air quality around the significant areas affected.</p> <p>The Chair thanked the Mayor for attending the meeting</p>
10.	Project Register	<p>The Director of Delivery and Strategy introduced his report and noted that the Committee had previously agreed to receive updates quarterly, but it had also been requested that officers' monthly project highlight reports be presented to every Overview and Scrutiny Committee. It was reported that the information contained within the Board performance report would be published prior to the publication of the Overview and Scrutiny agenda and noted that due to high levels of commercially sensitive information contained within officers' monthly highlight reports, Board members did not consider it appropriate for the Committee to receive such detailed and sensitive information in its public reports.</p> <p>In response to questions asked, the Director of Delivery and Strategy explained there were some projects that were shown as closed which represented a stage of a larger project and that subsequent stages would be reported in future updates. He confirmed that if required updates requested by Committee members on Councils on projects in their ward could be provided.</p> <p>The Committee noted the performance reporting process proposed for future meetings.</p>
11.	Member Update on Activity of Combined Authority	No updates were received from members

Item	Topic	Decision [ <i>None of the decisions below are key decisions</i> ]
12.	Review of Combined Authority Agenda	There was no review of the Combined Authority Agenda.
13.	Combined Authority Forward Plan	The Committee considered the Combined Authority Forward Plan and discussed items that they may choose to scrutinise further. The Committee discussed their role and noted the distinction between reviewing and scrutinising decisions of the Combined Authority and making reports or recommendations to the Board or the Mayor including through forming working groups.
14.	Overview and Scrutiny Work Programme Report	<p>The Committee received the report which outlined the work programme for the committee for the municipal year 2019/20.</p> <p>Members were asked to consider their role, specifically with regards to the proposed changes in the Governance Review which could see the delegation of authority to Executive Committees. The Committee were requested to pay due regard to the resources available to them.</p> <p>In their discussion of the role of the Committee questions were raised about whether a 'light touch' approach was an appropriate description of their role. It was explained that the Committee needed to consider the best way to add value to the delivery of decisions and noted that the Authority was a strategic organisation and unlike constituent council, they did not have responsibility to deliver services. The Committee agreed to receive a report at their next meeting on the role of Scrutiny within a Combined Authority.</p> <p>The Committee agreed that the agenda include the following items:</p> <ul style="list-style-type: none"> <li>• Transport brief</li> <li>• Affordable housing update</li> </ul>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
15.	Date of Next Meeting	The Committee agreed that the next meeting would be held at Cambridge City Council with a start time of 11am and a pre-meeting starting at 10am on the 24 <sup>th</sup> June 2019.

## Appendix 2



**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

### Overview and Scrutiny Committee - Decision Summary

**Meeting:** 24 June 2019

**Agenda/Minutes:** [Overview and Scrutiny Committee: 24th June 2019](#)

Chair: Cllr Lorna Dupre

Summary of decisions taken at this meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1.	Apologies	Apologies received from:  Cllr Price, substituted by Cllr Davey Cllr Heylings, substituted by Cllr Fane Cllr Chamberlain, substituted by Cllr Topping. Cllr Jones



Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
2.	Declaration of Interests	Cllr Davey declared a personal, non-pecuniary interest in Item 6 – Affordable Housing update as his wife was employed as an Assistant Director at Cambridgeshire County Council and Peterborough City Council with responsibility for Housing needs in Peterborough.
3.	Minutes	<p>The minutes of the meeting held on the 31st May 2019 were agreed and signed by the Chair with the following amendments:</p> <p>1) Apologies were sent by Councillors Conboy, Connor and Hay.</p> <p>7) Mayor for the Combined Authority – the Mayor confirmed that in response to questions asked by the Committee about Agri-tech, he supported it in a personal capacity.</p> <p>7) Mayor for the Combined Authority – with reference to the CAM, the Committee requested that there be a continuation and recognition of the work carried out by the previous Vice-Chair with regards to the scrutiny of transport.</p>
4.	Public Questions	There were no public questions received.
5.	Transport Briefing	<p>The Transport Programme Manager elaborated on his presentation and explained the CPCA (as the Local Transport Authority) had four main transport functional areas:</p> <p>a) Passenger transport - Bus service provision, light rail, tram and variations thereof</p> <p>b) Strategic transport schemes - Which are considered to have a major impact on mobility, and that typically require substantial capital funding</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>c) Transport planning - Developing strategies and plans that have broad, geographical coverage and require integrated transport solutions</p> <p>d) Engagement with national and regional bodies - Such as the Department for Transport, National Infrastructure Commission, the strategic road and rail authorities, and sub-national transport bodies.</p> <p>It was noted that Transport powers were transferred to the Combined Authority, while highway authority powers under the Highway Act 1980 remain with Cambridgeshire County Council and Peterborough City Council.</p> <p>It was confirmed that there are a number of existing funding streams including Central government funding, Devolution Deal and transport levy. These monies are reviewed through the CPCA assurance framework and allocated to relevant areas (highways Authority, Partner authorities or internal Transport delivery teams).</p> <p>Each potential project is reviewed by the CPCA under creation and development of a Project Initiation Document (initial business case) to establish merit of proceeding. This review would consider best delivery mechanism through funding agreement, Commissioner role or CPCA direct delivery.</p> <p>In response to questions asked, the Transport Programme Manager reported that a series of consultation events had been announced across Cambridgeshire and Peterborough for members of the public to have their say on the future of the area's Local Transport Plan to 2050 and that once the consultation had concluded, a report would be brought to the Board in the latter part of 2019. This would propose a long-term delivery plan for transport including proposed assessments mechanisms for future schemes.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>A question was also raised as to the allocation and use of the Transport levy going forward and how this relates to bus subsidies. The programme manager identified that as part of the January CA Board approvals a Bus reform task group was established with relevant officer's from CPCA, Cambridgeshire County Council and Peterborough City Council to review and propose the bus subsidy strategy for future years and agree the allocation of transport levy in the future this is an ongoing piece of work. This January paper also confirmed that the current situation for managing buses would continue to March 2020.</p> <p>It was explained that a report would also be submitted to the Board in July or September 2019 updating the progress from the Bus reform task group</p> <p>Members of the Committee asked for further information on the following in relation to transport delivery:</p> <ul style="list-style-type: none"> <li>• Where can members access the Letters of Intent or the Memorandum of Understanding (MoU) of the delivery instruments to see what had been commissioned by the Combined Authority</li> <li>• How many funding agreements and Letters of Intent were the transport team in receipt of</li> <li>• Could the authority acquire capital for delivery and control through partnership working</li> <li>• Could there be clarification on whether the work that is being undertaken on transport by the internal legal officers or by consultants.</li> </ul> <p>The Transport Programme Manager informed the Committee that Letters of Intent and MoU's were held on an internal project delivery system. He was unable to</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>clarify the exact number that was held, but that he could report back the figure at a later date and noted that the legal negotiations were being worked on in-house. It was confirmed that the Authority was engaging with other Combined Authorities across England as part of the development of the business case.</p> <p>The transport programme manager confirmed that legal discussions between CPCA and other parties in regard to MoU's and Funding agreements etc were being led directly by CPCA.</p> <p>The Committee noted the report.</p> <p>The Chair thanked the Transport Programme Manager for his attendance at the meeting.</p>
6.	Affordable Housing Update	<p>The Director of Housing and Development and the Programme Manager Affordable Housing gave a presentation to the Committee and updated members on the £170m Affordable Housing Programme. Of the £170 million, £70 million is ring fenced for new build Council rent homes in Cambridge City, leaving £100m allocated to deliver 2,000 new affordable homes across Cambridgeshire and Peterborough. Main tenures of housing are affordable rent, social rent and shared ownership. Further information was provided which highlighted key milestones which included the first CPCA funded scheme to be completed in Soham in August 2018 and in March 2019 the approval of the creation of a Development Company. In all, 777 units had approval by CA Board to date.</p> <p>In response to questions asked, the Director of Housing and Development explained that there was ongoing dialogue with housing teams across the other local authorities. The £100m allocated to deliver 2,000 new affordable homes across Cambridgeshire and Peterborough had been split 60/40 between grants for affordable housing and a revolving loan fund. It was reported that the</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>Combined Authority would consider applications for funding to deliver new affordable homes across all tenures, provided the scheme has the support of the local planning authority. The team consults with LA Housing Strategy and Planning teams as part of the appraisal process.</p> <p>It was explained that risk assessments had been carried out on all proposed development and loan arrangements with an additional £31 million approved to projects as loan investment which would be repaid to the programme and would establish a recycling fund to go beyond the lifetime of the current programme (March 2022). The Committee discussed the timeline of the housing development and noted that they would be interested in receiving information about the proposed housing delivery timeline and that they were informed of all projects in the 'pipeline'. Committee members were reminded that the Housing and New Communities Committee receive programme performance updates on a roughly quarterly basis and that these are published on the CPCA website, and O&amp;S members would be very welcome to attend these meetings.</p> <p>RESOLVED:</p> <p>That the Committee receive a trajectory of the delivery of housing projects and updated information on housing development at regular intervals, with the next being November 2019.</p>
7.	Member Update on Activity of Combined Authority	No updates were received from members
8.	Review of Combined Authority Agenda	<p>The Committee reviewed the agenda due to come to Board on Wednesday 26<sup>th</sup> June 2019.</p> <p>The Committee agreed to raise the following questions to the Board:</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>Item 1.5 Forward Plan</p> <ol style="list-style-type: none"> <li>1) The Committee expressed concern at the late publication of the Board Forward Plan and asked for an assurance that in future this would be published in time to be considered by the Overview &amp; Scrutiny Committee before the Board meeting.</li> </ol> <p>Item 1.6 Appointment to Executive Committees</p> <p>The Combined Authority is currently reviewing its Constitution and governance arrangements which may have an impact on the functions and membership of the committees</p> <ol style="list-style-type: none"> <li>2) Can the Committee be provided with a comprehensive list of appointed senior officers at the Combined Authority?</li> <li>3) What were the reasons for the amendments to the allocations to Executive Committees for 2019/20 specifically the revised Cabinet representation?</li> <li>4) Can the Board ensure that frequent governance changes do not get in the way of the Authority achieving its strategic objectives; and note that governance changes also affect how Overview &amp; Scrutiny works</li> </ol> <p>Item 2.1 - Budget Monitoring Update</p> <ol style="list-style-type: none"> <li>5) Can the Committee be provided with more clarity on schemes and associated funding? Can the finance team provide a clear correspondence between lines in the budget and decisions by the Authority?</li> </ol>

