

HIGHWAYS AND COMMUNITY INFRASTRUCTURE COMMITTEE



Date: Tuesday, 10 July 2018

Democratic and Members' Services

Fiona McMillan

Deputy Monitoring Officer

10:00hr

Shire Hall

Castle Hill

Cambridge

CB3 0AP

Kreis Viersen Room

Shire Hall, Castle Hill, Cambridge, CB3 0AP

AGENDA

Open to Public and Press

CONSTITUTIONAL MATTERS

1. Notification of Chairman/woman and Vice-Chairman/Woman

2. Apologies for absence and declarations of interest

Guidance on declaring interests is available at

<http://tinyurl.com/ccc-conduct-code>

3. Minutes (13th March 2018) and Action Log

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4. Petitions and Public Questions

OTHER DECISIONS

5. Cambridgeshire Highways Contract Annual Report 2017-18

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6.	Traffic Signals Design and Operational Guidance	39 - 46
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9.	Finance and Performance Report - May 2018	69 - 96
10.	Highways and Community Infrastructure Committee Agenda Plan, Training Plan and Appointments to Outside Bodies	97 - 108

The Highways and Community Infrastructure Committee comprises the following members:

Councillor Mathew Shuter (Chairman) Councillor Bill Hunt (Vice-Chairman)

Councillor Ian Gardener Councillor Mark Howell Councillor David Jenkins Councillor Simon King Councillor Paul Raynes Councillor Tom Sanderson Councillor Jocelynne Scutt and Councillor Amanda Taylor

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

Clerk Name: Dawn Cave

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

Date: Tuesday 13th March 2018

Time: 10:00am -11.55am

Present: Councillors H Batchelor, I Gardener, M Howell, B Hunt (Vice-Chairman), S King, P Raynes, T Sanderson, J Scutt, M Shuter (Chairman) and A Taylor

In attendance: Councillors P Downes, J Williams and T Wotherspoon

57. DECLARATIONS OF INTEREST

There were no declarations of interest.

58. MINUTES AND ACTION LOG

The minutes of the meeting held on 13th February 2018 were confirmed as a correct record with the following changes:

p4 amended to reflect that Councillor Scutt did not support charging for internet services in libraries.

p1 attendance list should not include Cllr Howell.

Councillor Scutt commented that the Press Release issued after the 13th February Committee stated that the “Committee had agreed” the library service transformation recommendations, but it would have been more accurate to state that the changes were “agreed by a majority of Committee Members”. The Chairman acknowledged this point and advised that the Press Release had been withdrawn within a few hours, and he added that he had made it clear in his radio interview that this had not been a unanimous decision by the Committee.

With regard to minute numbered 21 on the Action Log (Performance report), the Executive Director, Place and Economy, confirmed that this was being progressed, and Performance Indicators were being reviewed.

The Action Log was noted.

59. PETITIONS

There were no petitions.

60. ROAD SAFETY ACROSS CAMBRIDGESHIRE

Members received a report updating them on the current trends in road casualties, and challenges related to road casualty reduction in the county. The report also detailed proposals for future delivery of road safety in Cambridgeshire to address these challenges and for the digitalisation of safety cameras.

The Committee noted:

- the significant increases in the number of people Killed or Seriously Injured (KSI) on Cambridgeshire roads since 2015;
- the factors that contribute to increases in KSI figures, including economy, funding, enforcement/fear of being caught, changes to the way collisions are reported by the Police and driver behaviour – the latter being the biggest factor in road traffic collisions;
- the substantial financial impact of collisions, including costs to the emergency services, NHS, other public services, loss of earnings and societal value;
- the Road Safety Hub approach that was proposed, which was a delivery structure based around core expertise/functions, in order to deliver an efficient and effective road safety service for Cambridgeshire, working with partners including the Greater Cambridge Partnership, the Combined Authority and Peterborough City Council. This would enable communities to access a universal level of service for common road safety issues, maintaining a level of consistency across the network;
- the proposed new methodology for identifying high risk routes and sites, which involved a risk-based analysis of all A and B roads, ranking sections in order of risk.

Arising from the report, Members:

- expressed concerns regarding the trends for increasing KSI on Cambridgeshire roads, identified in the report;
- noted that the figures included trunk routes e.g. the numbers killed and seriously injured on the Cambridgeshire stretches of the A14 and M11. Whilst the Council does not have direct influence on trunk routes, Cambridgeshire residents use those roads, so it was appropriate that they were included. It was suggested that it would be helpful if the statistics could provide a breakdown by trunk routes and other routes. **Action required.** It was confirmed that a proportion of collisions involve people living outside Cambridgeshire and this number was higher than the number of Cambridgeshire residents having collisions elsewhere in the country. Officers explained that the main issue to be considered was driver behaviour, which was the key factor to be tackled in reducing collisions – investment only in the roads themselves would not necessarily have a significant impact on the KSI figures. The Council was working with the Police and Highways England to address these issues;

- a Member thanked officers for their excellent and comprehensive report. Whilst noting that driver behaviour was the main cause of collisions, and that young men were more likely to be involved in collisions, asked how work to address this would be resourced, and how much partnership working e.g. with the emergency services would work within the Hub structure. Officers confirmed that their main focus was on driver behaviour, and one of the main drivers for the Hub structure was so that partner organisations can access the Hub and its expertise;
- queried why current policies made it difficult for volunteers to perform School Crossing Patrol (SCP) duties, when resources were so limited. Officers advised that whilst they were striving to be more flexible with volunteers, the Council has statutory duties related to SCPs, so this needed to be carefully managed;
- observing that 60% of collisions within Cambridge involved cyclists, it was noted that the contributory factor categories set out in Figure 2 of the report were the categories that the Police used, although this list was being reviewed nationally. When pedestrians were involved, a specific set of categories were used. Factors relating to cyclists were included under vehicles and can be filtered by vehicle type. It was further noted that following a collision, the analysis provided by the Police represented the subjective opinion from the Police Officer investigating the incident at the time, so that data had to be approached with some caution, and was not just accepted on face value. All cluster sites were investigated by one of the Council's engineers, and this was a statutory duty. Those engineers had access to the Police's collision reports, and they would pick up any patterns so that solutions could be identified;
- asked how driver education was being managed. Officers advised that they do direct the target audiences through secondary education and colleges, and since September had been running a programme called "Drive IQ", aimed at helping young people understand their role as road user: this was currently being evaluated by both Cranfield University and the DfT. The DfT was also targeting social media such as LadBible and other websites which young men use;
- asked if it was possible to identify clusters of accident sites and whether they were on the county's rural roads, e.g. the report identifies 6 fatalities in Huntingdonshire, but does not identify the roads i.e. whether these were on a trunk road or rural road. Officers explained that this was picked up in the proposals: it was currently very complicated to identify cluster sites, but the proposed methodology would simplify this process. A and B roads would be assessed in terms of risk, and a coloured map produced identifying cluster sites where there were six injury collisions or three fatalities within a 100 metre section of a road;
- noted that whilst there were a range of capital programmes which mitigated risk, the specific Road Safety capital programme of £594K (for 2017/18) was a relatively small budget targeted on the main cluster sites throughout the county;

- a Member commented that it would be helpful to separate out county roads from trunk roads, and observed that on completion, the A14 improvements should mean there was less traffic on adjacent routes such as the A1123, at which stage it would become even more important to separate out the data;
- queried the apparent focus on speed, given that most accidents in Cambridge city involved cyclists or pedestrians, and whether the funding and mitigation measures were weighted towards speed related incidents, and therefore did not provide as much funding for Cambridge. Officers advised that pedestrians and cyclists were regarded as more vulnerable than other road users, and there was no bias in the capital programme that put Cambridge City at a disadvantage. The Council was working with the Greater Cambridge Partnership to identify other ways of addressing road safety in the city;
- noted that the low number of fatalities in Fenland did not have any statistical significance;
- asked if officers had considered providing incentives for those drivers under 35 e.g. measures which could reduce their insurance premiums, such as attendance at Speed Awareness courses. It was noted that the latter option was currently only for those drivers who would otherwise face prosecution for speeding. The Member suggested that this type of course could be offered to address driver behaviour;
- asked if increasing traffic volumes had been factored in to the increase in KSIs. Officers advised that a recent study of the A142 showed that there had been an average 33% increase in traffic volume since 2010, but overall there had been no specific exercise mapping increases in traffic flows to collisions;
- whilst acknowledging the 2020 target set by the Cambridgeshire & Peterborough Road Safety Partnership, a Member asked if there were any interim milestones that the Committee could monitor. Officers advised that one issue was identifying the impact of the change to the Police reporting system: only one full year's data was currently available, so there was not yet a full understanding of the baseline;
- discussed the need to update safety cameras to digital, observing that these had a positive impact on driver behaviour. A Member noted that the Council received no revenue from safety cameras, and asked if this had been explored? Officers advised that the revenue from all Fixed Penalty Notices goes to the Treasury. The Police recovered the cost of those attending Speed Awareness Courses, and does have a surplus from that, which the Police & Crime Commissioner (PCC) was able to reallocate. The Chairman advised that he had met recently with the PCC and discussed this: the cameras really needed updating, but the cost of that replacement would fall on the Council, which had no associated revenue to pay for them;

- a Member suggested that funding might be available from government, or even one of the major insurance companies, for programmes targeting driver behaviour in young men, and suggested this be explored. It was noted that some insurance companies already used telematic boxes to monitor driver behaviour. Officers explained that one of the key drivers for the Hub approach was to give the team capacity to seek that type of funding, and ensuring that the appropriate expertise was available to put together appropriate bids;
- It was agreed that an Action Plan would be brought back to Committee in six months. **Action required.**

It was resolved unanimously to:

- a) adopt a new delivery model for road safety as outlined in Section 2.3 of the report;
- b) approve the new methodology for assessing collision hotspots and high risk routes outlined in Section 2.4.11 of the report;
- c) approve the commencement of negotiations with the Police regarding the future costs associated with the safety camera programme, in partnership with Peterborough City Council;
- d) approve the capital programme for safety schemes outlined in Appendix 5 of the report.

61. HIGHWAY INFRASTRUCTURE ASSET MANAGEMENT

The Committee considered a report on the revised Highway Asset Management Policy and Strategy, and the new Highway Infrastructure Asset Management Plan (HIAMP), which would be renamed the Highways Operational Standards.

Members noted that the most recent Government guidance favoured a less prescriptive but more risk based approach i.e. to the on-site risk assessment of potentially dangerous defects in the highway. The Council needed to implement the new Code of Practice by October 2018. The amount of funding that the Council received from the Department for Transport (DfT) via the Incentive Fund would depend upon the extent that the Council implemented and maintained highway asset management strategies and policies.

The compendium of all transport capital works, previously presented as the Council's Transport Delivery Plan, was now included in the Highways Operational Standards as Appendix M.

The Chairman advised that he was proposing an additional recommendation for the Committee's consideration:

(d.) agree that the Executive Director, Place & Economy, in liaison with the Chairman/Vice Chairman of the Highways & Community Infrastructure Committee,

can make amendments to Appendix M of the Highways Operational Standards, in accordance with the approved asset management principles.

This would provide additional flexibility in the proposed programme, whilst not jeopardising the approach required to maximise government funding.

Arising from the report:

- a Member welcomed the detailed report, and said it good to have all practices and procedures in one place. She raised concerns about decision making processes for prioritising and minor highways work, as it was not clear how Members could engage in the decision making process. The Committee was advised that the Local Highways Officer should always be the first port of call. A balanced approach between local requests and asset management had to be taken: the proposed additional recommendation would allow a degree of flexibility in accordance with the Asset Management principles. It was important to have an asset management structure, whereby officers have to inspect to confirm state of road and prioritise works accordingly. The overall condition of the network (A and B roads) was assessed annually, but monitored continuously;
- a Member asked how any changes to Appendix M, covered in the proposed additional recommendation, would be reported back to Members. It was confirmed that there would be an audit trail, and the Highway Operational Standards document would be republished annually and published on the website;
- Members discussed how HCVs were a major factor in the deterioration of carriageways, but it was noted HCVs were entitled to use highways unless there were specific weight restrictions. It was confirmed that traffic implications were taken into consideration when responding to Planning applications, but that there needed to be a balance between developing the local economy whilst being mindful of any negative effect that any additional traffic may create;
- noting response times, a Member commented that sometimes the Council sold itself short by quoting the maximum timescale, when in practice repairs were undertaken much more quickly;
- in response to a Member question, it was confirmed that 20% of Unclassified Roads, which accounted for over half of the network, were checked annually via visual inspection. The Member pointed out that many Parishes would be interested in an option to buy in to an enhanced service, and that should be explored;
- a Member commented that automatic statements on the website were sometimes misleading. The Assistant Director (Highways) acknowledged this point and advised that this was currently being reviewed, so that responses were much more reflective of the work actually being carried out. Work was also taking place on some easy to understand factsheets, which would be shared with all Members at the seminar on 11th May: the Chairman asked Members to strongly encourage their colleagues to attend that seminar. The Assistant Director (Highways) also confirmed that Local Members would be advised when the Dragon Patcher was

going to their division, and a log of works done by it, and before and after photos would be shared with the Local Member, so that Local Members could share these with their constituents.

It was resolved unanimously to:

- a. approve the latest version of the Highway Asset Management Policy (Appendix 1 to the report);
- b. approve the latest version of the Highway Asset Management Strategy (Appendix 2 to the report);
- c. approve the Highway Operational Standards (HOS) (Appendix 3 to the report);
- d. agree that the Executive Director, Place & Economy, in liaison with the Chairman/Vice Chairman of the Highways & Community Infrastructure Committee, can make amendments to Appendix M of the Highways Operational Standards, in accordance with the approved asset management principles.

62. LOCAL HIGHWAY IMPROVEMENT (LHI) SCHEMES 2018-19

The Committee considered a report on the outcome of the prioritisation of 2018/19 LHI applications by the Member panels in each District area. Members were reminded that some minor changes to the LHI scheme was agreed last year, the main change being that feasibility was undertaken by officers to help shape the bids coming forward, and also that the cost of officer time was factored in to scheme costs.

Members noted the breakdown of the budget by District areas, and were reminded that if a project on the prioritised list is found to be undeliverable, the next scheme 'below the line' would be taken forward, without the need to go through any further approval process.

Members also noted that the Council was working with Highways England, who were allocating up to £10,000 for highways schemes in those communities adjacent to the A14. It was expected that these proposals would be finalised shortly, and that those communities in Huntingdonshire and South Cambridgeshire would benefit accordingly.

Arising from the report, Members:

- noting the significant public interest in LHI schemes, especially in Cambridge city, and two Members observed that the Member panels were held in private, and they suggested that members of the public should be able to attend, and papers made available publically. Officers advised that the process worked slightly different in Cambridge City, as it was the City Council (as opposed to Parish or Town Councils in the Districts) which provides all the match-funding. Whilst the dates and times of the City Member panels were advertised, these were not public meetings, although the public could contact officers and request to sit in as

observers. Officers agreed to initiate discussions with City Council colleagues on how the earlier stages e.g. proposals for LHI bids at the City's Area Committees could be made transparent, and engage the community more. **Action required.** Another Member commented that whilst he would have no problem with the public attending, his experience of being on the Scoring Panel was that they would probably be less interesting to a member of the public than other types of meeting;

- in response to a question on what would happen if a scheme overspent, i.e. whether those schemes at the bottom of the list be deferred, Members were reassured that the new process meant that officers had more involvement from an earlier stage, and the risk of the budgets for particular schemes significantly overspending was very low: any overspend would need to be paid by the other party i.e. Parish/Town/City Council;
- noted that officers do feedback to unsuccessful applicants, and also highlight the possibility of privately funding schemes;
- one Member suggested that the feasibility filter should be even tighter, as some schemes were still coming forward which were clearly not going to be successful e.g. exceeding the District budget or not supported by the Parish Council;
- officers confirmed that given the new process, i.e. feasibility assessments and greater officer involvement, there were very few schemes which were not realised. The amount of unspent budget was insignificant, and would be rolled forward to the next financial year and divided proportionately between Districts and the City. It was agreed that future reports would identify any schemes which were not completed. **Action required.**

It was resolved unanimously to:

- a) approve the prioritised list of schemes for each District area, included in Appendix A to the report.

63. FINANCE AND PERFORMANCE REPORT – JANUARY 2018

The Committee received a report presenting financial and performance information for Place and Economy for January 2018.

The forecast overspend on Winter Maintenance had increased, but this was offset by the increased forecast underspent on 'Highways Other'. The forecast bottom line position across Place & Economy services was a £112K underspend.

There had been some additional slippage on capital for services covered by both Highways & Community Infrastructure and Economy & Environment Committees.

Arising from the report:

- a Member was pleased to note how many children were involved in the Summer Reading Challenge, and asked for thanks to be passed on to all the library staff involved;

- a Member expressed concern regarding the delay to the new Archives Centre. It was confirmed that this related to Planning issues which had delayed the actual start on site. It was agreed that an update would be provided. **Action required;**
- a Member was pleased to note that the issues relating to the Streetlighting contract had been addressed. It was noted that a programme of LED updates had recently been published;
- Members congratulated the gritting teams for their hard work during recent bad weather;
- Members noted that discussions continued with Amey regarding the Waste PFI contract;
- Members noted that there would be a review of all the Place & Economy Performance Indicators, to assess whether they were still the most appropriate Performance Indicators for the respective Committees to monitor, and to ensure that they were outcome focused.

It was resolved unanimously to:

review, note and comment on the report.

