

Date: Tuesday, 11 September 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. Apologies for absence and declarations of interest

*Guidance on declaring interests is available at
<http://tinyurl.com/ccs-conduct-code>*

2. Minutes (11th July 2018) and Action Log

5 - 18

3. Petition:

Open the link road Parkway to Kingfisher Way, Hinchbrook, Huntingdon

KEY DECISIONS

4. Road Safety across Cambridgeshire

19 - 30

OTHER DECISIONS

5.	Library Service Transformation	31 - 40
6.	Finance and Performance Report - July 2018	41 - 66
7.	Highways and Community Infrastructure Committee agenda plan, Training plan and appointments to outside bodies	67 - 70

The Highways and Community Infrastructure Committee comprises the following members:

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

Councillor Ian Gardener Councillor Lynda Harford Councillor Mark Howell Councillor David Jenkins Councillor Simon King Councillor Tom Sanderson Councillor Jocelyne Scutt and Councillor Amanda Taylor

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

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three working days before the meeting. Full details of arrangements for public speaking are set out in Part 4, Part 4.4 of the Council's Constitution <https://tinyurl.com/ProcedureRules>.

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

Date: Tuesday 10th July 2018

Time: 10:00 -12.00

Present: Councillors J French (substituting for Councillor Raynes), I Gardener, M Howell, B Hunt (Vice-Chairman), D Jenkins, S King, T Sanderson, J Scutt, M Shuter (Chairman) and A Taylor

Apologies: Councillor Raynes (Councillor French substituting)

65. NOTIFICATION OF CHAIRMAN/WOMAN AND VICE-CHAIRMAN/WOMAN

The Committee noted the appointment of Councillors Shuter and Hunt as the Chairman and Vice Chairman respectively of the Highways and Community Infrastructure Committee for the municipal year 2018/19.

66. DECLARATIONS OF INTEREST

There were no declarations of interest.

67. MINUTES AND ACTION LOG

The minutes of the meeting held on 13th March 2018 were confirmed as a correct record.

The following items were discuss under the Action Log item:

Although not included in the Action Log, at previous meetings Members had discussed developing a new set of Performance Indicators. It was noted that these were being worked on and would be available by September.

Action log item 53/charging for internet use at libraries – Members noted that *“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 was free”*. A full report on this would be presented to the September Committee meeting. Officers agreed to respond to Councillor A Taylor with a list of the benefits and allowances included.
Action required.

The Action Log was noted.

68. PETITIONS AND PUBLIC QUESTIONS

There were no petitions.

A public question was presented by Lilian Rundblad (attached at Appendix 1). The Chairman advised Ms Rundblad that she would receive a full written response within ten working days of the meeting.

The Chairman commented that this was mainly a Highways England issue, and better signposting was needed, although there had been some improvements lately. Unless there was a specific reason, e.g. weight restriction, Heavy commercial vehicles were entitled to use any public highway. However, there was a case for being more proactive about signage e.g. mobile speed indicators on a temporary basis, to make drivers aware when they are exceeding the speed limit.

In discussion:

- a number of Members praised Highways officer Sonia Hansen, who had been very responsive and helpful to both Councillors and residents on the Histon Road issue;
- in response to a Member question, Ms Rundblad advised that she had made complaints to Highways England via Twitter and the A14 website, and had the support of the Cambridge MP, Daniel Zeichner. She had also raised her concerns with Environmental Health;
- Ms Rundblad advised that the problem was not quite as bad at the moment due to utility works on Histon Road, which meant it was an unattractive option for diverting traffic. No indication had been given as to when the A14 work would be finished and the night-time closures would stop;
- a Member suggested that the County Council's Highways complaints page should include a link for complaints about the A14, and also Environmental Health;
- a Member commented that this was not unique to Cambridge, and many communities adjacent to the A14 were experiencing similar problems. A number of Members agreed that better signage for the diversion from Highways England would be a good starting point, as would better enforcement by the Police for weight restricted routes.

It was resolved to:

1. note the questions;
2. send a written response within ten working days of the meeting.