Item	Topic	Decision [ <i>None of the decisions below are key decisions</i> ]
		<p>Item 3.1(i) £100m Affordable Housing Programme – Scheme Approvals – Alexander House, Ely</p> <p>6) Can the Board confirm the Combined Authority is authorised to, and in a position to give commercial loans?</p> <p>How is the loan being secured and how does the interest rate compare to the market? Could a revised condition to increase the percentage of (16%) affordable housing units (to be provided from the total of 25 units) be approved</p>
9.	Combined Authority Forward Plan	<p>Committee expressed concern at the late publication of the Board Forward Plan and discussed the need for members of the Overview and Scrutiny Committee to access confidential Board papers and appendices in order to carry out their duties.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
10.	Overview and Scrutiny Work Programme Report	<p>The Committee received the report which outlined the work programme for the committee for the municipal year 2019/20.</p> <p>The Committee requested that an Affordable Housing Update report be brought to the November 2019 meeting.</p> <p>The Committee requested that a Budget Update report be presented to the meeting in October 2019.</p> <p>The Committee asked that the previous Vice-Chair of the Committee be invited to the next Overview and Scrutiny Committee pre-meet to update members on the work that he had accomplished in relation to the CAM metro.</p> <p>The Committee AGREED to establishing 2 working groups, membership as below:  CAM Metro – Councillors Gehring, Sharp, Price, Heylings and Whitehead (Cllr Conboy subject to availability)</p> <p>CAM Bus Review: Councillors Hay, Dew, Connor and Chamberlain (Cllr Murphy as a substitute member)</p>
11.	Date of Next Meeting	<p>The Committee agreed that the next meeting would be held at Fenland District Council (Council Chamber) with a start time of 11am on the 29th July 2019.</p> <p>The pre-meeting on the 29th July 2019 would be held at 10am in Room 38, Fenland Hall, March.</p>





## CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY BOARD - Decision Summary

**Meeting:** 29 May 2019

**Agenda/Minutes:** [Cambridgeshire & Peterborough Combined Authority Board: 29th May 2019](#)

Item	Topic	Decision
	<b>Part 1 – Governance Items</b>	
1.1	Announcements, Apologies and Declarations of Interest	<p>Apologies were received from J Bawden, Councillor S Count (substituted by Councillor R Hickford) and Councillor D Over.</p> <p>Declarations of non-pecuniary interest were made during the course of the meeting by Councillor J Holdich in relation to Item 4.2: Greater Peterborough Inward Investment Pilot and Item 5.2: Creation of Cambridgeshire and Peterborough Employment and Skills Board, Incorporating Skills Advisory Panel and Adult Education Budget Governance Arrangements as a member of the</p>

		Opportunity Peterborough Board. A declaration on non-pecuniary interest was made by Councillor Herbert in relation to Item 5.3: University of Peterborough – Outcome of Review and Reflect Leading to the Progression of an Outline Business Case as he was until recently an employee of Anglia Ruskin University.
1.2	Minutes – 27 March 2019	It was resolved to:  Approve the minutes of the meeting of 27 March 2019 as an accurate record.
1.3	Petitions	None received.
1.4	Public Questions	None received.
1.5	Forward Plan	It was resolved to note the Forward Plan.
1.6	Membership of the Combined Authority	The Board reviewed the membership of the Combined Authority Board for the 2019/20 municipal year.  It was resolved to:  a) Note the Members and substitute Members appointed by constituent councils to the Combined Authority for the municipal 2019/2020 (tabled).  b) Appoint the Business Board's nominations as Member and substitute Member to represent them on the Combined Authority for the municipal year 2019/20  c) Confirm that the following bodies be given co-opted member status for the municipal year 2019/20:

		<ul style="list-style-type: none"> <li>i) The Police and Crime Commissioner for Cambridgeshire;</li> <li>ii) Cambridgeshire and Peterborough Fire Authority</li> <li>iii) Cambridgeshire and Peterborough Clinical Commissioning Group</li> </ul> <p>d) Note the named representative and substitute representative for each organisation as set out in the report</p> <p>e) Agree that the late notifications of appointments to the Monitoring Officer shall take immediate effect</p> <p>f) Delegate authority to both the Audit and Governance Committee and the Overview and Scrutiny Committee the power to appoint a single co-opted member (and substitute) to each Committee to represent the number of independent members elected across constituent councils.</p>
1.7	Appointments to Executive Committees, appointment of Chairs and Portfolio Holders	<p>The Board reviewed portfolio holder responsibilities and committee membership for the 2019/20 municipal year.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Note and agree the Mayor's nominations to Portfolio Holder responsibilities and the membership of the committees including the Chairs of committees for 2019/20 or until such time as the revised governance arrangements are approved, as set out in Appendix 1 (tabled).</li> </ul>
1.8	Appointment of the Overview and Scrutiny Committee	<p>The Board reviewed the membership of the Overview and Scrutiny Committee for the 2019/20 municipal year.</p> <p>It was resolved to:</p>

		<ul style="list-style-type: none"> <li>a) Confirm that the size of the Overview and Scrutiny Committee should be 14 members; two members from each constituent council and two substitute members for the municipal year 2019/2020;</li> <li>b) Approve the amended political party representation on the Overview and Scrutiny Committee;</li> <li>c) Confirm the appointment of the Member and substitute Member nominated by constituent councils to the Overview and Scrutiny Committee for the municipal year 2019/2020 as set out in Appendix 2 of the Addendum report (tabled);</li> <li>d) To agree that the Overview and Scrutiny Committee consider the co-option of an independent member from a Constituent Council</li> </ul>
1.9	Appointment of the Audit and Governance Committee	<p>The Board reviewed the membership of the Audit and Governance Committee for the 2019/20 municipal year.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Confirm that the size of the Audit and Governance Committee should be eight members; one member and one substitute from each Constituent Council and one independent person for the municipal year 2019/2020;</li> <li>b) To agree the political balance on the committee as set out in Appendix 1;</li> <li>c) Confirm the appointment of the Member and substitute Member nominated by Constituent Councils to the Committee for the municipal year 2019/2020 as set out in Appendix 2 (tabled);</li> <li>d) Appoint a Chair and Vice Chair of the Audit and Governance Committee for the municipal year 2018/2019;</li> </ul>