64. HIGHWAYS AND COMMUNITY INFRASTRUCTURE COMMITTEE AGENDA PLAN, TRAINING PLAN AND APPOINTMENTS TO OUTSIDE BODIES

The Committee considered its agenda plan and training plan.

The following item was added to the Agenda Plan:

- Road Safety Action Plan – September 2018

It was noted that the provisional April meeting was not required, and that slot would be used for the Community and Cultural Services 'package tour', visiting Coroners, Registration, Libraries and Archives services in Huntingdon. This event was open to all Councillors.

It was resolved to:

1. note the agenda plan and training plan, including the updates provided orally at the meeting.

Chairman

**HIGHWAYS &
COMMUNITY
INFRASTRUCTURE
POLICY & SERVICE
COMMITTEE**

Minutes-Action Log



Introduction:

This is the updated action log as at **2nd July 2018** and captures the actions arising from the most recent Highways & Community Infrastructure Committee meetings and updates Members on the progress on compliance in delivering the necessary actions.

Minutes of 12th September 2017					
19.	Service Committee review of the draft 2018-19 Capital Programme	Graham Hughes/ Sarah Heywood	Look at how best to give information on the availability of funding for each proposed item of H&CI budget expenditure	Will be done as part of the review of the 2018/2019 Business Planning process once the Business Plan has been agreed by Council in February.	Noted for future action.
21.	Finance and Performance report	Graham Hughes/ Sarah Heywood	Develop more informative and readily intelligible finance and performance reports	Updated report to be presented to July H&CI.	Completed.
Minutes of 10th October 2017					
27.	Relocation of Ely Registration Office to Cambridgeshire Archives	Louise Clover	Requested a monitoring report of the first year's operation be presented	Move to Ely Archives likely to take place in the Summer of 2019, so report back to	Noted for reporting in Summer

			including qualitative data regarding user experience.	Committee will be in Aug/Sept 2020.	2020.
Minutes of 24th November 2017					
34.	Parking Schemes and Charges	Richard Lumley/ Dawn Cave	Review Park & Ride parking charges in two years' time, following the removal of the £1 parking charge.	Added to Agenda Plan. Regarding timescales, officers will be reviewing charges in preparation for the 2020/21 financial year, so it will be scheduled to coincide with future business planning committee dates, i.e. Oct/Nov 2019.	Noted for future action.
Minutes of 4th December 2017					
40.	Integrated Transport Block Funding Allocation Proposals	Elsa Evans	Requested that the breakdown of monies allocated from the County-wide Minor walking and cycling improvements budget be provided at year end.	This will be added to the Finance & Performance report.	In progress
Minutes of 16th January 2018					
45(3).	Minutes and Action Log	Graham Hughes/ Richard Lumley	Discuss with Skanska the feasibility of offering an enhanced pothole repair service.		

47.	Procurement of Clinical Waste Collection and Disposal arrangements	Sass Pledger / Adam Smith	Advise Committee of the outcome of this process.		In Progress
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Minutes of 13th February 2018

53.	Library Service Transformation	Sue Wills/ Christine May	Officers to investigate the feasibility of adding other websites to the free internet usage part of the proposal.	Following discussion with DWP it was agreed to create a new library user category for job hunters and benefit claimants for whom all internet use is free. An update will be provided at September Committee.	Completed.
55.	Finance and Performance Report – December 2018	Richard Lumley/ Emma Murden	Brief explanatory note requested for future reports on energy efficiency of street lights.	Circulated March 2018.	Completed.

Minutes of 13th March 2018

60.	Road safety across Cambridgeshire	Matt Staton/ Andy Preston	Requested statistics giving a breakdown by trunk routes and other routes.	Breakdown of statistics on trunk roads and other roads will be included in the Road Safety Action Plan report for the 11th July committee.	Completed.
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CAMBRIDGESHIRE HIGHWAYS CONTRACT ANNUAL REPORT 2017/18

To: Highways & Community Infrastructure Committee

Meeting Date: 10th July 2018

From: Graham Hughes, Executive Director Place & Economy

Electoral division(s): All

Forward Plan ref: N/A **Key decision:** No

Purpose: The attached report looks back over the first 9 months of the Highway Service Contract and provides a summary of the performance and achievements of the new contract.

Recommendation: The performance and achievements of the highways contract as noted.

<i>Officer contact:</i>		<i>Member contacts:</i>	
Name:	Emma Murden	Names:	Cllr M Shuter/Cllr W Hunt
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1. BACKGROUND

- 1.1 Cambridgeshire Highways is a partnership between Cambridgeshire County Council and Skanska. The new Highway Services Contract. The work covered by the contract includes design and operational services for a variety of highway improvements and maintenance work.
- 1.2 The contract mobilised from April 2017 onwards and the 'Go Live' date was 1st July 2017.

2. MAIN ISSUES

- 2.1 The mobilisation phase of the contract embraced both the contract implementation and the relocation of staff to a new highways headquarters in Huntingdon. This was a complex and demanding stage of the contract mobilisation with staff from both organisations being relocated and colocated together, whilst maintaining service continuity during the transition.
- 2.2 Although there were teething problems, as is the case with the commencement of any new highway contract, overall service continuity was achieved and the delivery of all essential day 1 services was maintained. The ability to maintain service delivery was helped by the fact that Skanska had been the incumbent contractor from the previous contract.
- 2.3 The key success for the first year include:
 - Move to the new headquarters in Vantage House, Huntingdon
 - Service continuity
 - Governance set up
 - Savings
 - 'Dragon' Patcher
- 2.4 The contract continued to design and deliver highway projects throughout the County. These included cycling infrastructure, drought damaged roads fund from DFT, surface treatments, traffic calming, resurfacing, structures, and professional services to a number of major projects including Kings Dyke and Ely Bypass. The contract has also embraced the aspirations of a number of key stakeholders in the highway network including the Combined Authority and Greater Cambridge Partnership.
- 2.5 The partnership continues to work towards providing a more efficient and effective service, and improved quality of work, whilst providing value for money. These can be seen across the business, for example a holistic programme of works and programming, improved communication post collocation, striving towards a One Team approach to service delivery.
- 2.6 The Highways Operation Standards document superseded the Highway Infrastructure Asset Management Plan, which promotes a preventative rather than reactive approach to life cycle planning, to maximise the life of highway assets. This document contains both the asset management policy and the policy for other highway services such as street lighting, traffic management and enforcement.
- 2.7 The partnership continuously reviews ways of working and business opportunities, to realise efficiencies in service delivery where ever possible. During the first nine months of the contract reporting date circa £900,000 has been realised and more are currently being

evaluated for this period.

- 2.8 We are constantly looking for innovations to introduce on our network, as such we now have our own Velocity Patcher ('Dragon' Patcher). The 'Dragon' Patcher was deployed to help reduce the number of potholes, the challenging weather conditions presented us during the winter of 2017/18.
- 2.9 Health and safety to the public and communities in Cambridgeshire is paramount to us as well as our employees and supply chain partners. As a partnership we are engaged in promoting an 'Injury Free Environment' (IFE), a campaign adopted by Skanska and now being rolled out across the partnership, to enhance Safety, Health and Environment for all. Cultural improvement is a key element of our contract and as a result a Cultural Improvement Plan is being adopted across the contract for staff development, also to support recruitment and retention of staff.

3. ALIGNMENT WITH CORPORATE PRIORITIES

3.1 Developing the local economy for the benefit of all

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

- The contract delivers the key elements of the highway service, which ensures that our communities and the travelling public can function effectively and efficiently when using the highway network.

3.2 Helping people live healthy and independent lives

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

- The services the contract provides ensures access and equity for all service users wherever practicable to do so, therefore the service contributes to our communities being able to live healthy and independent lives.

3.3 Supporting and protecting vulnerable people

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

- The contract through the delivery of road safety and accessibility improvements, the overall service contributes to supporting and protecting vulnerable people.

4. SIGNIFICANT IMPLICATIONS

4.1 Resource Implications

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

- The spend for the first nine months of the contract was circa £22 million, and typically the average annual spend is £35 million, £35 million was achieved for the 2017/18 financial year.

- This included over £7 million in maintaining our network, approximately £26 million in improving the network, including major projects and structures and around £1.1 million was spent on winter maintenance.
- The Highways Operational Standards sets out the asset management approach to funding and servicing the highway network, this included funding and bid allocations.

4.2 Procurement/Contractual/Council Contract Procedure Rules Implications

- The contract complied with the Council's Contract Procedures Rules, EU or UK legislative risks; LGSS Procurement led the procurement process to ensure compliance.
- There is a contract risk register in place which is regularly reviewed by the partnership, as part of the standard governance arrangements.

4.3 Statutory, Legal and Risk Implications

There are no significant implications within this category.

4.4 Equality and Diversity Implications

There are no significant implications within this category.

4.5 Engagement and Communications Implications

The teams within P&E that use the contract actively ensure the engagement and consultation with communities is integral to our work. As such a Communication Plan is being adopted for the partnership, following conventional methods to messaging through social media and the IHMC.

4.6 Localism and Local Member Involvement

The contract is a key method of developing and delivering Local Highway Improvements. Supported by local members, this initiative empowers local communities to progress highway improvements through contributing toward local highway priorities. The work of the contract also engenders volunteers to get involved in the highway service such as winter volunteers or highway volunteers.

Officers and members continue to work together on all aspects of the highway service on a daily basis.

4.7 Public Health Implications

Through the provision of public highway infrastructure that promotes active travel patterns, the contract contributes to the public health agenda. Our road safety service also actively campaigns to ensuring the number of people killed or seriously injured on our highway network is reducing year on year. Within the contract we are actively encouraging staff to participate in health and mental wellbeing offerings from both organisations.

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	Yes Name of Financial Officer: Theresa Tilley
Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the LGSS Head of Procurement?	Yes Name of Officer: Paul White
Has the impact on statutory, legal and risk implications been cleared by LGSS Law?	Yes Name of Legal Officer: Debbie Carter Hughes
Have the equality and diversity implications been cleared by your Service Contact?	Yes Name of Officer: Tamar Oviatt-Ham

Have any engagement and communication implications been cleared by Communications?	Yes Name of Officer: Sarah Silk
Have any localism and Local Member involvement issues been cleared by your Service Contact?	Yes Name of Officer: Tamar Oviatt-Ham
Have any Public Health implications been cleared by Public Health	Yes Name of Officer: Tess Campbell

Source Documents	Location
Cambridgeshire Highways Annual Service Report 2017/18	Attached

Cambridgeshire Highways Annual Service Review 2017/18

Executive Summary

Introduction

Cambridgeshire Highways is a partnership between Cambridgeshire County Council and Skanska, responsible for maintaining and developing the highway network across Cambridgeshire and providing a full range of professional and operational highway services to County Council.

The value of the contract in the first 9 months was £22.4m, with an annual total (including 3 months of the previous contract) of £35.4m.

1. New Highways Services Contract

The new Highways Services Contract was awarded to Skanska. The contract commenced on 1st July 2017. Immediate priorities were ensuring there was no loss of service. A business continuity plan was essential and the main focus of the mobilisation was to ensure continuity of service on 1st July going forward.

2. Continuity of Service

Although the new Highways Services Contract was awarded to the incumbent provider, some significant changes occurred as a result of the new contract.

One of the most visible changes was the relocation of all head office staff to a new office building in Huntingdon. This has allowed Cambridgeshire County Council and Skanska staff to co-locate in the same premises. The relocation involved moving some key front-line teams, such as the Integrated Highway Management Centre (IHMC), street works team and Skanska's scheduling and emergency response call handlers. Despite the scale of the relocation, these functions continued to be delivered seamlessly with no disruption to services. It is widely acknowledged, by all parties that the new Highways headquarters in Huntingdon has proven to be a success and puts us in a strong position moving forward.

There has been more collaborative working across the county with staff at all four depots now also co-located, and the introduction of a collaboration tool For Projects for sharing documents across both organisations, as well as Skanska having access to CCC facilities.

3. Transition

Following the initial mobilisation phase a transition plan was developed which ensured those elements that still required implementation were not over looked. To date the following has been implemented:

- Highway Operational Standards
- Health and Safety Plans
- Environmental Management Plans
- Winter Service Plan
- Contract Management Groups
- Joint Management Team, Highways Contract Strategic Collaboration Board
- For Projects Collaboration software
- Improvement Experience training, management team workshop to develop processes mapping and lean thinking methodologies, to support the business going forward, to improve efficiency and effectiveness of the services we deliver.

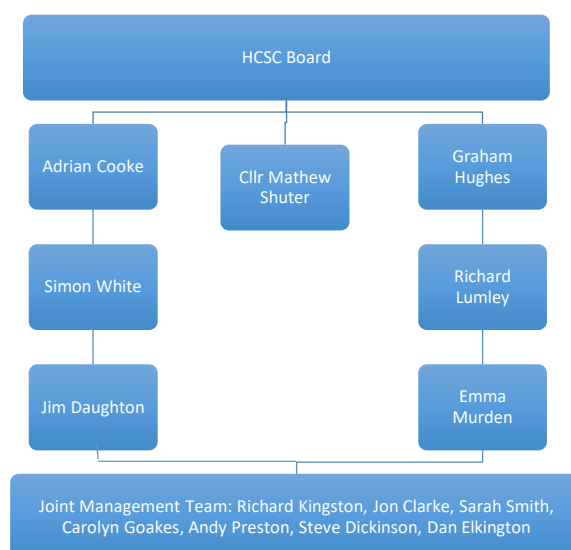
A refreshed plan is being developed where there are a few outstanding actions which are nearing completion.

4. Governance

The new Highways Services Contract has brought changes to the governance of Cambridgeshire Highways. The basic two-tier structure of a Strategic Board and Joint Management Team remains.

The main changes are to the make-up of the Highways Contract Strategic Collaboration Board, with greater senior representation. Cllr Mathew Shuter, Chair of the Highways & Community Infrastructure Committee, provides a more direct link to members, chairs the Board, whilst Graham Hughes, Executive Director of Place and Economy provides more strategic alignment with the wider Council. The Board meets on a quarterly cycle and provides focus and strategic direction for the highways partnership.

The Joint Management Team has remained largely consistent, meeting on a monthly basis to provide operational management of the service and implement the strategy defined by the Strategic Collaboration Board.



The Joint Management Team is supported by four inter-organisational, cross-functional contract groups. These have been established as part of the new arrangement, highlighting concerns and implementing the plans of the Joint Management Team in four key areas:

- Commercial – focussing on pricing, value for money and commercial issues
- Performance – focussing on KPIs, efficiencies and service improvements
- Culture – focussing on cultural improvement and communication,
- Safety, Health & Environment – focussing on work safety and environmental matters

5. **Asset Management**

The Highway Asset Management Policy has been revised to take account of recommendations in the latest national *Code of Practice for Well Managed Highway Infrastructure*. The Cambridgeshire Asset Management Policy has been renamed *Highway Operational Standards*, to better reflect its content. The new Policy contains fewer prescriptive standards and promotes a more flexible approach to maintaining the highway network. This updated approach was approved by the Highways & Community Infrastructure committee in March 2018 and implemented April 2018.

A key element of the flexible approach is the introduction of an on-site risk assessment of potentially hazardous defects. The implementation and the development of associated new defect repair standards was carried out with close liaison between

Cambridgeshire County Council and Skanska teams, thus ensuring that the new standards are deliverable in an efficient manner and avoiding potential unintended consequences of setting policies in isolation of those who will ultimately deliver the works.

6. Asset Resilience

Routine & Cyclic Maintenance

Cambridgeshire Highways completed over 2,750 orders between July 2017 and March 2018.

Over the course of 2017/18, over 33,500 potholes have been identified and repaired.

Two new pothole patching vehicles will be a permanent fixture on Cambridgeshire's highway network from July 2018. These 'Dragon Patchers' have been purchased to provide a more proactive approach to repairing the carriageway before defects deteriorate. The vehicle also provides significant efficiency improvements and reduced costs. This follows a successful period of sharing a similar vehicle with other local authorities to which Skanska provide highways services. Additional benefits include increased asset life, reduced waste and a safer working environment for operatives.



Photo 1: Dragon Patcher

Emergency Response

Between July 2017 and March 2018, Cambridgeshire Highways attended over 1,000 emergencies, with the majority of responses occurring within two hours of notification.

Winter Service

The worst weather since 2012/13 saw temperatures below zero for 40 consecutive nights through February into March. The end of this period culminated in the Beast from the East and Storm Emma. Cambridgeshire Highways completed 79 gritting runs ensuring that Cambridgeshire remained 'open for business'.

All routes were treated within the target times. Quad bikes were used to treat the cycleways in Cambridge City and the service track at the side of the guided busway. We also treated other areas, such as town centres and footbridges.

Pothole Action Plan

The severe weather resulted in a significant increase in the number of potholes across the network. The increased volume highlighted a number of issues with our approach to dealing with this, specifically quality of work, inconsistent approach to identification and poor engagement with local members and the public. However a considerable amount of work has taken place to review our process, resulting in the Pothole Action Plan. This set out a series of actions aimed at introducing clarity and consistency across the county, improving quality of the workmanship and greater levels of engagement and communication. The action plan was presented to members at a seminar in May and the feedback has been positive with a noticeable improvement across the network.