With the Committee's agreement, the Chairman agreed to change the order of the agenda so that the following item could be considered next:

69. FINANCE AND PERFORMANCE REPORT – MAY 2018

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

There were two significant pressures in the Revenue budget, Coroners Services and Waste. The Coroners issue would be discussed in a separate report later in the meeting. The £500K waste pressure resulted from delays in signing the new contract, which should be implemented in September. The Place and Economy service was showing that it would make £790K savings by year end to bring the budget back into balance, through either underspends and additional income, or planned reductions in service.

In the Capital Budget, new funding had been awarded since the publication of the Business Plan, comprising £2.415M Pothole Grant and £128K Safer Roads funding.

Seven of the fourteen performance indicators were currently red: five of these related to delays in Local Highway Initiative projects, and the other two were Classified Road Condition and the numbers Killed or Seriously Injured on the county's roads.

Arising from the report:

- Members agreed that the Finance & Performance report should be routinely scheduled earlier in the agenda;
- noted that the 118 Local Highway Initiative projects referred to in the report related to the schemes from the 2017/18 financial year. A Member commented that although the report suggested that “a small number of schemes” were not due to complete until April/May 2018, these actually comprised around 20% of the total schemes, and many were still not complete. It was noted that although the manager in charge of the schemes had moved to another post, an interim manager had been appointed, and whilst resource pressures were a continuing challenge i.e. filling vacancies, when projects such as the A14 in the region was limiting the potential pool of applicants, Highways officers were working with Human Resources colleagues to find ways to address this. However, the inclusion of the feasibility stage within the LHI process, and bringing forward the application window should have a positive impact on future timescales within which schemes were designed and delivered;
- Members noted that the Road Safety information on “slight injuries” was from validated data collected by the Police at the scene of incidents, and that it was generally less accurate than the Killed and Seriously Injured (KSI) data;
- a Member suggested that the reduction in visitors to libraries and community hubs could result from the charge for internet usage. Whilst acknowledging that job hunters and benefit claimants were exempt, the Member queried how this would work in practice, and suggested it could have a negative impact on staff;
- following a recent Members' visit to Huntingdon Library, a Member commented positively on the spectacular effort and enthusiasm taken by Library Services staff, to make libraries social hubs, and he felt staff should be complemented on their hard work;

- a Member commented that it would be helpful if the report gave more detailed information e.g. likely timescales for the delayed King's Dyke scheme, including the reasons for the land acquisition delays. **Action required;**
- in response to a Member query, officers agreed to provide more up to date and detailed information on tree planting. There was a discussion on the replacement of damaged or diseased trees, and how this worked in practice, e.g. liaison with communities and Local Members, and it was agreed that more information would be provided in future reports. **Action required.** It was also agreed that it would be helpful to have retrospective data for comparison.

It was resolved unanimously to:

review, note and comment on the report.

70. CAMBRIDGESHIRE HIGHWAYS CONTRACT ANNUAL REPORT 2017-18

The Committee considered a report on Cambridgeshire Highways Annual Contract, which covered the period July 2017 to April 2018. 'Cambridgeshire Highways' is the partnership between Cambridgeshire County Council and Skanska, covering design and operational services for a variety of highway improvements and maintenance work.

Members noted:

- challenges faced, including the relocation of County Council Highways staff and Skanska staff to Vantage House in Huntingdon, in time for the start of the contract;
- the governance arrangements and how the Joint Management Team, which reports to a Strategic Board, was supported by four contract management groups, covering Commercial, Performance, Culture, and Safety, Health & Environmental;
- particular achievements and areas for improvement.