		<p>e) To agree that the Audit and Governance Committee consider the co-option of an independent member from a Constituent Council.</p>
1.10	Management of the Cambridgeshire and Peterborough Combined Authority	<p>The Board reviewed the arrangements of the appointment of joint Chief Executives and the Section 73 Chief Finance Officer.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Approve the appointment of John Hill and Kim Sawyer as Joint Chief Executive of the CPCA with immediate effect</li> <li>b) Review these arrangements by 31 May 2021</li> <li>c) Appoint Jon Alsop as the Section 73 Chief Finance Officer to the CPCA;</li> <li>d) Approve the appointment of Dermot Pearson as the Interim Monitoring Officer.</li> </ul>
1.11	Calendar of Meetings 2019/20	<p>The Board reviewed the proposed Calendar of Meetings for the 2019/20 municipal year.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Approve the Calendar of Meetings for 2019/2020 subject to the outcome of the review of the Constitution to be report in June 2-19 (Appendix 1)</li> </ul>
1.12	Members' Allowances Scheme	<p>The Board reviewed the Combined Authority's allowances schemes.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Review the Members' Allowances Scheme (Mayor's and other Allowances)</li> </ul>

		<p>b) Agree the scheme for the Mayoral allowance as set out in Appendix 1 and summarised in para 2.6 (a) to (c);</p> <p>c) Agree the scheme for the allowances/expenses to those appointed to any independent commissions set up by the Combined Authority Commission as set out in Appendix 1 and summarised in para 2.7 (a) to (d);</p> <p>d) Agree:</p> <ul style="list-style-type: none"> <li>(i) That the Combined Authority make representations to Central Government for the role of Mayor to be regarded as fixed-term contract employment that is pensionable.</li> <li>(ii) That the Constituent Authorities IRPs be requested to consider the payment of allowances to their Members serving on the Combined Authority, due to the statutory prohibition on the Combined Authority to pay such allowances.</li> </ul> <p>e) Consider the payment of allowances/expenses to those appointed to any independent commissions</p>
1.13	Quarterly Performance Reporting	<p>The Board reviewed the May Delivery Dashboard.</p> <p>It was resolved to:</p> <p style="padding-left: 40px;">Note the May Delivery Dashboard</p>
	Part 2- Finance	
2.1	Budget: Provisional Outturn	The Board received an update report on the provisional outturn position of the Combined Authority for the year ended 31 March 2019.

		<p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Note the provisional outturn position against budget for the year to 31 March 2019.</li> <li>b) i. Approve the carry forward of £616,400 of revenue budget underspends to increase the 2019/20 budget and deliver the outcomes identified;</li> <li>ii. Approve the carry forward of capital underspends identified in paragraphs 2.8 to 2.16</li> <li>c) Note progress being made in the preparation and audit of the draft Statement of Accounts for 2018/19.</li> </ul>
	<b>Part 3- Combined Authority Decisions</b>	
3.1	£100m Affordable Housing Programme- Scheme Approvals: May 2019 - Belle Vue, Stanground, Peterborough	<p>The Board received a report presenting a scheme seeking approval of grant funding in the context of the overall investment pipeline for the Combined Authority's £100m programme.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Commit grant funding of £735,000 from the £100m Affordable Housing programme to support conversion of 21 new homes from Open Market sale to Affordable Rent at Belle Vue, Stanground, Peterborough.</li> </ul>
3.2	£70m Cambridge City Council Affordable Housing Programme- 2019/20 Budget	<p>The Board received a report seeking approval to carry forward the underspend from the 2018/19 budget into the new financial year and of the 2019/20 budget figure for the £70 million Cambridge City programme.</p> <p>It was resolved to:</p>

		<div>a) Note the revised expenditure profile in respect of the £70 million Affordable Housing Programme led by Cambridge City Council, as part of the £170 million Affordable Housing Programme</div> <div>b) Approve a carry forward of £1,505,274 from the approved 2018/19 budget into the 2019/20 financial year</div> <div>c) Approve 2019/20 budget provision of £19,102,771, giving a total budget of £20,608,045 once the carry forward from 2019/20 is included to enable the programme to continue.</div>								
3.3	Local Highways Maintenance Capital Grant Allocation 2019/20	<div>The Board received a report seeking consultation regarding the capital funding allocations towards local transport for the 2019/20 financial year.</div> <div>It was resolved to:</div> <div>a) The Combined Authority Board was consulted regarding the Mayor’s intention to allocate grants totalling £23,541,459 to Cambridgeshire County Council and Peterborough City Council in line with the Department for Transport formula as set out in the table below.</div> <div>b) The Mayor approved the allocation of grants as set below:</div> <table><tr><td>Constituent Council</td><td>Allocation /£</td></tr><tr><td>Peterborough City Council</td><td>4,958,107</td></tr><tr><td>Cambridgeshire County Council</td><td>18,583,352</td></tr><tr><td>Total</td><td>£23,541,459</td></tr></table>	Constituent Council	Allocation /£	Peterborough City Council	4,958,107	Cambridgeshire County Council	18,583,352	Total	£23,541,459
Constituent Council	Allocation /£									
Peterborough City Council	4,958,107									
Cambridgeshire County Council	18,583,352									
Total	£23,541,459									



3.4	Delegation of Passenger Transport Powers	<p>The Board received a report seeking approval to delegate the role of Travel Concessionaire Authorities and other powers to Cambridgeshire County Council and Peterborough City Council for the 2019/2020 financial year.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Agree the delegation of transport powers to Cambridgeshire County Council and Peterborough City Council for the 2019/2020 financial year as set out in paragraph 2.7 (a).</li> </ul>
3.5	Public Consultation on the Draft Local Transport Plan	<p>The Board received a report seeking approval to proceed to public Consultation of the draft of the first Cambridgeshire and Peterborough Combined Authority Local Transport Plan/</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Note the draft Local Transport Plan for the Cambridgeshire and Peterborough Combined Authority and approve consultation on the basis of the draft.</li> <li>b) Delegate authority to the Chief Executive, in consultation with the Chair of the Transport Committee, to allocate funding for public consultation from the 2019/20 Local Transport Plan Budget allocation and make non-material drafting improvements in line with Board Members' views to the draft Local Transport Plan before public consultation.</li> </ul>
3.6	Non-Statutory Strategic Spatial Framework Phase 2 – Public Consultation	The report was withdrawn.
3.7	Connecting Cambridgeshire	The Board received a report providing an update on the Digital Connectivity Programme over the last year and seeking endorsement for a new stretch target