7. Projects

The Partnership delivered a number of capital funded projects which consisted of those outlined in table 1

Table 1

Carriageway and Footway Maintenance	15
Local Highway Improvements	63
Delivering Transport Plan Aims	7
Cycling	6
Traffic Signals	4

Drought Damage Road Repairs

In 2017, Cambridgeshire County Council and Peterborough City Council jointly submitted a bid to the Department of Transport (DfT) to fund the reconstruction of 21 sections of road that have been damaged by drought. The roads chosen for this scheme are fen roads which were built on peaty soil and are poor at bearing heavy loads. The foundations of these roads have now deteriorated to the point that speed restrictions, road diversions and closures are becoming necessary. This is leading to growing disruption for local residents and increasingly frequent reactive and thus expensive road repairs.

The DfT confirmed the success of the bid late 2017, resulting in a challenging delivery period for these schemes. The first Cambridgeshire scheme was completed at Mildenhall Road, Littleport in April. The construction approach of this project is utilising innovative solutions to solve the issue with the fen soils, including the recycling of 12,000T of material, resulting in both environmental and financial savings. The remaining Cambridgeshire schemes are to be completed this year.

For further information, see <https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/transport-projects/drought-damaged-road-repair-scheme/>



Photo 2: Challenge Fund - Mildenhall Road

8. Performance & Improvement

Key Performance Indicators

Since the beginning of the new Highways Services Contract, Cambridgeshire Highways' performance has been measured using 18 key performance indicators (KPIs). The KPIs broadly cover the following areas:

- Timeliness of emergency response, routine and cyclical maintenance, and scheme delivery
- Cost predictability – final costs to Cambridgeshire County Council compared to initial targets
- Value for Money
- Stakeholder Engagement
- Quality of work
- Efficient occupation of the highway network
- Health, safety and environmental performance
- Team integration and culture

We achieved at least 90% of the respective KPI targets in four-fifths of the KPIs measured during the first 7 months of the contract. Particularly strong areas of performance include

- Health & safety,
- Response to emergency callouts,
- Cyclic maintenance activities,
- Gritting
- Cumulative accuracy of pricing across annual programmes.

Target areas for performance improvement over the coming year where improvement plans and action groups have been identified include:

- Response to Category 1 reactive orders, response times and better collation of data.
- Delivery of schemes against programmed dates, especially where multiple orders occur in sequence, such as resurfacing and lining.
- More consistency in accurately pricing individual schemes, although holistic cost predictability is good.

Benefits cards

Cambridgeshire Highways has identified a number of opportunities to develop and improve the service by providing efficiencies and better value. These have been captured in 35 Benefits Cards, outlining proposals and likely cost savings. These improvements have been prioritised and implementation has begun, with benefits expected to be realised over the coming months and years of the contract. These will be included in the Service Improvement Plan which looks to enhance and develop the business to achieve the required outcomes. The Dragon Patcher has already been introduced on to the contract and there are future proposals being worked on at the present time.

Stakeholder survey

In Summer 2018, Cambridgeshire Highways will be conducting a stakeholder survey, compiling data from residents, elected members, businesses, parishes and the travelling public, to develop a holistic feedback mechanism for the service.

9. Efficiencies

Procurement Savings

The procurement of the new highway service contract built in savings of £800k (revenue) for year 1 and a further £2.2m (£1.7m capital & £500k revenue) for year 2. The year 1 saving has been achieved and we are on track to achieve the year 2 savings. Some of the areas that have contributed to these savings include:

Fee Comparison

Within the overall savings, circa £19m spend was delivered under Option C and £11.2m under Option E. When comparing the fee applied from the previous contract, this generated a saving of circa £305,000.

Relocating to Vantage House

The annual overhead cost (inc. fee) associated with the provision of the Girton office was payable to Skanska. This ongoing cost was reduced with the delivery teams relocating to Vantage House in Huntingdon, effectively this has showed a reduction in cost to the service of £120,000.

Dragon Patcher

Implementation of the Dragon Patcher earlier than previously planned delivered savings of circa £113,000 versus traditional methods.

Target Cost Gains (Option C)

In terms of closed works orders to end March 2018, orders to the value of circa £4.2m were raised to Skanska. Against these orders, circa £3.8m was paid to Skanska, including any associated pain/gain. This resulted in an overall saving to CCC in target cost efficiencies of £378,695.

10. Supply Chain Strategy

Engagement with the supply chain and local SME's is essential to the delivery. Placing the highest risk, highest criticality work activities with strategic partners yields commercial, technical and cultural benefits, as set out in table 2 below.

Table 2

Area	Benefits
Commercial	Relationships are sufficiently mature to support collaborative contract terms, open book cost management, gain share and shared risk arrangements, programme involvement, early contractor involvement, innovation and efficiency savings
Technical	Proven technical capability and experience in relevant fields of activity, including similar types of contracts
Cultural	Co-located, integrated teams. Shared processes and systems for Health & Safety, quality assurance, training and Corporate Social Responsibility initiatives. A shared culture aligned to Cambridgeshire Highways value streams. Collaborative relationship underpinned by principles of BS11000 relationship management plans

11. Safety, Health & Environment

Improving Safety Performance

In order to improve our safety performance, a significant amount of focus has been given to behavioural elements through the incident Free Environment (IFE). Our health and safety statistics have improved significantly since this began, with only one accident occurring since July 2017 that resulted in any time off work. Despite this better performance, we will be continuing to work to maintain and further improve our safety record.

Mental Health

In the construction industry, an additional focus this year has been on mental health awareness. Cambridgeshire Highways has carried out a number of presentations and events to encourage staff to discuss and debate mental health. Mental Health Ambassadors have been established across the organisation.

Environment

Sampling and Analysis Plan

Updated contract sampling and analysis plan was launched to assist designers (client and Skanska) in identifying the correct sampling and provide clarity on when sampling should be undertaken. In addition to the sampling and analysis plan, a sampling instruction form has been produced, in addition to a process map for clarity. The aim is to prevent delays to works, unnecessary costs and maximising opportunities to reuse materials and minimise waste.

Environmental Design Process and Design Checklist

A designer's environmental checklist was launched in January 2018 to ensure detailed environmental checks are being undertaken in regards to designated areas, sampling and waste forecasts, cultural heritage and ecological features. This identifies environmental risk and enables the appropriate checks, permits and licences to be in place prior to works commencing, preventing delays to works and ensuring the target cost is met.

Innovative Materials Research and Trails

Research into more sustainable materials has been undertaken locally and by Skanska's materials specialist team. These are being considered on a trial basis and more information is to follow. Innovative construction methods are also being explored, such as in-situ and ex-situ recycling which equate to significant programme and cost savings. Ongoing, trial of plastic asphalt planned for end of 2018.

12. Community Engagement

A Communication Plan for Cambridgeshire Highways has been developed, the draft has been submitted to Board and the document is being finalised. It is envisaged a rollout of the document will happen over the summer. Work is ongoing across the contract to provide greater transparency to our customers in respect of the works we are carrying out, with updates on progress and outcomes.

Some good news stories from the contract are outlined below.

Cycleway schemes recognised as considerate

December 18, 2017 – Infrastructure Services

♥ 13 💬 4

The two schemes located in Cambridgeshire both achieved a Considerate Constructor Scheme (CCS) assessment score of 72 per cent.



The two schemes achieved an assessment score of 72 per cent

The Cambridgeshire Highways maintenance team was praised by the assessor for 'having the highest levels of safety'. They were also commended for engaging with the community by working with the local college, despite being 'short-term projects'.

Peter Nicholas, Scheme Delivery Manager, commented: "The team has done a great job to achieve such high standards, while working in close proximity to residents and local communities. Achieving 'Performance Beyond Compliance' is a great testament to their hard work and how we are always striving to build for a better society. Well done to everybody involved."

For more information about the Considerate Constructors Scheme, please visit the [Community Investment](#) section on OneSkanska or email: community@skanska.co.uk

We will remember them

November 16, 2017 – Infrastructure Services

♥ 19 💬 0

The Cambridgeshire highways maintenance team helped to keep people safe while they paid their respects to the UK's fallen heroes.



Each year, the UK marks its respects and falls silent for two minutes

On Remembrance Sunday, members of the team gave up their time to put two road closures in place near memorials located in Harston and Melbourn.

Steve Lander, Schemes Manager, commented: "This is the fifth consecutive year that we have helped the parish councils and The Royal British Legion, so that local residents can remember and honour those who have sacrificed themselves to secure and protect our freedom.

"I would like to thank everybody who gave up their time to put the road closures in place."

Sarah Adam, Parish Clerk at Melbourn Parish Council, commented: "On behalf of the council, may I thank you and your team from Skanska for providing excellent road traffic management for the Remembrance Day Parade. The day was a complete success and we have received many positive comments."

Council wins award for innovative recycled road scheme

November 15, 2017 – United Kingdom

♥ 1 0

Cambridgeshire County Council, and its highways maintenance contractor Skanska, have won a Green Apple Award for Environmental Best Practice.



The highways maintenance team with their award that was won for using a specialised technique called Regan

The team attended an awards ceremony in London, where they picked up the award for using a specialised technique called Carriageway REGEN. A technique that is used to recycle the existing road surface on site.

Working with members of the supply chain, Stabilised Pavements, Atkins and Asphalt Reinforcement Services, the technique was developed to save time, carbon emissions and money.

Peter Nicholas, Scheme Delivery Manager, explained: “By adapting the existing In Situ technique to suit the specific type of road, the team saved 17,600 tonnes of material going to landfill. This meant the need for 880 vehicle trips to take away the material was removed. It also saved over 500 tonnes of carbon, the equivalent of 100,000 miles of air travel.”

The county has an extensive network of rural roads used by large vehicles such as tractors and heavy good vehicles to access farms and businesses. Due to the heavy traffic using these roads, remedial work was required to make them structurally safe and keep them running.

Cambridgeshire County Council’s Chair of the Highways and Infrastructure Committee, Councillor Mathew Shuter said: “The team worked together to come up with a sustainable solution that saved time, money and significantly minimised disruption to motorists who rely on these roads.

“Winning this award is a great testament to the team’s innovative and collaborative way of working and the way everybody involved is always thinking of better solutions to improve the road network across Cambridgeshire.”

Delivering a strong performance for customers

July 5, 2017 – Infrastructure Services

♥ 18 💬 1

Members of the Cambridgeshire highways maintenance team hosted a visit from its customer, Cambridgeshire County Council.



Cllr Lynda Harford was shown first-hand, how the specialist treatment team works to keep the county’s roads running

Cllr Lynda Harford, who is responsible for the Bar Hill division in Cambridgeshire, was shown, first-hand, how the specialist treatment team works to keep the county’s roads running.

Martin Holmes, Specialist Treatment Manager, explained: “The council spends about £4 million per year on this type of work, which is vital to keep the roads in a good state of repair.

“The budget for this has grown by 800 per cent over the last four years and it is important that we demonstrate to our customers that we are delivering a strong performance, minimising disruption to motorists and spending taxpayer’s money efficiently.”

Cllr Lynda Harford, said: “I was impressed, not only by the efficiency of the maintenance team carrying out the much needed re-surfacing work, but also their stoicism on such a hot day.”

TRAFFIC SIGNALS DESIGN AND OPERATIONAL GUIDANCE

To: Highways and Community Infrastructure Committee

Meeting Date: 10th July 2018

From: Graham Hughes, Executive Director: Place & Economy

Electoral division(s): All

Forward Plan ref: n/a **Key Decision:** No

Purpose: The Committee is asked to consider new guidance on traffic signals design and operation set out in Appendix 1.

Recommendation: The Committee is recommended to endorse the new guidance on traffic signals design and operation set out in Appendix 1.

<i>Officer contact:</i>		<i>Member contacts:</i>	
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1. BACKGROUND

- 1.1 As the balance between travel modes changes towards public transport, cycling and walking, particularly in urban areas, traffic signals may need to be reconfigured to refine the priorities given to pedestrians and cyclists, public transport and other vehicles.
- 1.2 The Greater Cambridge Partnership (GCP) has recently undertaken an audit of all signal installations in the Greater Cambridge area, working closely with the County Council's traffic signals team. The audit has reviewed current conditions and has assessed the potential for improvement at each site. Further work is being undertaken to prioritise future investment by the GCP on a route / area basis, taking into consideration other planned and anticipated transport infrastructure, again working in collaboration with the traffic signals team.

2. DESIGN AND OPERATIONAL GUIDANCE

- 2.1 To underpin the review process, a new proposed guidance document on signal design and operation has been jointly prepared by the traffic signals team and the GCP (see Appendix 1). This proposed guidance focuses on improving the movement of people rather than on the management of vehicle queues, which has tended to be the key factor in signals management in the past, although the guidance emphasises that a flexible approach should be adopted to allow a balanced outcome to be achieved that is consistent with transport strategy and other objectives.
- 2.2 It is intended that this new guidance would inform and influence a future GCP signal upgrade investment plan, as well as other signal infrastructure projects undertaken by the County Council and by developers. Following scrutiny by the GCP Joint Assembly and Executive Board, the Committee is asked to approve the new guidance document as the County Council is the Highway Authority and is responsible for policies and guidance of this nature.
- 2.3 How the guidance is applied across the wider county highway network will be managed through its network management duties under the Traffic Management Act 2004. As advocated in the guidance note, a flexible approach will be needed to best reflect individual site circumstances, including their role within the road hierarchy and other considerations, such as air quality, to achieve a pragmatic balance between competing movement demands. Therefore, the degree to which sustainable transport mode movements are prioritised over motor vehicle movements could be expected to be more significant on certain routes within city and town centres than at suburban and more rural sites.
- 2.4 It is intended that the GCP Executive Board will consider a prioritised plan for investment in signal improvements at its July meeting this year. Given its significant network operational implications, further discussions are in hand with the traffic signals team to determine the best mechanisms for delivering an upgrade programme.

3. ALIGNMENT WITH CORPORATE PRIORITIES

Developing the local economy for the benefit of all

- 3.1 Encouraging and enabling modal shift from car-based transport to more sustainable modes (walking, cycling and public transport) through improved signal technology will reduce

congestion and improve accessibility and the environment, particularly in urban areas, which will benefit economic activity and facilitate planned growth.

Helping people live healthy and independent lives

- 3.2 Providing greater priority for sustainable forms of transport and improving safety at signalled junctions will encourage healthier travel choices. Better coordination of traffic signals has the potential to reduce vehicle braking and acceleration, which will reduce pollution and improve air quality.

Supporting and protecting vulnerable people

- 3.3 Improving facilities at signalled junctions will improve road safety, particularly for vulnerable users, such as the young, elderly or particular user types, such as pedestrians and cyclists.

4. SIGNIFICANT IMPLICATIONS

Resource Implications

- 4.1 The upgrade priorities identified by the GCP will be fully funded from its budget. It is anticipated that the staff resources required to deliver the signal upgrades will be procured from external sources under the guidance of the traffic signals team.

Procurement/Contractual/Council Contract Procedure Rules Implications

Statutory, Legal and Risk Implications

Equality and Diversity Implications

Localism and Local Member Involvement

- 4.2 No significant implications identified for the above categories.

Engagement and Communications Implications

- 4.3 The new guidance is consistent with current transport strategy, which has been the subject of public consultation and engagement. Individual site improvements will be subject to consultation and statutory processes where required.

Public Health Implications

- 4.4 Providing more priority at traffic signals for pedestrians and cyclists will encourage healthier travel choices. Better coordination of traffic signals has the potential to reduce vehicle braking and acceleration, which will reduce pollution and improve air quality.

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	Yes Name of Financial Officer: Sarah Heywood
Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the LGSS	Yes Name of Officer: Paul White

Head of Procurement?	
Has the impact on statutory, legal and risk implications been cleared by LGSS Law?	Yes Name of Legal Officer: Debbie Carter-Hughes
Have the equality and diversity implications been cleared by your Service Contact?	Yes Name of Officer: Tamar Oviatt-Ham
Have any engagement and communication implications been cleared by Communications?	Yes Name of Officer: Joanna Shilton
Have any localism and Local Member involvement issues been cleared by your Service Contact?	Yes Name of Officer: Tamar Oviatt-Ham
Have any Public Health implications been cleared by Public Health	Yes Name of Officer: Stuart Keeble

Source Documents	Location
None	

TRAFFIC SIGNALS DESIGN AND OPERATIONAL GUIDANCE

Purpose

This document sets out guidance on the design and operation of traffic signals within Cambridgeshire. When applying this guidance it is emphasized that a flexible approach should be adopted to allow a balanced outcome to be achieved that is consistent with transport strategy objectives.

This guidance will inform and influence any reviews of existing traffic signal installations and the design of new signal installations including those being delivered by external parties, particularly in respect of new development.

This guidance is intended to complement existing traffic signal best practice and regulation.

General approach

As a first step in any traffic signals review or in the design of new installations, the principle of traffic signal control should be tested with alternative methods of control being considered.

Traffic signals should be configured so that signal stages and timings optimise the movement of people rather than simply the movement of vehicles. Signal timing plans should have flexibility to respond to changing modal demands throughout the day/week/season. In urban areas, traffic signal systems should have the ability to utilize air quality data to influence and inform changes in networked signal timings in response to poor air quality.

Up to date information on people movement and delays at individual junctions and crossings should be collected, to inform and influence the way in which signal control is configured and operated.

Individual transport mode considerations

Pedestrians

Wherever practical and possible pedestrian movements across individual junction arms should be made in a single movement. All red motor vehicle stages (potentially incorporating diagonal crossing facilities) should be considered at junctions where necessary to manage high pedestrian flows.

Pedal cyclists

Wherever practical and possible cycle movements should be:

- Segregated by space or time or both from motor vehicle movements.
- Made in a single movement across individual junction arms.