Arising from the report:

- a number of Members spoke very favourably on the work of specific officers including Evan Laughlin and Graham Armstrong;
- in response to a Member query, it was noted that the Dragon Patcher had not been used on Histon Road or Milton Road. Other Members spoke favourably about the Dragon Patcher being used in their divisions;
- whilst welcoming the report, suggested that further detail was required in future reports;

- asked if governance arrangements could be made more transparent by making the agendas and minutes of the Strategic Collaboration Board available. It was agreed that these could be circulated to Members. **Action required;**
- a Member commented that problems had been caused in his Division by road closures taking place earlier than advertised. He stressed the importance of effective and accurate communications with communities;
- commented that whilst the report covered asset resilience, e.g. filling potholes, there was nothing in the report on addressing the long term condition of the roads, which was declining. Officers confirmed that this was covered in the Highways Asset Management policy, which detailed how investment was prioritised in to the highways network, lifecycle planning, etc. The most recent Highway Operational Standards (HOS) report had been considered by the Committee earlier in the year;
- a Member observed that asset management was currently being financed by prudential borrowing, and he asked what would happen when this funding ran out. Officers advised that work was being undertaken to explore options, and this would be discussed more broadly with Members as part of the Business Planning process;
- in response to a Member question on the biggest differences with the new contract, officers advised that these included the development of a stakeholder survey for the life of the contract, with the aim of enhancing services to customers, ensuring e.g. minimisation of disruption to travelling public. The Member commented that it would be very useful to have clear improvement outcomes identified when the Committee next considers the Highways Contract, looking both backwards and forward;
- a Member noted that whilst community engagement was included in the report, there was no mention of liaison with Parish and Town Councils. Another Member commented that surveys and stakeholder engagement needed Member involvement from the outset, and local residents needed to be consulted as well as those who use roads. Officers advised that a communications plan had been developed jointly between Skanska and the County Council. Post-scheme completion cards were always posted to residents living adjacent to schemes. Officers were happy to share with the Committee the stakeholder survey that was being developed. **Action required;**
- a Member suggested that there needed to be more consideration on how to deal proactively with prolonged spells of extreme weather i.e. prolonged hot or freezing weather, or long term heavy rainfall, and future reports should reflect lessons learned from extreme weather;
- a Member requested that a report back on the plastic asphalt trial was reported back to this Committee. **Action required;**

- one Member commented that she was not happy with performance, e.g. issues with the work on Milton Road having to be done twice. It was noted that that work had been undertaken under a different programme;

It was resolved unanimously to:

1. note the performance and achievements of the highways contract.

The Item on “Traffic Signals Design and Operational Guidance” had been withdrawn, as further work was required with partner organisations.

71. ROAD SAFETY ACTION PLAN

The Committee considered a report on the action plan for proposals agreed at the March Committee, for future delivery of road safety in Cambridgeshire.

The Committee was reminded that at their last meeting, Members had had a comprehensive discussion on various aspects of road safety, and they had requested some additional analysis on road casualty data. The report presented contained this information, along with an update on the action plan agreed at that meeting.

The data produced showed that on average, 85% of collisions were on County Council roads, but this varied across the Districts: in Fenland, East Cambridgeshire and Cambridge, around 90% of collisions occurred on the County Council network, reducing to 75% in Huntingdonshire and South Cambridgeshire. Demographics were also reviewed including the age profiles of drivers and casualties, and whilst very similar, there was a slightly higher proportion of males involved in collisions on trunk roads (62%) compared to non-trunk roads (58%). This breakdown of information by road type would be included in future annual reporting.

Members noted the Action Plan for the Hub model implementation within the Highways Service restructure, and the plans for Safety Camera Digitalisation.

Arising from the report:

- a Member suggested that it would be helpful to see the data for collisions by individual years rather than collectively (2013-2017). Officers responded that when looking at the trunk road network, numbers were relatively small, so it would be difficult to interpret or make judgements on the data for individual years. However, the action plan for annual reporting was based on the new software, which will enable patterns and demographic trends to be identified. It was confirmed that cluster sites were also identified, and this information could be shared with Local Members on request;
- a Member queried the amber status given to “mobilisation of AccsMap software”. It was confirmed that this had been due to some slight delays in the IT infrastructure network, but was now complete. Officers also confirmed that they were satisfied that progress was being made against other targets;

- Members noted the actions taking place within the Safety Partnership to reduce the numbers of Killed and Seriously Injured (KSI) on the County's roads by 2020;
- a Member commented that there were regrettably many "near misses" which were never recorded, but which did highlight road safety issues. The Member also observed that the report was very focused on road traffic accidents, and did not really explore road conditions (pot holes, etc) and the behaviour of all road users;
- a Member queried why the assumption had been made that young drivers in Fenland would not be inclined to access road safety interventions. Officers explained the resources that were available, such as the "DriveIQ" scheme, targeted at 16-18 year olds. It was also noted that most insurers now insisted on telematics for younger drivers;
- it was noted, from the Finance & Performance report, that the data on "slight accidents" tended to be underreported, and this was a national trend, so not too much emphasis was placed on this data as a result.