		<p>for full fibre coverage and the incorporation of fibre ducting in future transport schemes.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Note the progress of the Digital Connectivity Programme during 2018/19 and outline objectives for 2019/20.</li> <li>b) Endorse the proposal to include provision of fibre ducting in all future CPCA area transport schemes as part of the forthcoming Local Transport Plan.</li> <li>c) Endorse the proposed increase to the full fibre coverage target to over 30% coverage by 2022 within the existing programme budget.</li> </ul>
	<b>Part 4- Recommendations from the Business Board</b>	
4.1	<p>For approval as Accountable Body:</p> <ul style="list-style-type: none"> <li>i. Growth Deal Project Proposals May 2019 (Key Decision)</li> <li>ii. Growth Programme Budget Monitor</li> <li>iii. Annual Delivery Plan</li> </ul>	<p>The Board received a report requesting that it consider and approve the following Business Board recommendations.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>1. Growth Deal Project Proposals May 2019 <ul style="list-style-type: none"> <li>a) Approve those schemes recommended by the Business Board at its meeting on 28 May 2019.</li> </ul> </li> <li>2. Growth Programme Budget Monitor <ul style="list-style-type: none"> <li>a) Agree the submission of the Growth Deal monitoring report to Government to end Q4 2018/19.</li> </ul> </li> </ul>

		<p>b) Agree the launch and to note the spec of call for next round of Local Growth Fund (LGF) projects.</p> <p>3. Annual Delivery Plan</p> <p>a) Note the final Annual Delivery Plan for 2019-20.</p>
4.2	Greater Peterborough Inward Investment Pilot	<p>The Board received a report requesting ratification to consider and approve the arrangements for a one-year contract on Inward Investment support activity.</p> <p>It was resolved to:</p> <p>a) Consider the proposal for a pilot one-year inward investment service for Greater Peterborough area; and</p> <p>b) Approve the one-year contract funds to Peterborough City.</p>
4.3	Growth Company Strategic Outline Business Case	<p>The Board received a report presenting the Strategic Outline Business Case for the Growth Company. It was also seeking comment and a steer to develop the next stage Business Case and working towards a mobilisation of the Growth Company at the beginning of 2020.</p> <p>It was resolved to:</p> <p>a) Approve the development of an Outline Business Case for September 2019;</p> <p>b) Authorise Officers to form a Company Limited by Guarantee in June 2019;</p> <p>c) Agree the funding strategy for the services and authorise Officers to:</p>

		<ul style="list-style-type: none"> <li>i) Submit proposals for external funding to Local Growth Fund, Growing Places Fund, European social Fund and European Regional Development Fund</li> <li>ii) Submit, through the subsequent Outline Business Case proposals for internal funding from within the already agreed Medium Term Financial Plan of the Business Board and its Enterprise Zone receipts.</li> </ul>
4.4	Assurance Framework	<p>The Board received a report presenting the update Assurance Framework.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Agree the revised single Assurance Framework (tabled), which is in line with the Ministry of Housing, Communities &amp; Local Government's revised National Local Growth Assurance Framework for Mayoral Combined Authorities with a Single Pot and Local Enterprise Partnerships.</li> </ul>
	<b>Part 5 – Recommendations from the Skills Committee</b>	
5.1	Creation of Cambridgeshire & Peterborough Employment & Board Incorporating Skills Advisory Panel and Adult Education Budget Governance Arrangements.	<p>The Board received a report seeking approval of the creation of a Cambridgeshire and Peterborough Employment &amp; Skills Board and the proposed Terms of Reference for the Cambridgeshire and Peterborough Employment &amp; Skills Board.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Agree to the creation of a Cambridgeshire &amp; Peterborough Employment &amp; Skills Board</li> <li>b) Agree to the proposed Cambridgeshire &amp; Peterborough Employment &amp; Skills Board Terms of Reference</li> </ul>

		c) Approve the proposed Terms of Reference and Governance.
5.2	Skills Brokerage Contract and Future of the Careers and Enterprise Company Contract for Cambridgeshire and Peterborough	<p>The Board received a report providing an update on the Skills Brokerage Contract and progress of the Careers &amp; Enterprise Company (CEC) contract for Cambridgeshire and Peterborough.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Agree to the grant of £272,500 for Skills Brokerage to Peterborough City Council as accountable body for Opportunity Peterborough for the delivery of the Skills Contract.</li> <li>b) Agree to a revised contract with CEC to August 2020 and linking the match funding provided to Peterborough City Council for Opportunity Peterborough.</li> <li>c) Agree to the grant of £37,500 to Form the Future, funded via the revised CEC contract, to provide 50% funding for 1.5 Full Time Equivalents for Cambridge and South Cambridgeshire skills brokerage delivery.</li> </ul>
5.3	University of Peterborough- Outcomes of Review and Reflect leading to the progression of an outline Business Case	<p>The Board received a report seeking approval to move into the next stage of the University of Peterborough project.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Note the findings of the reviews that recommend the way forward for the University of Peterborough to be developed to meet the outcomes of the Cambridgeshire and Peterborough Independent Economic Review, Local Industrial and Skill Strategy;</li> <li>b) Approve:</li> </ul>