Public Transport

Local registered public transport service movements should be prioritised over general traffic movements through early detection on junction approaches. At sites where public transport vehicles run on conflicting routes, priority should be given to which ever one is experiencing the greatest delay in punctuality or whichever is carrying the greatest number of passengers (implementation of this aspect will be dictated by the availability of technology to monitor timetabling and passenger levels in real time).

Other motor vehicles

The signal review process should determine whether the retention of all current permitted movements for private motor vehicles is essential or necessary, in consideration of other transport strategies and projects. If considered appropriate, consideration could be given to restricting identified motor vehicle movements if they support and/or achieve strategic transport aims and create more opportunity to prioritise sustainable transport modes. Any proposal to restriction junction movements should be modelled to fully assess and understand the implications for access on the wider road network.

Road safety

To improve road safety, injury accident data should be assessed to:

- Determine the need for any changes in design or operation at existing signal sites
- Inform the design process for new signal installations.

Perceived safety concerns for vulnerable users (pedestrians and pedal cyclists) should also be taken into account.

Technology and Innovation

At all signal controlled junctions/crossings, the use of 'state of the art' technology should be considered to address the following key operational aspects:

Pedestrians - on-crossing detection and other aids for those with limited mobility, to optimise pedestrian stage operation.

Pedal cyclists - stop line and approach detection to optimise cycle stage operation.

Public transport - the ability to detect public transport vehicles early to optimise the prioritisation of those movements for registered local services (with the ability to access timetable and real time information and passenger levels to prioritise conflicting movements).

Pollution – the ability to factor in air quality data in real time to influence and inform the optimisation of signal timings.

General traffic - the ability to optimise general traffic movements on a network/ corridor basis.

Whilst traffic signal designs and operations need to be consistent with current Department for Transport (DfT) regulations, the design and/or review process should aspire to test and adopt innovative approaches through DfT approved trials.

Application of guidance

The way in which this guidance is applied to individual junctions and crossings needs to take into account their location and role within the road hierarchy, to ensure consistency with strategic aims and to achieve a pragmatic balance between competing movement demands. Therefore, the degree to which sustainable transport mode movements are prioritised over motor vehicle movements could be expected to be more significant on routes within city and town centres than on the ring roads / arterial routes.

ROAD SAFETY ACTION PLAN

To: Highways & Community Infrastructure Committee

Meeting Date: 10th July 2018

From: Graham Hughes, Executive Director – Place & Economy

Electoral division(s): All

Forward Plan ref: N/a **Key decision:** No

Purpose: To set out the action plan for proposals agreed at the March committee for future delivery of road safety in Cambridgeshire.

Recommendation: The Committee is recommended to:

- a) Note the updated casualty data in section 2.1.
- b) Approve the action plan outlined in Appendix 1.

<i>Officer contact:</i>		<i>Member contacts:</i>	
Name:	Richard Lumley	Name:	Cllr Mathew Shuter/Cllr Bill Hunt
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1. BACKGROUND

- 1.1. On 13 March 2018 the Highways & Community Infrastructure committee (H&CI) discussed proposals to transform road safety services in the county and:
- a) adopted a new delivery model for road safety;
 - b) approved the new methodology for assessing collision hotspots and high risk routes;
 - c) approved the commencement of negotiations with the Police regarding the future costs associated with the safety camera programme, in partnership with Peterborough City Council;
 - d) approved the capital programme for safety schemes for 2018/19.
- 1.2. This report supplements the proposals approved on 13 March with a corresponding action plan, as requested, as well as further clarity regarding trunk road collision data. The latter is provided following questions from the committee seeking to understand the breakdown of data attributed to parts of the road network for which the County Council is not responsible but whose collision data forms part of the overall road safety picture across Cambridgeshire.

2. MAIN ISSUES

There are two main issues to be discussed in the following sections:

- Updated road casualty data focussing on the separation of collisions on trunk roads;
- An action plan (**appendix 1**) for the proposals approved on 13 March 2018 and an update on progress to date.

2.1. Road casualty data

- 2.1.1. At the committee meeting in March, it was requested that some additional analysis was conducted to separate collisions on the Highways England network (trunk roads) from the collisions that occur on the county's highway network. The results of this analysis are presented below:
- 2.1.2. Table 1 shows the number of collisions on trunk and non-trunk roads by district over the last five years (2013-2017). Here it can be seen that for Cambridge, East Cambs and Fenland more than 90% of collisions occur on non-trunk roads, while in Huntingdonshire and South Cambs 75% of all collisions occur on non-trunk roads. This generally reflects the length and volume of traffic of the trunk road network in each district.
- 2.1.3. Overall, 85% of all collisions in Cambridgeshire occur on roads the Council has responsibility for (i.e. non-trunk).

District	All				Trunk				Non-trunk			
	Total	Fatal	Serious	Slight	Total	Fatal	Serious	Slight	Total	Fatal	Serious	Slight
Cambridge	1760	5	273	1482	29	0	5	24	1731	5	268	1458
East Cambs	858	38	178	642	72	2	11	59	786	36	167	583
Fenland	1068	16	181	871	81	3	14	64	987	13	167	807
Hunts	1911	47	311	1553	473	11	74	388	1438	36	237	1165
South Cambs	1789	34	332	1423	439	7	68	364	1350	27	264	1059
TOTAL	7386	140	1275	5971	1094	23	172	899	6292	117	1103	5072

Table 1 - Collisions by district on trunk and non-trunk roads 2013-17

2.1.4. In terms of demographics, the age profile for casualties on the trunk road network is very similar to that for casualties on all roads, however there are a slightly higher proportion of casualties that are male on trunk roads (62%) compared to non-trunk roads (58%).

2.1.5. The breakdown of information by road type will be included in future annual reporting as well as being reflected in route analysis work that will be undertaken as part of the new approach.

2.2. Action Plan

2.2.1. **Appendix 1** shows the proposed action plan against the three work packages of the service transformation:

1. Data analysis - including:
 - Mobilisation of new software for analysis of collision data
 - Development of new methods of analysis to support improved targeting of interventions
 - Development of new ways to present the information in more useful formats
2. Hub model implementation
 - Integrating the hub into the Highways Service restructure
 - Creating resources to support a universal level of service for community education
 - Publicising the model both internally and externally
 - Improving processes to investigate serious collisions
3. Safety camera digitalisation
 - Securing funding to digitalise cameras recognising the Council's responsibility for infrastructure and the Police's responsibility for enforcement
 - Agreeing implementation plan
 - Undertaking procurement
 - Implementation

2.2.2. The hub model is included in **Appendix 2** for reference.

3. ALIGNMENT WITH CORPORATE PRIORITIES

3.1 Developing the local economy for the benefit of all

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

- Ensuring safe infrastructure is in place for new and existing communities is key to the implementation of the model outlined in section 2.2 and appendix 2.

3.2 Helping people live healthy and independent lives

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

- The new model for road safety will enhance the Council's ability to enable communities and other organisations to 'help themselves' in response to road safety concerns.

3.3 Supporting and protecting vulnerable people

There are no significant implications for this priority.

4. SIGNIFICANT IMPLICATIONS

4.1 Resource Implications

Section 2.2 of the report along with appendix 1 sets out details of significant implications.

4.2 Procurement/Contractual/Council Contract Procedure Rules Implications

There are no significant implications for this priority

4.3 Statutory, Legal and Risk Implications

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

- Under Section 39 of the Road Traffic Act 1988 the Council has a statutory duty to "prepare and carry out a programme of measures designed to promote road safety... must carry out studies into accidents arising out of the use of vehicles on roads or parts of roads, other than trunk roads, within their area [and] in the light of those studies, **take such measures as appear to the authority to be appropriate to prevent such accidents**, including the dissemination of information and advice relating to the use of roads, the giving of practical training to road users or any class or description of road users, the construction, improvement, maintenance or repair of roads for which they are the highway

authority and other measures taken in the exercise of their powers for controlling, protecting or assisting the movement of traffic on roads.” [bold formatting added by author for emphasis]

- Serious road traffic collisions attract significant media attention and the Council's actions to reduce their occurrence comes under regular media scrutiny.
- If a Council employee was to be involved in a serious collision, the Council's work related road safety policy would come under scrutiny by the Health and Safety Executive. The review by our insurers in 2014 made a number of recommendations as to how our practices should be improved to ensure compliance and the new model would aim to enhance this area.

4.4 Equality and Diversity Implications

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

- Residents in lower IMD quintiles are at higher risk of being involved in a collision as are younger drivers.
- Older drivers are more likely to sustain serious or fatal injuries in collisions due to their frailty.
- It is essential that the Council maintains an element of targeting in its approach to delivering road safety as those most in need of prevention services often do not demand these services. For example, young drivers in Fenland have been highlighted as being at particular risk of being involved in road traffic collisions but would not be inclined to access road safety interventions themselves. The new model is designed to enable a balance of universal, self-service interventions for those seeking support (e.g. parishes looking to address speeding) with targeted interventions aimed at high-risk groups.
- A Community Impact Assessment (CIA) for the new approach is included in **Appendix 3**.

4.5 Engagement and Communications Implications

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

- The CPRSP carried out stakeholder engagement in the development of its new strategy resulting in a broadened approach to encompass post-crash outcomes, particularly in relation to health and social care.
- Potential for shared service arrangements with Peterborough City Council, and within the wider road safety partnership.
- Serious road traffic collisions attract significant media attention and the Council's actions to reduce their occurrence comes under regular media scrutiny.

4.6 Localism and Local Member Involvement

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

- The new model for road safety will enhance the Councils ability to enable communities and other organisations to 'help themselves' in response to road safety concerns.

4.7 Public Health Implications

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

- Road traffic collisions have a significant burden on health services. Failure to change our approach will likely see this burden increase.
- Public Health indicator 1.10, KSI casualties per 100,000 population, is currently red for Cambridgeshire, and specifically for East Cambs, Huntingdonshire and South Cambs districts (Fenland and Cambridge City are amber).
- The value to the NHS of active travel as a direct result of the Road Safety Education Team's sustainable travel to school interventions in 2015/16 is in excess of £300k; a cost-benefit return of over 550%. Future reductions would have a significant impact on this.
- A change in approach would have a positive impact in better targeting those most at risk.

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	Yes Name of Financial Officer: Sarah Heywood
Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by Finance?	Yes Name of Financial Officer: Paul White
Has the impact on statutory, legal and risk implications been cleared by LGSS Law?	Yes Name of Legal Officer: Debbie Carter-Hughes
Have the equality and diversity implications been cleared by your Service Contact?	Yes Name of Officer: Tamar Oviatt-Ham
Have any engagement and communication implications been cleared by Communications?	Yes Name of Officer: Sarah Silk
Have any localism and Local Member involvement issues been cleared by your Service Contact?	Yes Name of Officer: Tamar Oviatt-Ham
Have any Public Health implications	Yes

been cleared by Public Health	Name of Officer: Tess Campbell
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Source Documents	Location
Road Safety across Cambridgeshire – report to H&CI committee 13 March 2018	https://cmis.cambridgeshire.gov.uk/ccclive/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/570/Committee/7/Default.aspx

Appendix 1 - ROAD SAFETY TRANSFORMATION PROJECT PLAN



All project activity should be recorded here, including communication activities

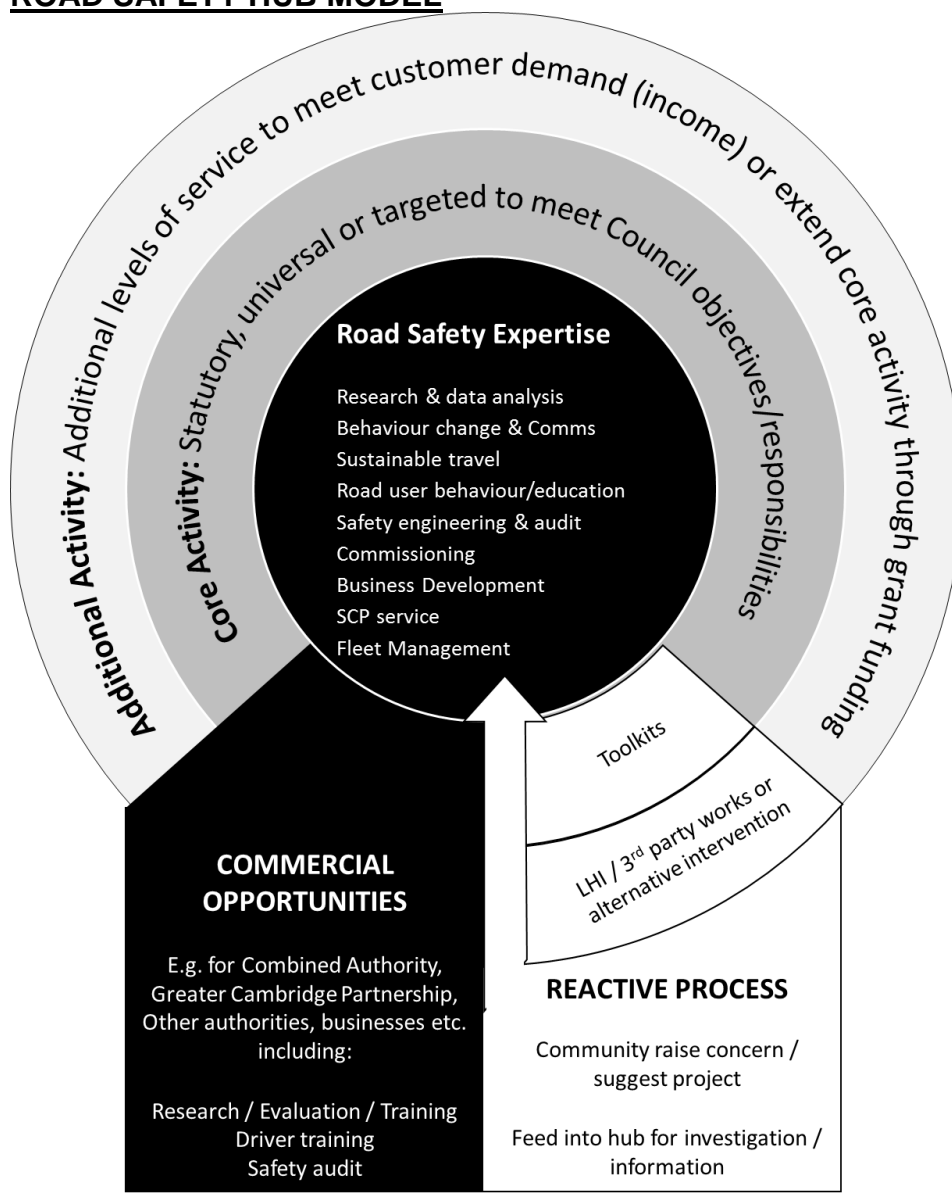
Status	Work Package	Deliverable/Activity	Workstream/Product Lead	Start Date	End Date	Resources	Notes/Dependencies/Who do you need to communicate to?
Complete		Committee report approved (project start-up)	Graham Hughes	Mar-18	Mar-18		
		Project governance in place	Matt Staton	Mar-18	May-18		reporting to P&E Management team
Complete	1. Data Analysis	Procurement of new software	Tom Barden		Apr-18	LGSS Procurement / IT	Buchanan Computing (AccsMap) successful provider
Amber		Mobilisation of AccsMap software	Tom Barden	May-18	May-18	IT / Buchanan	dependent on IT infrastructure - to be available on Citrix Training delivered to key staff
Green		Recruitment of temporary analyst to facilitate implementation of new methodology	Tom Barden	May-18	Aug-18	Opus / HR / funding from Road Safety budget	
Green		New cluster site list	Matt Staton / Andrea Haslock	Jun-18	Jun-18	AccsMap software	dependent on completion of AccsMap mobilisation
Green		Development of Power BI dashboard - Power BI architecture - Linked database to AccsMap - Draft based on Devon model - Final version published online	Tom Barden	Sep-18	Mar-19	Analyst time / training	dependent on successful recruitment and Power BI architecture on CCC system

Green		Route risk analysis - polygons/lines on AccsMap - traffic count data entered - A-road analysis - B-road analysis	Matt Staton	Sep-18	Mar-19	Analyst time / training / traffic data	dependent on successful recruitment
Green		Publication of first annual report in the new format - including methodology for allocating capital funding to site/route schemes	Matt Staton	Apr-19	Apr-19	Analyst and officer time	dependent on successful completion of all above
Green	2. Hub model implementation	Integration of Cambridgeshire and Peterborough Highways and restructure to put staffing into Hub model	Richard Lumley		Oct-18		Full consultation
Green		Amalgamation of SCP service across C&P	Matt Staton / Andy Swallowe		Oct-18	officer time	
Green		Universal service - available on website - web site upgrade - resources available in digital format - community access - information on what the Hub provides - toolkits	Matt Staton	Apr-18	Mar-19	officer time, web team support, costs to develop/adapt resources for online	some dependency on restructure in terms of officer time and expertise
Green		Exploring what other road safety functions are being undertaken elsewhere in the authority and how these link with the hub	Matt Staton	Apr-18	ongoing	officer time	communication with Assistant Directors and relevant teams