With regard to Bikeability, officers confirmed that there was a proposal as part of the wider service restructure, that Bikeability would sit better within the Hub. The Chairman agreed to discuss this with the Chairman of the Economy & Environment Committee. **Action required.**

It was resolved unanimously to:

- a) note the updated casualty data in section 2.1 of the report;
- b) approve the action plan outlined in Appendix 1 of the report;
- c) note and endorse the potential for Bikeability to be incorporated in the Road Safety Hub.

72. CAMBRIDGESHIRE AND PETERBOROUGH CORONER SERVICE ANNUAL REPORT

The Committee considered an update on the work of the Coroner Services over the past twelve months, and information about future plans, issues and considerations for the next twelve months.

There had been a sharp increase in the number of deaths registered in the Cambridgeshire and Peterborough Coronal area, and correspondingly, the number of referrals to the coroner service had increased significantly. Coupled with an increased complexity of cases, this has led to the Service exceeding its budget, beyond the increase that had been anticipated for demographic growth.

Despite these pressures, effective management had reduced the backlog of cases compared to previous years, and officers expected to be able to clear backlogs by March 2019. A major success within the year has been the introduction of a new case management system, which the Committee agreed to fund last year. The roll out of a "partner portal" as part of this new system means that the Service is likely to

be the first in the country where hospital doctors and GPs will be able to refer cases to HM Coroner electronically.

Arising from the report:

- in response to a Member question, officers explained how the Coroner worked with faith groups in the county to provide a swift and efficient service for faith groups i.e. those that required urgent death registration so that burial could take place within a certain timescale;
- noting the conservation planning issues at the Service's offices in Lawrence Court, Huntingdon, it was suggested that Members would be happy to use their influence to help progress these issues;
- a Member requested that further contextual information be provided in future reports, to help Members judge performance, especially against the backlog of cases;
- a Member commented that the structural nature of the increased workload and therefore increased costs, in what was very much a demand-led service, needed to be acknowledged and factored in to future budgets;
- a Member thanked officers for the recent Members' Community and Cultural Services Tour, which included Coroner Services, and had been very interesting and informative.

It was resolved unanimously to:

1. note the report and continue to support the work of HM Coroner and the Coronial Service;
2. recommend that officers determine the appropriate level of funding required for the Service going forward, reflecting both demographic and other pressures.

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

The Committee considered its agenda plan, training plan, and appointments to Outside Bodies.

The following item had been added to the Agenda Plan for the September meeting:

Safety Camera Digitalisation (Key Decision)

Officers agreed to check the Clay Farm Centre Advisory Group appointment and report back to Councillor A Taylor. **Action required.**

Issues relating to Performance Indicators and long term capital funding for Highways would be included under the appropriate reports on the Agenda Plan.

It was resolved to:

1. review the agenda plan attached at Appendix 1 to the report, including the updated provided orally at the meeting;
2. review the training plan attached at Appendix 2 to the report;
3. agree the appointments within the schedule attached at Appendix 3 to the report;
4. 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.

Chairman

Thundering HGVs Question to Highways and Community Infrastructure Committee

July 10th 2018 Agenda Item 4 Petitions and Public Questions

The residents along Histon Road B-1049 have for some months endured the nightly HGV traffic tail-gating in groups of 10-20 trucks from 8pm to 6am every weekday. We have complained to Highways in writing and twittering, Environmental Departments, and Police and had assistance from our city and county councillors. Our MP Daniel Zeichner has written Highways England and received promises of improvement. MP Zeichner has also forwarded my twitter messages and after 20 days we received a reply from David Bray, A14 Project Director (Scheme 18770354).