		<ul style="list-style-type: none"> <li>i. Running an academic partner review, comparison and selection process that includes PRC, ARU and others.</li> <li>ii. Release £300,000 of capital funding identified in the 2019/20 Capital Programme to deliver items 3 and 5 of the programme outlined in Table B in the report and power is delegated to the Chief Executive, in consultation with the Chairman of the Skills Committee, to approve/agree Officer Decision Notices to maintain the momentum in project delivery for items 3 of Table B – Timescales for commitment and spend of funding. Progress will be reported back to the Skills Committee in July 2019.</li> <li>iii. The release of £235,000 from the non-transport feasibility funding in the revenue budget for 2019/20 to deliver items 1, 2, 4 and 6 in Table B in the report and power is delegated to the Chief Executive, in consultation with the Chairman of the Skills Committee, to approve/ agree Officer Decision Notices to maintain the momentum in project delivery for items 1, 2 and 4 of table B – Timescale for commitment and spend of funding. Progress will be reported back to the Skills Committee in July;</li> <li>iv. The Action plan and Timescales set out, noting they both enable meeting the original objective of 2000 students on the Embankment site by 2022.</li> <li>v. Officers procuring expert consultants to support the execution of that Action plan to these timescales;</li> <li>vi. A review, through the Outline Business Case Process, of the current assumptions regarding: <ul style="list-style-type: none"> <li>a) The level of CPCA capital investment in the build; and</li> </ul> </li> </ul>
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		<p>b) The Governance Process of the University Programme.</p> <p>c) Delegate authority to the Chief Executive to enter into the contractual relationships following the procurement of the external consultants required to undertake the activities specified.</p> <p>d) The definition of the University as set out in 2.5 of the report.</p>
5.4	Skills Strategy	<p>The Board received a report requesting that it approve and adopt the Skills Strategy.</p> <p>It was resolved to:</p> <p>Approve and adopt the Skills Strategy at Appendix A of the Business Board report.</p>
	<b>Part 6 – Date of Next Meeting</b>	
6.1	Wednesday 26 June 2019 at 10.30am, Kreis Viersen Room, Shire Hall, Cambridge, CB3 0AP	



## **CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY BOARD - Decision Summary**

**Meeting:** 26 June 2019

**Agenda/Minutes:** [Cambridgeshire & Peterborough Combined Authority Board: 26th June 2019](#)

Item	Topic	Decision
	<b>Part 1 – Governance Items</b>	
1.1	Announcements, Apologies and Declarations of Interest	<p>Apologies were received from J Ablewhite, Councillor S Count (substituted by Councillor R Hickford) and A Khalid (substituted by Professor A Neely).</p> <p>A declaration of non-pecuniary interest was made by Professor A Neely in relation to Item 3.4: Local Industrial Strategy Update in relation to his involvement with Project Spring.</p>



1.2	Minutes – 29 May 2019	The minutes of the meeting on 29 March 2019 were confirmed as an accurate record and signed by the Mayor.
1.3	Petitions	None received.
1.4	Public Questions	None received.
1.5	Combined Authority Forward Plan	It was resolved to note and comment on the Forward Plan.
1.6	Appointments to Executive Committees	<p>The Board received a report providing an update on the committee membership of the Combined Authority.</p> <p>It was resolved to note and agree the updates to the membership of the committees for 2019/20 or until such time as the revised governance arrangements are approved, as set out in the revised Appendix 1 which was tabled at the meeting and in accordance with further verbal updates from Board members.</p>
<b>Part 2 – Finance Items</b>		
2.1	Budget Monitor Update	<p>The Board received a report providing an update on the 2019-20 budget position reflecting the Board's decision in May to authorise the carry forward of identified revenue and capital balances from the year ended 31st March 2019.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Note the updated financial position of the Combined Authority for the year.</li> <li>b) Note the status of the Statement of Accounts for 2018/19.</li> </ul>

	<b>Part 3- Combined Authority Decisions</b>	
3.1	£100m Affordable Housing Programme Scheme Approvals: June 2019	
3.1.1	Alexander House Ely	<p>The Board received a report seeking approval for the provision of a 21 month repayable commercial loan facility capped at £4.84m to Laragh House Developments LTD to create housing units by converting an office building</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Approve the provision of a commercial loan facility of £4.84m to Laragh House Developments Ltd for a scheme of 25 units based on the heads of terms detailed in the exempt Appendix 1.</li> <li>b) Authorise the Director of Housing and Development, in consultation with Legal Counsel and the Portfolio Holder for Investment and Finance, to conclude any necessary legal documentation to secure the loan, to include taking a charge upon the land.</li> </ul>
3.1.2	£100m Luminus, Huntingdonshire	<p>The Board received a report seeking the approval of grant funding in the context of the overall investment pipeline for the Combined Authority's £100m programme.</p> <p>It was resolved to commit grant funding of £618,800 from the £100m Affordable Housing programme to deliver 14 new affordable homes for Social Rent at seven sites in Huntingdonshire.</p>
3.1.3	MOD Site Ely – Application for Affordable Housing	The report was withdrawn.