Green		Publicising the hub model - internally and externally, including feeding intelligence into other areas of the council delivering related activity e.g. transport infrastructure	Matt Staton	Oct-18	ongoing	officer time	dependent on restructure and as resources are made available
Green		Introduce process for "case conference" approach to high severity collision investigation	Matt Staton / Lyn Hesse / Tara Lowe	Jun-18	Aug-18	officer time	
Green		MoU with Public Health to cover Peterborough and Cambs	Matt Staton / Clair George (PCC) / Stuart Keeble (PH)	May-18	Sep-18	officer time	communicate with Director of Public Health
Green	3. Safety camera digitalisation	Negotiate funding arrangements with partners	Richard Lumley	Apr-18	Aug-18	capital investment and ongoing revenue for maintenance etc	date of last meeting 23/4/18 date of next meeting 25/6/18
Green		Initial review of sites and recommended action for each site	Matt Staton		May-18	officer time	
		Consultation (as required)	Matt Staton / Andre Chabot	as required			
Green		Detailed digitalisation plan to H&CI committee for approval	Richard Lumley / Matt Staton		Sep-18	H&CI committee, officer time	dependent on agreed funding arrangements
Green		Procurement process		Oct-18	Mar-19	procurement team, officer time	dependent on Committee decision and funding arrangements
Green		Implementation of digitalisation plan		Apr-19	Apr-21		dependent on agreed approach (phased or not)

Appendix 2

ROAD SAFETY HUB MODEL



Appendix 3

COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Highways – Road Safety		Name: Matt Staton Job Title: Road Safety Education Team Leader Contact details: matt.staton@cambridgeshire.gov.uk .
Service / Document / Function being assessed		
Road Safety Hub Approach		
Business Plan Proposal Number (if relevant)		
Aims and Objectives of Service / Document / Function		
<p>This proposal involves implementing a new delivery structure based around core expertise/functions in order to deliver an efficient and effective road safety service for Cambridgeshire, and maximise opportunities to offer services to others including, but not limited to, the Greater Cambridge Partnership, Combined Authority and Peterborough City Council.</p>		
What is changing?		
<p>The proposed approach recognises the value of the road safety expertise that exists within the Council and relies on developing and exploiting this to realise commercial opportunities as well as deliver the Council's responsibilities and objectives.</p> <p>The proposed approach would separate activity into core, additional and commercial elements.</p> <p>Core activity comprises our statutory duties under the Road Traffic Act 1988 to:</p> <ul style="list-style-type: none"> - prepare and carry out a programme of measures designed to promote road safety - investigate accidents arising out of the use of vehicles - implement measures as appear to the authority to be appropriate to prevent such accidents <p>Core activity would also include programmes that mitigate the risk of higher costs to another Council service area.</p> <p>Additional activity comprises those activities which would supplement core activity should additional funding be available/sourced for specific projects.</p> <p>Commercial services are charged-for activities that the Road Safety Team will deliver for others (internally or externally).</p> <p>The aim is to move as much activity as possible towards self-service (using the tiered service delivery model outlined in Appendix 4)</p> <p>Evidence suggests that a combination of interventions targeting high-risk groups as well as the population as a whole is the most effective approach to prevention.</p>		
Who is involved in this impact assessment?		
e.g. Council officers, partners, service users and community representatives.		
<p>The assessment is being undertaken by Council officers and reflects on research evidence and discussions with partners and stakeholders in the Road Safety Partnership.</p>		

What will the impact be?

Tick to indicate if the impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age	x		
Disability		x	
Gender reassignment		x	
Marriage and civil partnership		x	
Pregnancy and maternity		x	
Race		x	

Impact	Positive	Neutral	Negative
Religion or belief		x	
Sex	x		
Sexual orientation		x	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation	x		
Deprivation	x		

For each of the above characteristics where there is a positive, negative and / or neutral impact, please provide details, including evidence for this view. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

Positive Impact

Road traffic collisions are known to disproportionately affect young males and is of particular concern in areas of rural isolation where exposure is higher due to access to education/services often being reliant on vehicle ownership, higher annual mileage and higher speed roads. This new approach aims to enable better targeting of resources in areas of specific need while ensuring a greater basic level of service available to all through greater opportunities for self-service.

Negative Impact

If the new approach is adopted it is not expected to have any negative impact on the above protected characteristics

Neutral Impact

The change in approach is expected to have a neutral impact to characteristics not known to affect the risk of collision involvement in Cambridgeshire.

Issues or Opportunities that may need to be addressed

The introduction of more self-service elements to the programme will need to be monitored to ensure that these resources are easily accessible to all, particularly where the focus is likely to be on digital platforms.

The approach should enable resource to be allocated in target areas where self-service is not being routinely utilised in order to either support self-service in the future or deliver on behalf of at-risk groups.

The new approach has the opportunity to facilitate growth in the service through accessing external funding. These opportunities should be monitored and maximised.

Community Cohesion

If it is relevant to your area you should also consider the impact on community cohesion.

Toolkits for community self-service should support the Council's focus on community resilience and provide an opportunity for residents/local groups to 'help themselves' within a framework that provides consistency for road users across the county.

CAMBRIDGESHIRE AND PETERBOROUGH CORONER SERVICE ANNUAL REPORT

To: **Highways and Community Infrastructure Committee**

Meeting Date: **10th July 2018**

From: **Graham Hughes - Executive Director, Place and Economy**

Electoral division(s): **All**

Forward Plan ref: **N/A**

Purpose:

- **To update the Committee on the work of the Coroner Service over the past 12 months**
- **To present future plans, issues and considerations for the following 12 months.**

Recommendation: **To note the report and continue to support the work of HM Coroner and the Coronial Service.**

<i>Officer contact:</i>		Members Contact	
Name:	Amy Donovan	Name	Cllr M Shuter/Cllr W Hunt
Post:	Coroner Service Manager		Chair/Vice Chair
Email:	Amy.Donovan@cambridgeshire.gov.uk		
Tel:	0345 045 1364	Tel:	01223 706398

1. BACKGROUND

- 1.1 The Cambridgeshire and Peterborough Coronial Jurisdiction was created on 1st August 2015 when the Senior Coroner, David Heming was appointed. The service is based at Lawrence Court in Huntingdon. HM Coroner conducts investigations into deaths that are unexpected or unexplained; including those where it is suspected that the deceased died a violent or unnatural death; the cause of death is unknown; or the deceased died while in custody or otherwise in state detention. HM Coroner will determine the identity of the deceased and how, when and where the deceased came by his or her death. The duties of HM Coroner and the statutory duties of the service and the local authority are set out in the Coroner and Justice Act 2009. An update report was presented to this committee in 2017, and it was agreed to keep the Committee updated on an annual basis. There have been some notable successes over the past year, however there are also significant pressures on the service.

2. CASELOAD, FUNDING AND RESOURCES

- 2.1 Since the creation of the combined jurisdiction that covers both Cambridgeshire and Peterborough, the number of referrals made to the coroner service has risen considerably. The table below sets out these increases, comparing the full year prior to the merger, with 2017. The table also shows the national increases for the same period across England and Wales.

Year	Cases Referred	Inquests Opened	Post Mortems
2014	3532	307	996
2017	4094	476	1173
Percentage increase	16%	55%	18%
National percentage increase	3%	22%	-5%

(source: Ministry of Justice Annual Report Statistical Tool 2014/2017)

- 2.2 The work of HM Coroner falls into two areas, all referrals are investigated and once the initial work has been completed, including post mortems if required, the body of the deceased can be returned to the family funeral director. This is referred to as the day to day work and usually takes up to five working days to complete. If the death is considered unnatural an inquest is necessary and additional investigations are required. An inquest takes considerably more time. The figures in the table above show that not only have the overall number of referrals increased, but the level of complexity of cases requiring inquests has increased.
- 2.3 The funding available at the point of merger supported the referral levels experienced in 2013/4 which were significantly lower than our current numbers. The significant increase in referrals was not expected, beyond the level of demography bids projected in the Council's business plan.
- 2.4 In addition there is a pressure on payroll costs for Coroners. Since 2012 the Local Government Association and the Coroner Society have sought to agree a national pay

structure for Coroners and Assistant Coroners and guidance has now been produced on this.

- 2.5 With these combination of factors, we are projecting a £290k overspend on the Coroner's budget in 2018/19 (this is the CCC portion of an overall pressure of £446k, which is split with Peterborough on a 65:35 ratio). Whilst we are looking to cover the in-year pressure within existing budgets in P&E, work is underway to re-base the budget as part of business planning for 2019/20 onwards.
- 2.6 Although ultimately the number of cases referred to the coroner is not something that can be controlled, efforts are being made to reduce referrals where possible. Over the past 12 months the Senior Coroner, David Heming, has worked closely with the Medical Referee to reduce the number of unnecessary referrals. This is proving successful in preventing an even larger increase in referral numbers, however it also means that the proportion of complex cases in relation to the whole workload is much higher than previously (see table above).
- 2.11 In April 2017 the requirement to report all deaths where a Deprivation of Liberty Order was in place, ceased. In 2016 106 such cases were referred to the Coroner so this has helped a little. Coroners Officers have delivered training to newly qualified hospital doctors so that they understand the referral process and appreciate when a referral is necessary. Mr Heming will also be delivering information sessions for GPs to increase their awareness of the death process and the role of HM Coroner.

3. INQUEST BACKLOG

- 3.1 In addition to rising workloads, the service also has a backlog of historical inquests. The Chief Coroner's Guidance requires Inquests to be heard within 12 months and preferably within six months of the date of referral. In 2017 603 inquests were heard, reducing the backlog by 127 cases. The service needs to achieve a similar performance level in 2018 to achieve a performance level within the Chief Coroner's requirements by March 2019.
- 3.2 The table below sets out the number of cases opened each year and the number of inquests closed:

	2009	2010	2011	2012	2013	2014	2015	2016	2017
Cases Opened	344	347	373	375	353	307	359	468	476
Cases Closed	339	334	363	333	341	328	391	461	603
Balance	5	13	10	42	12	-21	-32	7	-127

- 3.3 The service made significant progress to reduce the backlog during 2017, closing 127 more cases that we opened. This was a significant achievement in difficult circumstances. We currently have 20 Inquest cases that are over 2 years old; 43 cases between 12 and 24 months; 59 cases between 6 and 12 months; and 124 cases under 6 months.

4. CASE MANAGEMENT SYSTEM

- 4.1 A replacement case management system was purchased in July 2017. This has made it possible to introduce electronic signatures and therefore simplified processes. Use of paper and the level of case storage space required in central records management has significantly reduced. Bereaved families, the Registration Service, Funeral Directors and

Hospital partners have all directly benefited from the improvements resulting from the new processes.

- 4.2 During 2018, the service is launching the roll out of a partner portal as part of the case management system. This will allow hospital doctors and GPs to refer cases to HM Coroner electronically. We are the first jurisdiction in the country to introduce this solution. It will remove the need for our staff to double key information as well as simplifying the referral process for our partners. Once established we will look to expand the use of the portal to police, pathologists, registrars and other partner services.

5. ACCOMMODATION

- 5.1 The service is currently located on the first floor at Lawrence Court, Huntingdon. This is an attractive historic listed building shared with the Huntingdon Registration Service. Since 2015 there has been an on-going issue with the strength and safety of the floors on the 1st and 2nd floor levels resulting in the need for acrow props to be in place to support the 1st floor.
- 5.2 Colleagues from our Facilities Management Team have been working with conservation planners at Huntingdonshire Council to agree a plan of works to resolve this issue. Unfortunately progress has been slow and, despite support from Senior Management, a permanent solution is not yet in place. Due to the timescales, building challenges and changing service requirements, the facilities team are also developing an options paper to consider alternative venues in Huntingdon. Should an alternative option be suggested, an appropriate paper will be presented to the committee for consideration.

6. MEDICAL EXAMINERS

- 6.1 The Coroner and Justice Act 2009 (CJA2009) placed a new statutory duty on local authorities to introduce Medical Examiners Schemes (ME). In March 2016 the Secretary of State for Health set an implementation date of April 2018, this was later extended to April 2019. More recent statements have confirmed that the scheme will now be introduced via Health Trusts including Hospital deaths only. The changing plans and potential for short-notice implementation creates challenges for the authority.
- 6.2 The Service has already made preparations for the introduction of ME and we are in a strong position when ME requirements are introduced. Our case management system has the necessary capability, accessibility and flexibility to include, or work with, an ME Service. In addition to the benefits for the Coronial Service, the roll out of the portal to hospital doctors and GPs will provide the ability to share information quickly between doctors, HM Coroner and the ME. This will be key for an effective ME solution. The service will now be working closely with Hospital Trust colleagues to develop joint or aligned working solutions so that we are prepared for any eventuality.

7. HEALTH TRUST CHANGES

- 7.1 Historically we have worked with four main hospitals with separate arrangements. During 2017 Hinchingbrooke Hospital and Peterborough City Hospital came together under one trust. Similarly the Royal Papworth Hospital will move to a new site at Addenbrooke's later this year. The Royal Papworth will share the existing mortuary services at Addenbrooke's

and therefore we will only require one agreement moving forward. With no additional mortuary facilities included in the development plans, the Coroner Service will need to develop alternative plans across the county for body removals and storage as the available mortuary space will not be sufficient to continue as is.

8. ORGAN DONATIONS

- 8.1 It is estimated that approximately three people die each day due to a national shortage of organs needed for life saving transplant operations. In Cambridgeshire, the Royal Papworth Hospital and Addenbrooke's Hospital are world renowned for their clinical transplantation procedures. Mr Heming highlighted some issues to the Chief Coroner for England and Wales on coronial decision making and a lack of uniformity of approach in some coronial areas. As a result, Mr Heming was a contributor to the national guidance on organ donation issued by the Chief Coroner on the 1st December 2017 (Guidance No.26). The level of organ retrieval in this region in the first quarter of 2018 has seen astonishing clinical transplant activity, with many lives being saved. In February 2018, Royal Papworth carried out 5 heart transplants in 36 hours – a record.

9. FAITH DEATHS

- 9.1 One coronial area in London has suffered three judicial reviews at significant financial cost to the local authority. The arguments related to the application of Article 9 Human Rights Act – freedom to manifest one's religion. In Cambridgeshire we benefit from the close working relationships developed by Mr Heming with faith groups in the county, which has led to the creation of a swift and efficient service for local faith groups.

10. ALIGNMENT WITH CORPORATE PRIORITIES

10.1 Developing the local economy for the benefit of all

There are no significant implications for this priority.

10.2 Helping people live healthy and independent lives

Delivery of an efficient and professional Coronial Service directly impacts on the well-being of bereaved families.

10.3 Supporting and protecting vulnerable people

See 3.2 above.

11. SIGNIFICANT IMPLICATIONS

11.1 Resource Implications

The report sets out details of significant implications in 2.1

11.2 Procurement/Contractual/Council Contract Procedure Rules Implications

The report sets out details of significant implications in 2.6

11.3 Statutory, Legal and Risk Implications

There is no significant implication.

11.4 Equality and Diversity Implications

There is no significant implication.

11.5 Engagement and Communications Implications

There is no significant implication.

11.6 Localism and Local Member Involvement

There is no significant implication.

11.7 Public Health Implications

The report sets out details of significant implications in 2.6.

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	Yes Name of Financial Officer: Sarah Heywood – Significant resource implication.
Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the LGSS Head of Procurement?	Yes or No Name of Officer: Paul White
Has the impact on statutory, legal and risk implications been cleared by LGSS Law?	Yes Name of Legal Officer: Debbie Carter-Hughes No issues
Have the equality and diversity implications been cleared by your Service Contact?	Yes Name of Officer: Tamar Oviatt-Ham No issues

Have any engagement and communication implications been cleared by Communications?	Yes Name of Officer: Sarah Silk No issues
Have any localism and Local Member involvement issues been cleared by your Service Contact?	Yes Name of Officer: Tamar Oviatt-Ham No Issues
Have any Public Health implications been cleared by Public Health	Yes Name of Officer: Stuart Keeble No issues

Source Documents	Location
Ministry of Justice Statistical tool 2014 and 2017	https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/427677/coroners-statistical-tool-2014.xls https://www.gov.uk/government/statistics/coroners-statistics-2017

FINANCE AND PERFORMANCE REPORT – MAY 2018

To: **Highways and Community Infrastructure Committee**

Meeting Date: **10th July 2018**

From: **Executive Director, Place & Economy Services
Chief Finance Officer**

Electoral division(s): **All**

Forward Plan ref: **For key decisions** *Key decision:* **No**

Purpose: **To present to Highways and Community Infrastructure Committee the May 2018 Finance and Performance report for Place & Economy Services.**

The report is presented to provide Committee with an opportunity to comment on the projected financial and performance outturn position as at the end of May 2018.

Recommendations: **The Committee is asked to:-**

- **review, note and comment on the report.**

<i>Officer contact:</i>	
Name:	Sarah Heywood
Post:	Strategic Finance Manager
Email:	Sarah.Heywood@cambridgeshire.gov.uk
Tel:	01223 699714

1. BACKGROUND

- 1.1 The appendix attached provides the financial position for the whole of Place & Economy Services, and as such, not all of the budgets contained within it are the responsibility of this Committee. To aid reading of the report, budget lines that relate to the Economy and Environment Committee have been shaded, and those that relate to the Highways and Community Infrastructure Committee are not shaded. Members are requested to restrict their questions to the lines for which this Committee is responsible.
- 1.2 The report only contains performance information in relation to indicators that this Committee has responsibility for.

2. MAIN ISSUES

- 2.1 The report attached as Appendix A is the Place & Economy Services Finance and Performance report for May 2018. Following a restructure, Place & Economy Services came into being on 1st January, but the layout of the Finance & Performance Report was retained in the old ETE structure for the remainder of the old financial year. Hence this May F&PR is the first report for the new financial year and the first report presented in the new Place & Economy Services structure.
- 2.2 To ensure financial information is presented in a consistent way to all Committees a standardised format has now been applied to the summary tables and service level budgetary control reports included in each F&PR. The same format is also applied to the Integrated Resources and Performance Report (IRPR) presented to General Purposes Committee (GPC). The data shown provides the key information required to assess the financial position of the service and provide comparison to the previous month.
- 2.3 **Revenue:** The Service has started the financial year with two significant pressures for Coroners Services and Waste. The Coroners pressure of £290K is due to ongoing pressures and the requirement to address a backlog of cases. Further information explaining this pressure is detailed within a separate report on the Coroners Service on the Committee agenda. The £500K waste pressure is due to delays in signing the new contract and assumes it will be implemented in September. The P and E service is showing that it will make £790K savings by year-end to bring the budget back into balance, and this will be either through fortuitous underspends and additional income or planned reductions in service if required at the later stages of the year.
- 2.4 **Capital:** New funding has been awarded by the Department for Transport since the Business Plan was published. This is made up of Pothole Grant (£1.608m + £0.807m) and additional Safer Roads funding (£0.128m).
- 2.5 **Performance:** The Finance & Performance report provides performance information for the suite of key Place & Economy (P&E) indicators for 2018/19. At this stage in the year, we are still reporting pre-2018/19 information for some indicators.
- 2.6 Of these fourteen performance indicators, seven are currently red, three are amber, and four are green. The indicators that are currently red are:
 - Classified Road Condition – narrowing the gap between Fenland and the other areas of the County.

- Killed or seriously injured casualties – 12 month rolling total
- Local Highway Initiative Projects – East Cambridgeshire
- Local Highway Initiative Projects –South Cambridgeshire
- Local Highway Initiative Projects –Cambridge City
- Local Highway Initiative Projects –Fenland
- Local Highway Initiative Projects –Huntingdonshire

2.7 At year-end, the current forecast is that all the performance indicators currently red will remain red, three will be amber and four will be green.

3. ALIGNMENT WITH CORPORATE PRIORITIES

3.1 Developing the local economy for the benefit of all

There are no significant implications for this priority.

3.2 Helping people live healthy and independent lives

There are no significant implications for this priority.

3.3 Supporting and protecting vulnerable people

There are no significant implications for this priority.

4. SIGNIFICANT IMPLICATIONS

- Resource Implications –The resource implications are contained within the main body of this report.
- Statutory, Legal and Risk – There are no significant implications within this category.
- Equality and Diversity – There are no significant implications within this category.
- Engagement and Communications – There are no significant implications within this category.
- Localism and Local Member Involvement – There are no significant implications within this category.
- Public Health – There are no significant implications within this category.

Source Documents	Location
None	

Place & Economy Services

Finance and Performance Report for Highways & Community Infrastructure Committee – May 2018

1. SUMMARY

1.1 Finance

Previous Status	Category	Target	Current Status	Section Ref.
	Income and Expenditure	Balanced year end position	Green	2
	Capital Programme	Remain within overall resources	Green	3

1.2 Performance Indicators – Predicted status at year-end: (see section 4)

Monthly Indicators	Red	Amber	Green	Total
Current status this month	7	3	4	14
Year-end prediction (for 2018/19)	7	3	4	14

2. INCOME AND EXPENDITURE

2.1 Overall Position

Forecast Variance - Outturn (Previous Month) £000	Directorate	Budget 2018/19 £000	Actual £000	Forecast Variance - Outturn (May) £000	Forecast Variance - Outturn (May) %
	Executive Director	469	174	0	0
	Highways	19,549	3,802	0	0
	Cultural & Community Services	11,143	769	+290	+3
	Environmental & Commercial Services	37,590	3,258	+500	+1
	Infrastructure & Growth	1,870	1,154	0	0
	External Grants	-29,108	-1,639	0	0
	Savings to be found within service			-790	
	Total	41,512	7,518	0	0

The service level budgetary control report for May 2018 can be found in [appendix 1](#).

Further analysis of the results can be found in [appendix 2](#).

To ensure financial information is presented in a consistent way to all Committees a standardised format has now been applied to the summary tables and service level budgetary control reports included in each F&PR. The same format is also applied to the Integrated Resources and Performance Report (IRPR) presented to General Purposes Committee (GPC). The data shown provides the key information required to assess the financial position of the service and provide comparison to the previous month.

2.2 Significant Issues

Waste PFI Contract

Contract changes that deliver full year savings totalling £1.3m have been identified however delays to reaching formal agreement with the contractor that will allow contract changes to deliver a series of positive initiative will result in a shortfall in delivered savings. It is anticipated that agreement will be reached to allow savings to commence in September resulting in a savings shortfall of approximately £500,000 this financial year.

Until agreement is reached with the contractor on the contract changes the variable nature of the MBT creates uncertainty in the forecast and actual performance could improve, resulting in an underspend, or worsen, resulting in an overspend

Coroners

Coroners are projecting an overspend of £290k, which is caused by a mixture of on-going workload pressure i.e. the number of cases going up with more complexities, and a need to reduce the backlog of cases built up over previous years.

Although not yet identified it is expected that savings/underspends will be found within Place & Economy to fund the current projected overspend.

2.3 Additional Income and Grant Budgeted this Period (De minimis reporting limit = £30,000)

There were no items above the de minimis reporting limit recorded in May 2018.

A full list of additional grant income can be found in [appendix 3](#).

2.4 Virements and Transfers to / from Reserves (including Operational Savings Reserve) (De minimis reporting limit = £30,000)

Use of earmarked reserve as agreed by General Purposes Committee (GPC) in 2017
– To fund former Whippet Coaches routes to retain service £84,000

A full list of virements made in the year to date can be found in [appendix 4](#).

3. BALANCE SHEET

3.1 Reserves

A schedule of the Service's reserves can be found in [appendix 5](#).

3.2 Capital Expenditure and Funding

Funding

Further grants have been awarded from the Department for Transport since the published business plan, these being Pothole grant funding 18/19 (£1.608m), a second tranche of Pothole grant funding (£0.807m) and further Safer Roads funding (£0.128m).

All other schemes are funded as presented in the 2018/19 Business Plan.

A detailed explanation of the position can be found in [appendix 6](#).

4. PERFORMANCE

4.1 Introduction

This report provides performance information for the suite of key Place & Economy (P&E) indicators for 2018/19. At this stage in the year, we are still reporting pre-2018/19 information for some indicators.

New information for red, amber and green indicators is shown by Committee in Sections 4.2 to 4.4 below, with contextual indicators reported in Section 4.5. Further information is contained in Appendix 7.

4.2 Red Indicators (new information)

This section covers indicators where 2018/19 targets are not expected to be achieved.

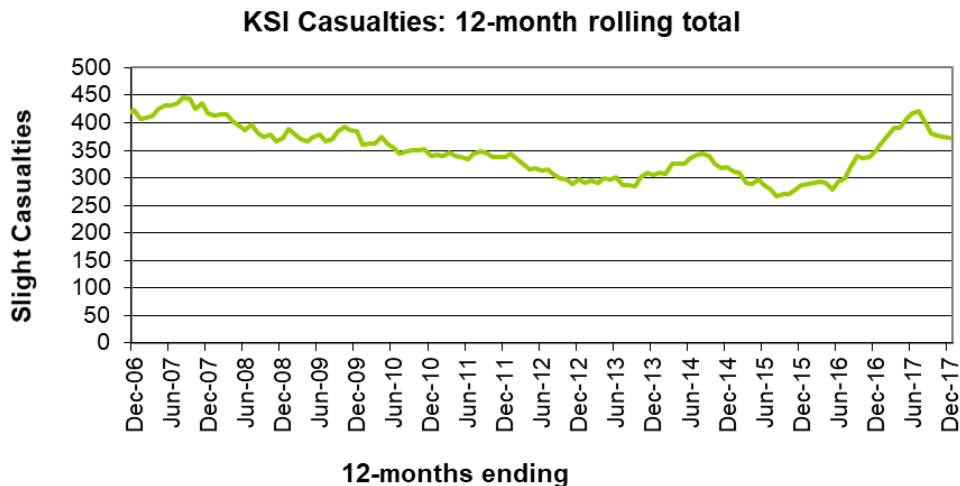
a) Highways & Community Infrastructure

Road Safety

- Road accident deaths and serious injuries - 12-month rolling total (to December 2017)

The provisional 12 month total to the end of December 2017 is 373 compared with 348 for the same period of the previous year. The December figure is down compared to the last reported figure of 374 for October 2017. This continues the slight downturn we have seen in the KSI trend since August 2017.

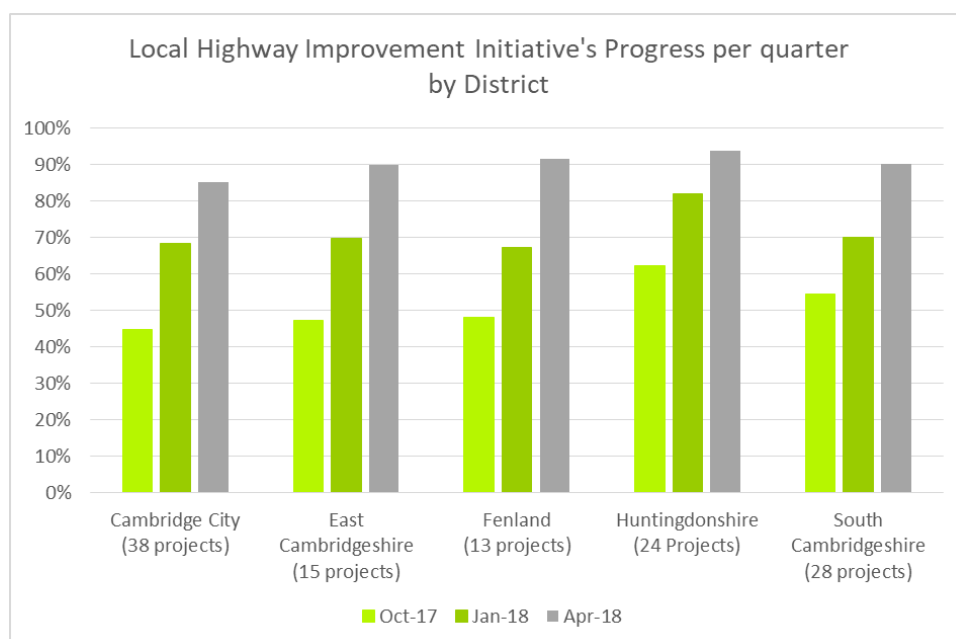
During December 2017 there were 4 fatal and 36 serious casualties.



Local Highway Initiatives

- Local Highway Initiatives Progress by District – year to date (to April 2018)**
 With 118 LHI projects to manage and deliver alongside the rest of the TDP across the county, resources are under significant pressure, with a significant number of vacant posts proving very difficult to successfully recruit to. Supplementing design and management resources from our highway services contractor has minimised this impact, however a small number of schemes in four of the five district areas aren't due to complete until April/May 2018. The required funding will therefore need to be carried forward to the 2018/19 financial year.

The graph below shows the quarterly performance and progress for each district.



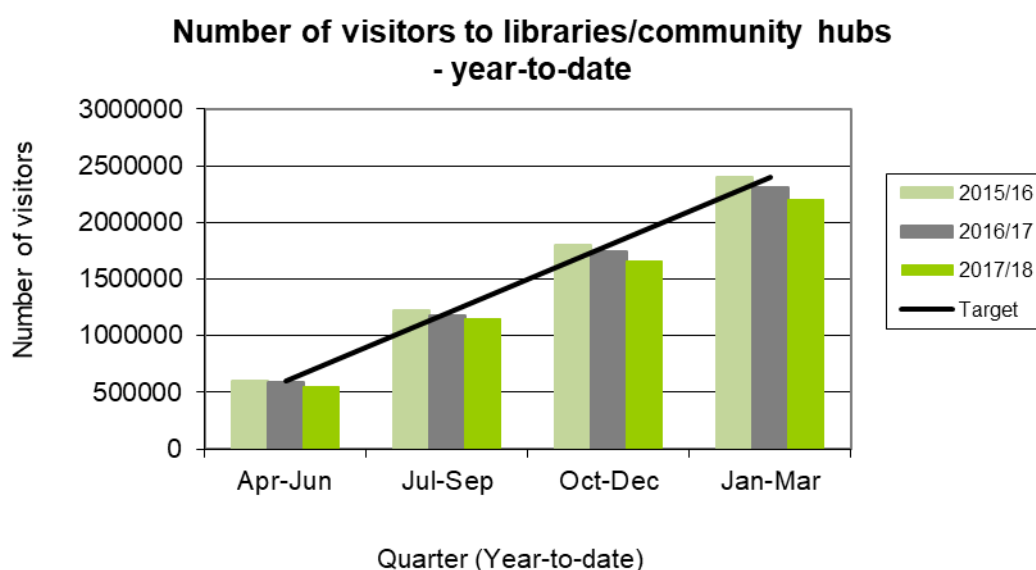
4.3 Amber indicators (new information)

This section covers indicators where there is some uncertainty at this stage as to whether or not year-end targets will be achieved.

a) Highways & Community Infrastructure

Library Services

- Number of visitors to libraries/community hubs - year-to-date (to March 2018)
There have been 536,442 visitors to libraries/community hubs between January and March 2018 and a total of 2,196,257 during the year to date (April 2017 to March 2018).



We are seeing a slight dip in visitor figures in the last quarter and that may be in part due to the introduction of computer charges from the 1st May. We are closely monitoring the situation and actively promoting the first free half an hour for all library users as well as the free computer use for all children and young people up to and including 16 year olds and people accessing gov.uk and ccc.gov.uk web sites as well as those accessing universal credit.

4.4 Green Indicators (new information)

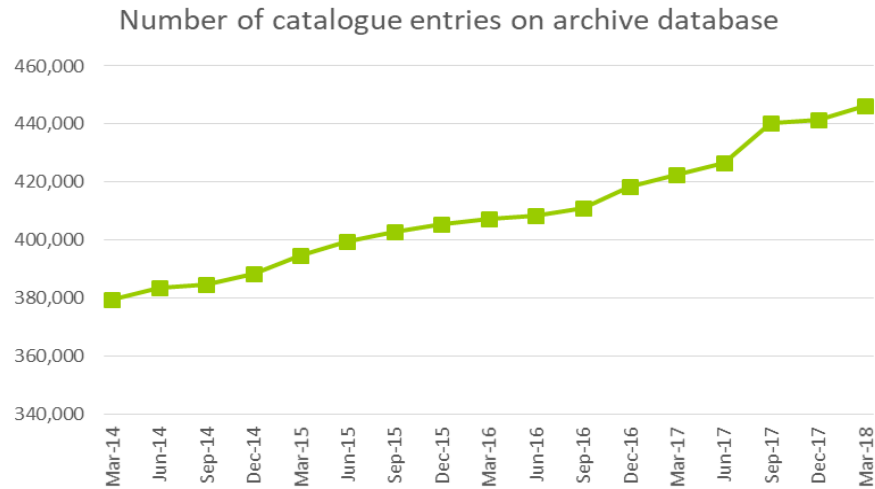
The following indicators are currently on-course to achieve year-end targets.

b) Highways & Community Infrastructure

Archives

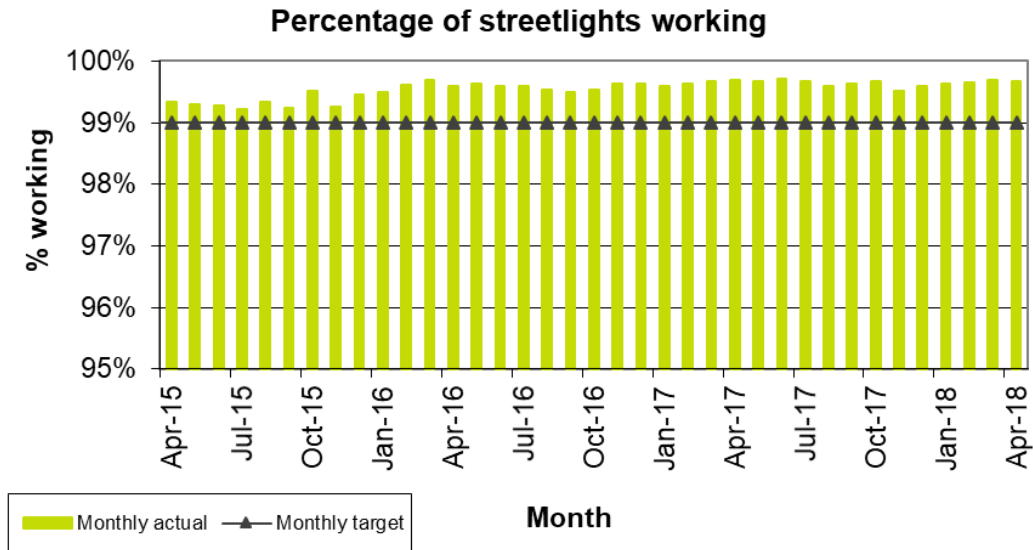
- Increase digital access to archive documents by adding new entries to online catalogue (to March 2018)
The figure to the end of March 2018 is 446,457 which means the year-end target of 417,000 has been achieved.

This equates to an increase over the previous quarter of 5,132, or roughly 78 new catalogue entries per working day.