3.2	£100m Affordable Housing Programme – Proposed Acquisition	<p>The Board received a report seeking approval for the Acquisition of a 5.1 acre development site in Cambridgeshire and Peterborough for a price of 1.225m, to be prepared for a future residential development scheme.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Approve the acquisition of a site in Cambridgeshire and Peterborough for the sum of £1.225m, based on the heads of terms detailed in the exempt Appendix 1.</li> <li>b) Approve the expenditure of £332,335 in costs on the acquisition (including stamp duty) and to prepare, submit and secure a planning consent for a residential development scheme on the site.</li> <li>c) Authorise the Director of Housing and Development, in consultation with Legal Counsel and the Portfolio Holder for Investment and Finance, to conclude any necessary legal documentation to secure the acquisition and planning permission.</li> </ul>
3.3	Major Road Network and Large Local Majors	<p>The Board received a report presenting the proposed projects for submission to the Major Road Network investment programme and the Large Local Majors investment programme. The report also presented how these projects relate to the strategic objectives of the Combined Authority.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Approve the projects to be submitted for the Major Road Networks (MRN) and Large Local Majors (LLM) investment programmes.</li> <li>b) Agree to aim to secure a local or third-party contribution of at least 15% of the scheme costs for each project if approved.</li> </ul>

		<p>c) Authorise the Director of Delivery and Strategy, in consultation with the Chair of the Transport and Infrastructure Committee, to finalise the MRN/LLM submission and liaise with the England's Economic Heartland partnership.</p>
3.4	<p>Local Industrial Strategy – Update</p> <p>By Recommendation to the Combined Authority</p>	<p>The Board received a report providing an update on the final draft agreed with Government for the Cambridgeshire and Peterborough Local Industrial Strategy.</p> <p>It was resolved to:</p> <p>a) Note the final version of Cambridgeshire and Peterborough Local Industrial Strategy as agreed with Government.</p> <p>Note the final stages of national sign-off for the Local Industrial Strategy in the Department of Business, Energy and Industrial Strategy (BEIS) template style prior to publication.</p>
	<b>Part 4 – Recommendations from the Housing and Communities Committee</b>	
4.1	Quality Charter for Growth	<p>The Board received a report requesting approval of the following recommendations.</p> <p>It was resolved to:</p> <p>a) Adopt the Quality Charter for Growth principles (including additions in Appendix 1 of the attached Committee report) to guide its work on new developments across Cambridgeshire and Peterborough;</p> <p>b) Adopt a strengthened set of principles on cohesion (as set out in Appendix 2 of the attached Committee report)</p>

	<b>Part 5 – Motion submitted under Committee Procedure Rule 14</b>	
5.1	Motion from Councillor Lewis Herbert	On being put to the vote, the Motion was lost.
	<b>Part 6 - Date of next meeting</b>	
6.1		Wednesday 31 July 2019 at 10.30am, Council Chamber, Fenland Hall, County Road, March, PE15 8NQ

## Appendix 5



**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

### AUDIT & GOVERNANCE COMMITTEE - Decision Summary

**Meeting:** 31 May 2019

**Agenda/Minutes:** [Audit & Governance Committee: 31st May 2019](#)

Chair: John Pye (Chair and Independent Person)

Summary of decisions taken at this meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1.	Apologies and Declarations of Interests	Apologies were received from Councillors Goldsack (substituted by Councillor Wells) Councillor Davey who was substituted by Councillor Price and Councillor Mason  No declarations of interest were made.
2.	Chairs Announcement's	1. The Chair congratulated Jon Alsop into his new role as Chief Finance Officer/S73 Officer at the Authority and thanked the Interim S73 officer for his work.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>2. The Chair also thanked the Councillor who had served on the previous year's Audit and Governance Committee- Councillors Harrison, Morris, Hay, Seaton and Robertson.</p> <p>3. Due to the number of newly appointed members to the Audit and Governance Committee, the Chair asked that a 'Skills set' be circulated to all members of the Audit and Governance Committee to identify areas of training that members may benefit from.</p>
3.	Appointment of the Vice-Chair	<p>The Chair explained that at the Annual General meeting in May 2017, the Board appointed him as Chairman of the Committee and delegated the decision of a Vice-Chair to the Committee to decide at its first meeting of each year.</p> <p>Councillor Benney proposed and Councillor Wells seconded that Councillor McGuire be appointed as Vice- Chair.</p> <p>It was resolved:</p> <p>Upon a vote, it was agreed that Councillor McGuire be appointed as Vice -Chair of the Audit and Governance Committee for the ensuing year.</p>
4.	Co-optees to the Audit and Governance Committee	<p>The Interim Monitoring Officer submitted a report and elaborated thereon. It was noted that the Board had recognised that a lot of independents had been elected in some constituent Councils and had delegated authority to the Audit and Governance Committee to co-opt an independent member.</p> <p>Councillor Price proposed the co-option of an independent person.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>Councillors McGuire proposed, and Councillor Wells seconded that the Committee do not co-opt an independent person.</p> <p>Upon a vote, it was agreed that the Audit and Governance Committee would not co-opt an independent person.</p>
5.	Minutes of the meeting held on the 29 <sup>th</sup> March 2019	The minutes of the meeting held on the 29 <sup>th</sup> March 2019 were agreed and signed by the Chair.
6.	Corporate Risk Register	<p>The interim S73 officer elaborated on the report and explained that it was an updated report, from March) which had been requested by Members. It was noted that the register was reviewed monthly by the Directors.</p> <p>It was noted that there was a risk register in place for all projects undertaken by the Authority. Following the implementation of the mitigation measures, the top risks had been identified and outlined within the report. It was explained that there were several reasons some risks would remain, which included the lack of funding approval from Government and financial commitment secured from the Authority's private partners.</p> <p>The Interim S73 Officer reported that the Risk Register was reported and reviewed on a monthly basis by directors; it was a fluid document that was updated regularly to reflect any changes to the status of the risks and to record any new risks identified.</p> <p>It was resolved:</p> <p>That the Committee reviewed the Combined Authority Risk Register and requested that it be a standing item on the agenda and new risks included on the register be identified be highlighted at the next meeting.</p>



Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
7.	Draft Accounts 2018/19	<p>The interim S73 officer explained that it was a legal requirement for the draft Statement of Accounts to be published on the Combined Authority's website for public inspection.</p> <p>It was noted that draft Statement of Accounts were unaudited and as such, had not been audited by Ernst and Young; the final audited version of the Statement of Accounts would need to be signed and published on the Authority's website by 31<sup>st</sup> July 2019.</p> <p>In response to questions asked by the Committee, it was noted that in previous years there had been a simpler structure and therefore due to an increase in employment at the Authority, the figures had been consolidated. Furthermore, it was necessary for the figures to be reported in a different way which was due to the transfer of the LEP; there was only a need to highlight the figures of the LEP for the first year and not the subsequent years.</p> <p>In relation to senior officer staffing costs the figures had been included in the Audit Plan and the external auditors had confirmed the process followed and figures contained within the accounts were correct.</p> <p>It was confirmed that the Authority had no debt and that all funding came from grants and was not borrowed money.</p> <p>It was resolved:</p> <p>That the Committee received and reviewed the draft statement of accounts 2018/19</p> <p>That the Committee received and reviewed the Annual governance Statement 2018/19</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
8.	Assurance Framework	<p>The Chief Executive submitted a report which asked the Committee to note the report and the revised single Assurance Framework for both the Business Board and the Combined Authority.</p> <p>It was explained that a Local Assurance Framework for the LEP be created to document practices and standards to provide Government and local partners with assurance that decisions over funding were robust, transparent and able to deliver value for money (VFM).</p> <p>The single Assurance Framework for both the Business Board and the Combined Authority was developed in line with the revised Government guidance, ensuring clarity, transparency and openness to the decision-making process of both Boards.</p> <p>It was resolved: That the single Assurance Framework for both the Business Board and the Cambridgeshire and Peterborough Combined Authority be noted</p>
9.	Internal Audit; Governance	<p>The Internal Auditor elaborated on his report and explained that the report provided an independent and objective opinion on the Combined Authority's effectiveness in managing risk management, governance and control environment. It was noted that with the amalgamation of the LEP into the Authority, the Audit Plan would review the LEPs governance arrangements as it was expected that this would closely mirror those of the Combined Authority. It was noted improvements had been made to the governance arrangements although an area identified as a risk was Human Resources: gaps had been identified however, plans had been put in place to address those and it was reported that a new HR Manager was now in post.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>The Chief Executive explained that 6 months in to the inception of the Combined Authority, they had asked the Internal Auditors to inspect their practices and identify any areas of concern. At the time, 19 issues had been highlighted, 8 of which had now been completed and the remaining ones being either worked on or were not currently possible to resolve.</p> <p>28 key policy documents around Human Resources had been identified and in the past 6 months, there had been no significant issues raised; having undertaken a restructure it was reported that staff employed at the Authority were happy and contented.</p> <p>It was resolved:</p> <p>That the outcomes from the reviews of corporate governance together with the proposed actions for management to address weaknesses identified was considered.</p>
10.	Combined Authority Board Update	<p>The Committee received a report which provided an update on the activities of the Cambridgeshire and Peterborough Combined Authority Board meetings of the previous 6 months.</p> <p>It was resolved:</p> <p>That the Committee note the updated contained within the report and appendices.</p>
11.	Business Board Governance Update	<p>At a previous meeting of the Audit and Governance Committee, members requested an update on the governance arrangements for the Business Board.</p> <p>It was explained that the Business Board would be subject to both internal and external reviews despite its legal status being that of an informal partnership. The</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>Business Board did not have the ability to enter into contracts and would act through the Combined Authority as its Accountable Body.</p> <p>The Audit and Governance Committee asked for additional information on the Business Board Governance Arrangements on the Committee's role in reviewing the Board.</p> <p>It was resolved:</p> <p>That the Committee noted the update.</p> <p>That the interim Monitoring Officer present a briefing to Members of the Committee on the Business Board Governance Arrangements at the next Committee pre-meet.</p>
12.	Staffing Structure Update	<p>The Chief Executive explained that following her and John Hill's appointment as joint Interim Chief Executives of the Combined Authority, they were tasked to undertake a review of the staffing structure of the organisation. Subsequently, in February 2019, the Employment Committee considered the Chief Executives' consultation paper for the restructuring of departments.</p> <p>It was noted that as part of the process, the staffing structures of other local authorities had been examined and considered. Comparably, Tees Valley Combined Authority had 94 staff members, meaning the CAPA had one of the leanest staffing structures of all the Combined Authorities.</p> <p>It was further explained that the CAPA had also amalgamated the LEP, Energy Hub, Adult Education Budget and Agri-tech. It was noted that there were 73 posts, 30 of which were vacant, but adverts were currently out to recruit to them.</p> <p>It was resolved:</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		That the Committee noted the staffing structure approved by the Employment Committee for consultation on the 13 <sup>th</sup> February 2019.
13.	Work Programme	<p>The Committee received the report which provided the draft work programme for Audit and Governance Committee for the remainder of the 2019/20 municipal year.</p> <p>The Committee agreed to add the following to the work programme:</p> <ul style="list-style-type: none"> <li>a) Chief Finance Officer to prepare a briefing note on the combined Authority's policy documents relating to the rules and regulations adhered to in the national policies, followed also by CIPFA.</li> <li>b) Transport Team be invited to a future meeting of the Committee to deliver a presentation on the accelerated delivery process including information on risk management.</li> <li>c) Statement report on Value for Money (VfM) to be considered, including 'benefit-cost-ratio')</li> <li>d) Assurance Framework – to be presented every 6 months.</li> <li>e) Business Board Governance Arrangements – brief presentation from the MO (at the next Committee pre-meet) to elaborate on the Committee's role in reviewing the Business Board</li> </ul>
14.	Date of Next Meeting	The Committee agreed that the next meeting be held on the 19 <sup>th</sup> July 2019 at Council Chamber, Fenland District Council at 10am.