Street Lighting

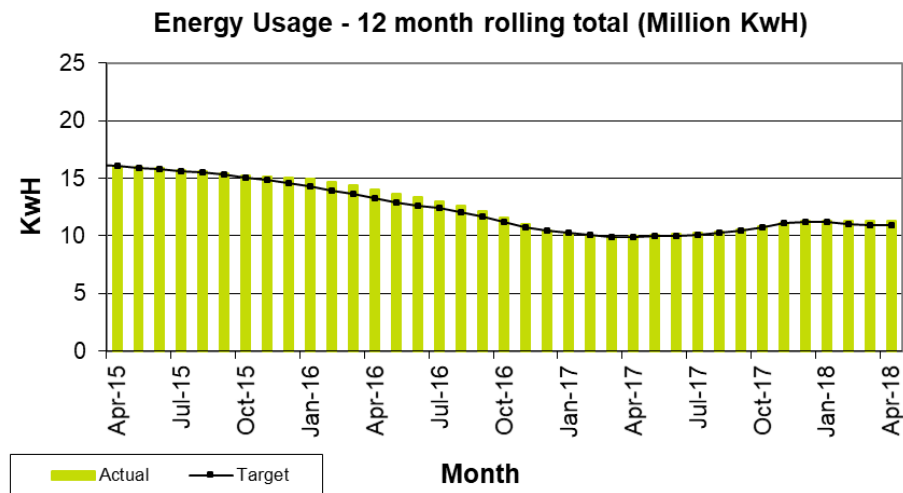
- Streetlights working (as measured by new performance contract) (to April 2018)**
 The 4-month average (the formal contract definition of the performance indicator) is 99.7% this month, and remains above the 99% target.



Street Lighting

- Energy use by street lights – 12-month rolling total (to April 2018)**
 Actual energy use to April is 11.34 KWh, which is very slightly below the last reported figure of 11.35 and currently above our target of 10.59.

The energy targets have now been updated to reflect other measures agreed elsewhere (such as the presence or absence of part night lighting, including those being funded by Cambridge City and Parish Councils).



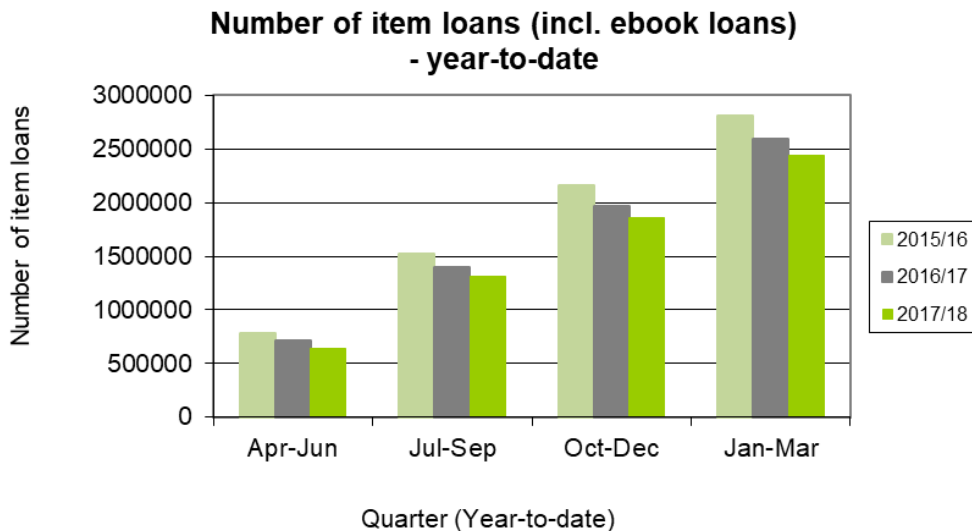
4.5 Contextual indicators (new information)

a) Highways & Community Infrastructure

Library Services

Number of item loans (including eBook loans) – year-to-date (to March 2018)

There have been 585,919 item loans between January and March 2018 and a total of 2,443,959 during the year to date (April 2017 to March 2018).

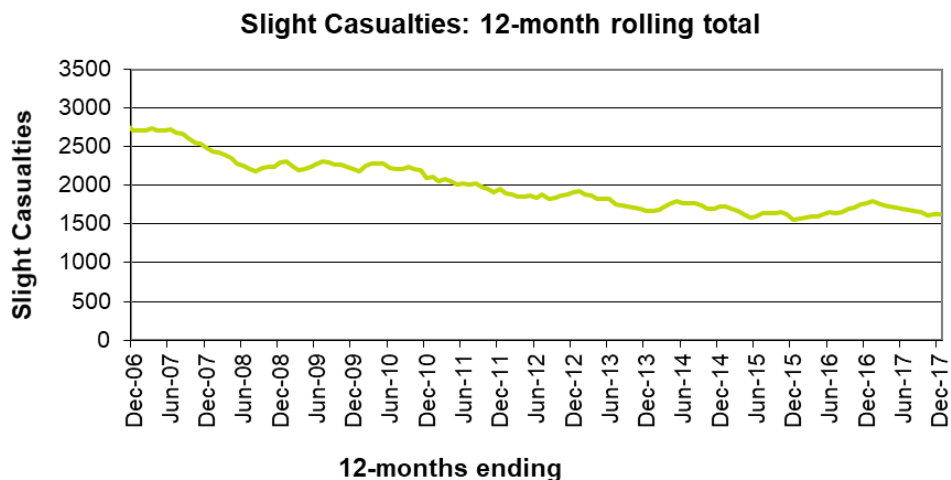


The drop in issues may be related to the small drop in visitors. We are working hard over the next 6 months to improve the book stock in libraries and that work should start to reverse this trend. That is supported by the additional money for the book fund this year, as agreed as part of the Library Service Transformation Programme, because the book fund has seen significant decline in past years.

Road Safety

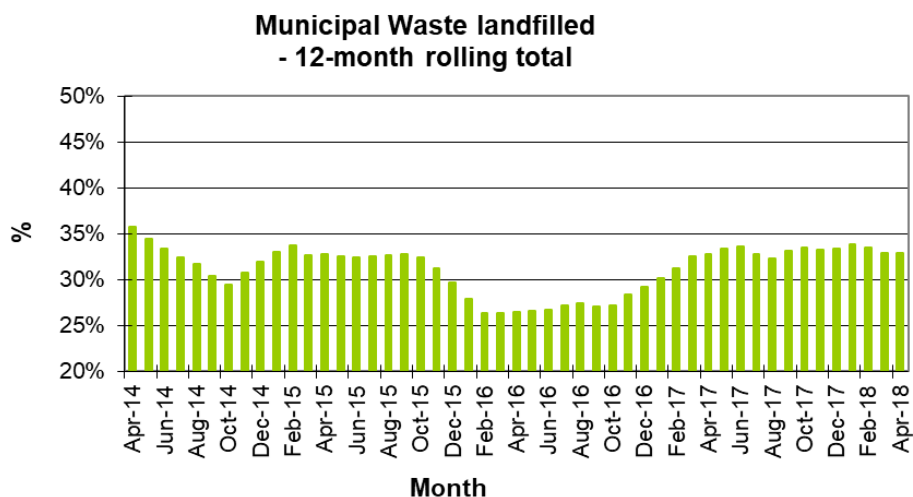
- Road accident slight injuries – 12-month rolling total (to December 2017)
There were 1,625 slight injuries on Cambridgeshire's roads during the 12 months ending December 2017 compared with 1,772 for the same period the previous year.

During December there were 134 slight casualties.



Waste management

- Municipal waste landfilled - 12 month rolling average (to April 2018)
During the 12-months ending April 2018, 32.9% of municipal waste was landfilled.



Rogue Traders

- Money saved for Cambridgeshire consumers as a result of our intervention in rogue trading incidents - annual average (to March 2018)

£5,150 was saved for 3 victims as a result of our intervention in rogue trading incidents during the last quarter of 2017/18 (January to March 2018). The annual average based on available data since April 2014 is £104,180. Data for 2017/18 onwards includes Peterborough savings.

It is important to note that the amounts recovered do not reflect the success of the intervention. In many cases the loss of a relatively small amount can have significant implications for victims; the impact can only be viewed on a case-by-case basis.

It is also important to note that not all of the money saved has been reimbursed at the same time as the repayments of court ordered reimbursements may be repaid over months or years.

APPENDIX 1 – Service Level Budgetary Control Report

Place & Economy Service Level Finance & Performance Report

Finance & Performance Report for P&E - May 2018

Forecast Outturn Variance (Apr)		Budget 2018/19	Actual May 2018	Forecast Outturn Variance	
£000's		£000's	£000's	£000's	%
Executive Director					
0	Executive Director	201	138	0	0%
0	Business Support	268	36	0	0%
0	Executive Director Total	469	174	0	0%
Highways					
0	Asst Dir - Highways	120	0	0	0%
0	Local Infrastructure Maintenance and Improvement	6,351	535	0	0%
0	Traffic Management	-135	190	0	0%
0	Road Safety	506	73	0	0%
0	Street Lighting	9,771	2,841	0	0%
0	Highways Asset Management	570	179	0	0%
0	Parking Enforcement	0	-65	0	0%
0	Winter Maintenance	2,048	36	0	0%
0	Bus Operations including Park & Ride	319	12	-0	0%
0	Highways Total	19,549	3,802	-0	0%
Cultural & Community Services					
0	Asst Dir - Cultural & Community Services	123	20	-0	0%
0	Public Library Services	3,263	614	0	0%
0	Cultural Services	87	13	0	0%
0	Archives	354	55	0	0%
0	Registration & Citizenship Services	-541	-20	0	0%
0	Coroners	903	9	290	32%
0	Community Transport	2,285	-21	0	0%
0	Concessionary Fares	4,668	99	0	0%
0	Cultural & Community Services Total	11,143	769	290	3%
Environmental & Commercial Services					
0	Asst Dir - Environment & Commercial Services	120	-76	0	0%
0	County Planning, Minerals & Waste	432	-94	0	0%
0	Historic Environment	56	18	0	0%
0	Trading Standards	694	42	0	0%
0	Flood Risk Management	411	17	0	0%
0	Energy	59	19	0	0%
0	Waste Management	35,820	3,331	500	1%
0	Environmental & Commercial Services Total	37,590	3,258	500	1%
Infrastructure & Growth					
0	Asst Dir - Infrastructure & Growth	120	21	-0	0%
0	Major Infrastructure Delivery	1,100	594	0	0%
0	Transport Strategy and Policy	103	315	0	0%
0	Growth & Development	547	160	0	0%
0	Highways Development Management	0	63	0	0%
0	Infrastructure & Growth Total	1,870	1,154	-0	0%
Savings to be found within Service				-790	
0 Total		70,620	9,157	-0	0%
Grant Funding					
0	Non Baselined Grants	-29,108	-1,639	0	0%
0	Grant Funding Total	-29,108	-1,639	0	0%
0 Overall Total		41,512	7,518	-0	0%

APPENDIX 2 – Commentary on Forecast Outturn Position

Number of budgets measured at service level that have an adverse/positive variance greater than 2% of annual budget or £100,000 whichever is greater.

Service	Current Budget for 2018/19 £'000	Actual £'000	Outturn Forecast	
			£'000	%
Coroners	903	9	+290	+32
Coroners are projecting an overspend of £290k, which is caused by a mixture of on-going workload pressure i.e. the number of cases going up with more complexities, and a need to reduce the backlog of cases built up over previous years.				
Community Transport	2,285	-21	0	0
Community Transport has pressures of £280k, which is due to the cost of former commercial routes, this can be covered in the short-term from earmarked reserves. It has already been agreed that £84k would be used from the community transport earmarked reserve for the former commercial routes.				
Waste Management	35,820	331	500	+1
<p>Contract changes that deliver full year savings totalling £1.3m have been identified however delays to reaching formal agreement with the contractor that will allow contract changes to deliver a series of positive initiative will result in a shortfall in delivered savings. It is anticipated that agreement will be reached to allow savings to commence in September resulting in a savings shortfall of approximately £500,000 this financial year.</p> <p>Until agreement is reached with the contractor on the contract changes the variable nature of the MBT creates uncertainty in the forecast and actual performance could improve, resulting in an underspend, or worsen, resulting in an overspend</p>				

APPENDIX 3 – Grant Income Analysis

The table below outlines the additional grant income, which is not built into base budgets.

Grant	Awarding Body	Expected Amount £'000
Grants as per Business Plan	Various	29,108
Non-material grants (+/- £30k)		0
Total Grants 2018/19		29,108

APPENDIX 4 – Virements and Budget Reconciliation

	£'000	Notes
Budget as per Business Plan	41,428	
Funding of former commercial bus routes from earmarked reserve	+84	
Non-material virements (+/- £30k)		
Current Budget 2018/19	41,512	

APPENDIX 5 – Reserve Schedule

Fund Description	Balance at 31st March 2018 £'000	Movement within Year £'000	Balance at 31st May 2018 £'000	Yearend Forecast Balance £'000	Notes
Equipment Reserves					
Libraries - Vehicle replacement Fund	30	0	30	0	
Sub total	30	0	30	0	
Other Earmarked Funds					
Deflectograph Consortium	55	0	55	55	Partnership accounts, not solely CCC
Highways Searches	55	0	55	0	
On Street Parking	2,812	0	2,812	2,500	
Streetworks Permit scheme	117	0	117	0	
Highways Commuted Sums	700	0	700	700	
Streetlighting - LED replacement	184	0	184	0	
Community Transport	444	0	444	444	
Guided Busway Liquidated Damages	(35)	0	(35)	0	This is being used to meet legal costs if required.
Waste and Minerals Local Development Fra	59	0	59	59	
Flood Risk funding	20	0	20	0	
Proceeds of Crime	356	0	356	356	
Waste - Recycle for Cambridge & Peterborough (RECAP)	203	0	203	200	Partnership accounts, not solely CCC
Travel to Work	172	0	172	172	Partnership accounts, not solely CCC
Steer- Travel Plan+	54	0	54	54	
Northstowe Trust	101	0	101	101	
Archives Service Development	234	0	234	234	
Other earmarked reserves under £30k	(149)	0	(149)	0	
Sub total	5,382	0	5,382	4,875	
Short Term Provision					
Mobilising Local Energy Investment (MLEI)	55	0	55	0	
Sub total	55	0	55	0	
Capital Reserves					
Government Grants - Local Transport Plan	3,897	0	3,897	0	Account used for all of P&E
Other Government Grants	1,521	(4,981)	(3,461)	0	
Other Capital Funding	4,782	(815)	3,967	5,000	
Sub total	10,200	(5,797)	4,404	5,000	
TOTAL	15,668	(5,797)	9,871	9,875	

APPENDIX 6 – Capital Expenditure and Funding

Capital Expenditure

2018/19						TOTAL SCHEME	
Original 2018/19 Budget as per BP	Scheme	Revised Budget for 2018/19	Actual Spend (May)	Forecast Spend - Outturn (May)	Forecast Variance - Outturn (May)	Total Scheme Revised Budget	Total Scheme Forecast Variance
£'000		£'000	£'000	£'000	£'000	£'000	£'000
	Integrated Transport						
200	- Major Scheme Development & Delivery	200	17	200	0	200	0
682	- Local Infrastructure Improvements	682	-62	682	0	863	0
594	- Safety Schemes	594	-3,110	594	0	594	0
345	- Strategy and Scheme Development work	345	134	345	0	345	0
1,346	- Delivering the Transport Strategy Aims	3,313	254	3,313	0	4,178	0
23	- Air Quality Monitoring	35	-7	35	0	23	0
14,591	Operating the Network	16,004	-188	16,004	0	16,248	0
	Highway Services						
4,300	- £90m Highways Maintenance schemes	5,062	325	5,062	0	0	0
0	- Pothole grant funding	2,415	-39	2,415	0	1,155	0
0	- National Productivity Fund	692	204	692	0	2,890	0
0	- Challenge Fund	3,346	1,463	3,346	0	6,250	0
0	- Safer Roads Fund	1,302	8	1,302	0	1,175	0
	Environment & Commercial Services						
395	- Waste Infrastructure	300	0	300	0	5,120	0
250	- Energy Efficiency Fund	374	0	374	0	1,000	0
0	- Carbon Reduction	0	0	0	0	214	0
	Cultural & Community Services						
2,611	- Cambridgeshire Archives	2,862	0	2,862	0	5,180	0
1,321	- Libraries	2,480	8	2,480	0	4,809	0
	Infrastructure & Growth Services						
3,129	- Cycling Schemes	3,273	82	3,273	0	17,650	0
0	- Huntingdon - West of Town Centre Link Road	957	0	957	0	9,116	0
1,077	- Ely Crossing	13,109	-128	13,109	0	49,000	0
500	- Guided Busway	500	116	500	0	148,886	0
6,663	- King's Dyke	6,000	330	6,000	0	13,580	0
0	- Scheme Development for Highways Initiatives	388	0	388	0	1,000	0
0	- A14	0	10	0	0	25,200	0
0	- Soham Station	0	0	0	0	6,700	0
0	- Other schemes	0	0	0	0	1,000	0
0	- Combined Authority Schemes	100	0	100	0	100	0
	Other Schemes						
6,000	- Connecting Cambridgeshire	6,000	0	6,000	0	36,290	0
44,027		70,333	-583	70,333	0	358,766	0
-8,071	Capital Programme variations	-8,071		0	8,071		
35,956	Total including Capital Programme variations	62,262	-583	70,333	8,071		

The increase between the original and revised budget is partly due to the carry forward of funding from 2017/18, this is due to the re-phasing of schemes, which were reported as underspending at the end of the 2017/18 financial year. The phasing of a number of schemes have been reviewed since the published business plan. This still needs to be agreed by GPC.

Additional grants have been awarded since the published business plan, these being 2 tranches of Pothole grant funding and further Safer Roads funding.

The Capital Programme Board have recommended that services include a variation budget to account for likely slippage in the capital programme, as it is sometimes difficult to allocate this to individual schemes in advance. As forecast underspends start to be reported, these are offset with a forecast outturn for the variation budget, leading to a balanced outturn overall up to the point when slippage exceeds this budget. The allocations for these negative budget adjustments have been calculated and shown against the slippage forecast to date.

King's Dyke

Kier are progressing well with the detailed design now that the additional surveys have been completed and the information fed into the design. The design is expected to be completed later in the year and construction to follow. The detailed design did not commence as quickly as anticipated due to access requirements to carry out the additional surveys so some of this cost has moved into 2018/19.

It was also anticipated that significant land costs would be paid in 2017/18. However, this did not happen and these costs have rolled into 2018/19. This meant that only £1.66m of last year's allocation of £6m was spent.

The expenditure for 2018/2019 financial year is estimated at £6.7m which is less than the £11m in the works budget as the construction is starting later than originally anticipated and most of this will be spent in the 2019/2020 financial year.

St Neots Northern Foot and Cycle Bridge

Spend for 2018/19 is anticipated to be £300,000 as work continues on determining the preferred design of the bridge, obtaining political approval for this and then moving into detailed design and statutory processes.

General Cycling

£35,000 has been allocated for minor cycling improvements countywide.

Works to improve a short length of Barton to Cambridge cycleway have now been completed on budget.

The final phase of Huntingdon Road will be taking place soon to install a wider, red cycle lane between Storey's Way and Girton Corner.

A feasibility study will be undertaken to see how Boxworth can be linked to the A14/Swavesey for walking and cycling.

£231,000 is currently allocated towards a new foot and cycleway on the A1198 between Cambourne and Papworth, which will allow for the scheme to be designed and developed, but further funding will be needed to complete the construction. It is anticipated that this will come in due course from Highways England.

Abbey-Chesterton Bridge

This project is still in the process of discharging planning conditions and awaiting legal sign off for land deals, to enable works to start on site, as per below.

The planning application was submitted in July 2016 and it was anticipated that this process would complete by Autumn 2016, with construction of the bridge in late 2017, and thus significant construction related spend could be achieved.

The planning permission was not granted until February 2017 following the need to submit multiple packages for certain aspects of the application. Construction now looks likely to commence in July 2018, though this is dependent upon discharging the pre-start planning conditions.

Significant spend will not be encountered until the construction work actually commences, thus the majority of spend will now come later in 2018/19 and in 2019/20.

The required scrub clearance and tree felling work had been completed before the bird nesting season commenced.

Capital Funding

2018/19				
Original 2018/19 Funding Allocation as per BP £'000	Source of Funding	Revised Funding for 2018/19 £'000	Forecast Spend - Outturn (May) £'000	Forecast Funding Variance - Outturn (May) £'000
17,781	Local Transport Plan	17,801	17,801	0
373	Other DfT Grant funding	6,870	6,870	0
1,287	Other Grants	5,708	5,708	0
5,475	Developer Contributions	7,123	7,123	0
8,170	Prudential Borrowing	24,617	24,617	0
10,941	Other Contributions	8,214	8,214	0
44,027		70,333	70,333	0
-8,071	Capital Programme variations	-8,071	-8,071	0
35,956	Total including Capital Programme variations	62,262	62,262	0

The increase between the original and revised budget is partly due to the carry forward of funding from 2017/18, this is due to the re-phasing of schemes, which were reported as underspending at the end of the 2017/18 financial year. The phasing of a number of schemes have been reviewed since the published business plan. Additional grants have been awarded since the published business plan, these being 2 tranches of Pothole grant funding and further Safer Roads funding.

Funding	Amount (£m)	Reason for Change
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Revised Phasing (Specific Grant)	4.4	Rephasing of grant funding for King's Dyke (£4.4m) from 2017/18, costs to be incurred in 2018/19.
Additional Funding (Section 106 & CIL)	1.7	Additional developer contributions to be used for a number of schemes (£0.7m). Roll forward of CIL funding for Hunts Link Road for outstanding land compensation costs (£1.0m).
Revised Phasing (Other Contributions)	-2.7	Revised phasing of King's Dyke spend.
Additional Funding / Revised Phasing (DfT Grant)	6.5	Roll forward and additional Grant funding – National Productivity Fund (£0.7m), Challenge Fund (£1.1m), Safer Roads Fund (£1.3m), Cycle City Ambition Grant (£1.4m) and Pothole Action Fund (£2.4m).
Additional Funding / Revised Phasing (Prudential borrowing)	16.4	Additional funding required for increased costs for Ely Crossing (£9.2m). Rephasing of spend for Highways maintenance (£2.5m), Challenge Fund (£2.2m) and Sawston Community Hub (£1.4m)

APPENDIX 7 – Performance (RAG Rating – Green (G) Amber (A) Red (R))

a) Highways & Community Infrastructure

Frequency	Measure	What is good?	Dir'n of travel	Latest Data		2017/18 Target	Current status	Year-end prediction	Comments
				Period	Actual				
Archives									
Quarterly	Operating Model Enabler: Exploiting digital solutions and making the best use of data and insight								
	Increase digital access to archive documents by adding new entries to online catalogue	High	↑	To 31 March 2018	446,457	417,000	G	G	<p>The figure to the end of March 2018 is 446,457 which means the year-end target of 417,000 has been achieved.</p> <p>This equates to an increase over the previous quarter of 5,132, or roughly 78 new catalogue entries per working day.</p>
Communities									
Yearly	Operating Model Outcomes: People lead a healthy lifestyle and stay healthy for longer & The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents								
	Proportion of Fenland and East Cambs residents who participate in sport or active recreation three (or more) times per week. Derived from the Active People Survey	High	↑	2015/16	22.7%	24.2%	A	A	<p>The indicator is measured by a survey undertaken by Sport England. The Council's target is for Fenland and East Cambridgeshire to increase to the 2013/14 county average over 5 years. Applying this principle to Sport England's revised baseline data gives a 5-year target to increase the participation rate in Fenland and East Cambridgeshire (combined) to 26.2%.</p> <p>The 2013/14 figure was 21.3% and the 2014/15 figure improved to 21.9%. The 2015/16 figure has continued the improving trend at 22.7% but is slightly off track.</p>
Library Services									
Quarterly	Operating Model Outcomes: The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents & People lead a healthy lifestyle and stay healthy for longer								

Frequency	Measure	What is good?	Dir'n of travel	Latest Data		2017/18 Target	Current status	Year-end prediction	Comments
				Period	Actual				
	Number of visitors to libraries/community hubs - year-to-date	High	↑	To 31 March 2018	2,196,217	2.4 million	A	A	<p>There have been 536,442 visitors to libraries/community hubs between January and March 2018 and a total of 2,196,257 during the year to date (April 2017 to March 2018).</p> <p>We are seeing a slight dip in visitor figures in the last quarter and that may be in part due to the introduction of computer charges from the 1st May. We are closely monitoring the situation and actively promoting the first free half an hour for all library users as well as the free computer use for all children and young people up to and including 16 year olds and people accessing gov.uk and ccc.gov.uk web sites as well as those accessing universal credit.</p>
	This indicator does not link clearly to a single Operating Model outcome but makes a key contribution across many of the outcomes as well as the enablers.								
	Number of item loans (including eBook loans) – year-to-date	High	↑	To 31 March 2018	2,443,959	Contextual		<p>There have been 585,919 item loans between January and March 2018 and a total of 2,443,959 during the year to date (April 2017 to March 2018).</p> <p>The drop in issues may be related to the small drop in visitors. We are working hard over the next 6 months to improve the book stock in libraries and that work should start to reverse this trend. That is supported by the additional money for the book fund this year, as agreed as part of the Library Service Transformation Programme, because the book fund has seen significant decline in past years.</p>	
Road and Footway maintenance									
Yearly	Operating Model Outcomes: The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents & People live in a safe environment								
	Principal roads where maintenance should be considered	Low	↔	2017/18	3%	3%	G	G	Provisional results indicate that maintenance should be considered on 2.8%, rounded to a reportable 3%, of the County's principal road network.

Frequency	Measure	What is good?	Dir'n of travel	Latest Data		2017/18 Target	Current status	Year-end prediction	Comments
				Period	Actual				
									This indicates a slight deterioration from the previous year where the figure was 2.3%, rounded to a reportable 2%
	Classified road condition - narrowing the gap between Fenland and other areas of the County	Low	↓	2017/18	3.5% gap	2% gap	R	R	Provisional figures show the gap increasing by 0.5%. However, the gap is not significant, and may be affected by the experimental error within the machine condition survey methodology. It should also be mentioned that significant investment has recently been carried out in the Fenland area associated with the DfT Challenge Fund bid, and these works will not have been included in this year's survey. Additionally, this is only an annual sample survey and does only include 25% of the classified road network, and so will not always capture recent improvement works undertaken. The narrowing the gap indicator will continue to be monitored.
	Non-principal roads where maintenance should be considered	Low	↔	2017/18	6%	8%	G	G	Provisional results indicate that maintenance should be considered on 6% of the County's non-principal road network. This is considered a steady state condition and is the same as the figure for 2016/17 and for 2015/16 and better than the Council's target of 8%.
	Unclassified roads where structural maintenance should be considered	Low	↑	2017/18	22%	Contextual			Provisional figures suggest the condition has seen significant improvement from 33% to 22% However, unlike last year, when the worst roads were surveyed to assist in prioritising works, a random sample has been undertaken, and this will reflect more accurately the condition of the unclassified network.
Road Safety									
	Operating Model Outcomes: People live in a safe environment & The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents								

Frequency	Measure	What is good?	Dir'n of travel	Latest Data		2017/18 Target	Current status	Year-end prediction	Comments
				Period	Actual				
Monthly	Killed or seriously injured (KSI) casualties - 12-month rolling total	Low	↑	To 31 December 2017	373	<275	R	R	<p>The provisional 12 month total to the end of December 2017 is 373 compared with 348 for the same period of the previous year. The December figure is down compared to the last reported figure of 374 for October 2017. This continues the slight downturn we have seen in the KSI trend since August 2017.</p> <p>During December 2017 there were 4 fatal and 36 serious casualties.</p>
	Slight casualties - 12-month rolling total	Low	↑	To 31 December 2017	1625	Contextual			<p>There were 1,625 slight injuries on Cambridgeshire's roads during the 12 months ending December 2017 compared with 1,772 for the same period the previous year.</p> <p>During December there were 134 slight casualties.</p>
Rogue Traders									
Quarterly	Operating Model Outcomes: People live in a safe environment & The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents								
	Money saved for Cambridgeshire consumers as a result of our intervention in rogue trading incidents. (Annual average)	High	↓	To 31 March 2018	£104,180	Contextual			<p>£5,150 was saved for 3 victims as a result of our intervention in rogue trading incidents during the last quarter of 2017/18 (January to March 2018). The annual average based on available data since April 2014 is £104,180Data for 2017/18 includes Peterborough savings.</p> <p>It is important to note that the amounts recovered do not reflect the success of the intervention. In many cases the loss of a relatively small amount can have significant implications for victims; the impact can only be viewed on a case-by-case basis.</p> <p>It is also important to note that not all of the money saved has been reimbursed at the same time as the repayments of court ordered reimbursements may be repaid over months or years.</p>

Frequency	Measure	What is good?	Dir'n of travel	Latest Data		2017/18 Target	Current status	Year-end prediction	Comments
				Period	Actual				
Trees									
6 monthly	Operating Model Outcomes: People live in a safe environment & The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents								
	Number of trees removed		↓	July to December 2017	6				3 trees were removed because of disease and 3 were removed because of obstruction.
	Number of trees planted		↓	July to December 2017	0				No trees have been replanted between July and December 2017 and a total of 3 trees have been replanted during the whole year.
Local Highway Initiative Projects									
Quarterly	Operating Model Outcomes: People live in a safe environment & The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents								
	East Cambridgeshire LHI Programme (15 Projects)	High	↑	To 30 April 2018	90.0%	100%	R	R	With 118 LHI projects to manage and deliver alongside the rest of the TDP across the County, resources are under significant pressure, with a significant number of vacant posts proving very difficult to successfully recruit to. Supplementing design and management resources from our highway services contractor has minimised this impact, however a small number of schemes in four of the five district areas aren't due to complete until April/May 2018. The required funding will therefore need to be carried forward to the 2018/19 financial year.
	South Cambridgeshire LHI Programme (28 Projects)	High	↑	To 30 April 2018	90.2%	100%	R	R	
	Cambridge City LHI Programme (38 Projects)	High	↑	To 30 April 2018	85.3%	100%	R	R	
	Fenland LHI Programme (13 Projects)	High	↑	To 30 April 2018	91.5%	100%	R	R	
	Huntingdonshire LHI Programme (24 Projects)	High	↑	To 30 April 2018	93.8%	100%	R	R	
Street Lighting									

Frequency	Measure	What is good?	Dir'n of travel	Latest Data		2017/18 Target	Current status	Year-end prediction	Comments
				Period	Actual				
Monthly	Operating Model Outcomes: People live in a safe environment & The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents								
	Percentage of street lights working	High	↔	To 30 April 2018	99.7%	99%	G	G	The 4-month average (the formal contract definition of the performance indicator) is 99.7% this month, and remains above the 99% target.
	Energy use by street lights – 12-month rolling total	Low	↑	To 30 April 2018	11.34 million Kwh	10.59 million Kwh	A	G	Actual energy use to April is 11.34 Kwh, which is very slightly below the last reported figure of 11.35 and currently above our target of 10.59. The energy targets have now been updated to reflect other measures agreed elsewhere (such as the presence or absence of part night lighting, including those being funded by Cambridge City and Parish Councils).
Waste Management									
Monthly	Although this indicator does not link directly to an Operating Model outcome, it has a large financial impact on the Council								
	Municipal waste landfilled – 12-month rolling average	Low	↔	To 30 April 2018	32.9%	Contextual			During the 12-months ending April 2018, 32.9% of municipal waste was landfilled.

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

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

Meeting Date: **10 July 2018**

From: **Democratic Services**

Electoral division(s): **All**

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

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

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

- (i) reviews its agenda plan attached at Appendix 1;**
- (ii) reviews its training plan attached at Appendix 2;**
- (iii) agrees the appointments within the schedule attached at Appendix 3;**
- (iv) agree to delegate, on a permanent basis between meetings, the appointment of representatives to any outstanding outside bodies, groups, panels and partnership liaison and advisory groups, within the remit of the Highways and Community Infrastructure Committee, to the Executive Director: Place and Economy, in consultation with the Chairman and Vice Chairman of the Committee.**

<i>Officer contact:</i>	
Name:	Dawn Cave
Post:	Democratic Services Officer
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1. BACKGROUND

- 1.1 The Highways and Community Infrastructure Service Committee reviews its agenda plan and training plan at every meeting.
- 1.2 The County Council's Constitution states that General Purposes Committee has
 - Authority to nominate representatives to Outside Bodies other than the Cambridgeshire and Peterborough Fire Authority, the County Councils' Network Council and the Local Government Association.
 - Authority to determine the Council's involvement in and representation on County Advisory Groups. The Committee may add to, delete or vary any of these advisory groups, or change their composition or terms of reference.
- 1.3 The General Purposes Committee has previously agreed to refer appointments to Internal Advisory Groups and Panels, and Partnership Liaison and Advisory Groups to the relevant Policy and Service Committee. All the appointments for Highways and Community Infrastructure Committee are attached for the Committee's attention.
- 1.4 On 30th May 2017, the Committee agreed to delegate, on a permanent basis between meetings, the appointment of representatives to any outstanding outside bodies, groups, panels and partnership liaison and advisory groups, within the remit of the Highways and Community Infrastructure Committee, to the Executive Director: Economy, Transport & Environment (ETE) in consultation with the Chairman of the Committee.
- 1.5 As there have been changes to the structure of Council departments and to what was the ETE Directorate, this delegation needs to be amended and agreed to take account that the Executive Director has been retitled as the Executive Director: Place and Economy.

2. APPOINTMENTS

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

3. ALIGNMENT WITH CORPORATE PRIORITIES

3.1 Developing the local economy for the benefit of all

There are no significant implications for this priority.

3.2 Helping people live healthy and independent lives

There are no significant implications for this priority.

3.3 Supporting and protecting vulnerable people

There are no significant implications for this priority.


4. SIGNIFICANT IMPLICATIONS

4.1 There are no significant implications within these categories:

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

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

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

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

Committee dates shown in bold are confirmed.

Committee dates shown in brackets and italics are reserve dates.

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

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

+ indicates items expected to be confidential, which would exclude the press and public.

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

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

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

- Minutes of previous meeting and Action Log;
- Finance and Performance Report;
- Agenda Plan, Appointments to Outside Bodies and Training Plan;

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

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

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

HIGHWAYS & COMMUNITY INFRASTRUCTURE COMMITTEE TRAINING PLAN

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

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

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

Updated 02/07/18

APPOINTMENTS TO INTERNAL ADVISORY GROUPS AND PANELS

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

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

CAMBRIDGESHIRE COUNTY COUNCIL APPOINTMENTS TO PARTNERSHIP LIAISON AND ADVISORY GROUPS

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

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