In this latest reply there was one statement that concerned me in particular:

When closures are required they are designed to keep traffic to local A roads, some of them County Highway roads, which should be able to take the type of traffic that would travel in the A 14. In extreme circumstances, and then only with the permission of the County Council would we divert through-traffic onto suitable but smaller roads.

As mentioned above Histon Road is a B-road (B1049) and should as such have been subject to permission of the County Council.

1. Has such a permission been given by the County Council?
2. On what grounds was such an extreme circumstance taken?
3. Can this decision be withdrawn until such a time that traffic calming measures have been installed e.g. enforced speed limits and technical speed camera updates?
4. Will improved communications directly with the residents living along the road be given bearing in mind that twitter may not be available to every person? Weekly information of the time plans is a minimum.

Best Regards

Lilian Rundblad, Chair, Histon Road Area Residents' Association HRARA

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

Minutes-Action Log



Introduction:

This is the updated action log as at **31st August 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.
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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 including qualitative data regarding user experience.	Move to Ely Archives likely to take place in the Summer of 2019, so report back to Committee will be in Aug/Sept 2020.	Noted for reporting in Summer 2020.
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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.
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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
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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.	Part of a wider, longer term piece of work looking at possible delivery models (including future funding) for highway services.	In progress
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47.	Procurement of Clinical Waste Collection and Disposal arrangements	Sass Pledger / Adam Smith	Advise Committee of the outcome of this process.	See footnote ¹ (info emailed to Committee 29/08/18)	Completed.
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. 10/07/18: Cllr A Taylor requested a list of the benefits/allowances included.	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.	
Minutes of 10th April 2018					
69.	Finance & Performance Report	Sarah Heywood	Officers asked to include more detail e.g. likely timescales for the delayed King's Dyke scheme, including the reasons for the land acquisition delays.		
69.	Finance & Performance Report	Richard Lumley	Include more information on how the replacement of damaged or diseased trees, and how works in practice,	Tree Policy, which is contained in the Highway Operational Standards, has been circulated	Complete

¹ Update on the clinical contract as follows: The standstill period has closed and we did not receive any challenges to the award process or concerns which might suspend or delay the contract award. Legal services are drafting the framework and call off contracts for sending to the successful bidders, following which we will enter into a 'call-off' contract in respect of Lot 1 for clinical waste collection, treatment and disposal within Cambridgeshire. A mobilisation meeting is being arranged for the week commencing 3rd September between the county council, representative from each of our district and city council collection partners and the winning bidder of Lot 1. The new contract is due to commence on Monday 8th October when the extension to the current contract ends.

			e.g. liaison with communities and Local Members.	to committee members (emailed 28/08/18)	
70.	Cambridgeshire Highways Contract Annual Report 2017-18	Richard Lumley / Emma Murden	Agreed to circulate the minutes of the Strategic Collaboration Board.	Board meetings held quarterly and 4 have been held since commencement of the contract. Minutes circulated to committee by email 28/08/18.	Complete
70.	Cambridgeshire Highways Contract Annual Report 2017-18	Richard Lumley / Emma Murden	Share with the Committee the stakeholder survey that was being developed.	Survey has not yet been developed. Will be shared with committee once drafted.	Noted for future action.
70.	Cambridgeshire Highways Contract Annual Report 2017-18	Richard Lumley / Emma Murden	Report back on the plastic asphalt trial.	Commencing in Peterborough in September 2018, results to be shared at a later date.	In progress
71.	Road Safety Action Plan	Cllr Shuter/ Richard Lumley	Chairman to discuss with Cllr Bates (Chair of E&E) whether Bikeability should sit within the Hub as part of the wider service restructure.	To be included as part of the wider service restructure work taking place across Place & Economy.	Complete
73.	Agenda Plan, Training Plan and Appointments to Outside Bodies	Dawn Cave/ Christine May	Officers agreed to check the Clay Farm Centre Advisory Group appointment and report back to Councillor A Taylor		

ROAD SAFETY ACROSS CAMBRIDGESHIRE

To: Highways & Community Infrastructure Committee

Meeting Date: 11th September 2018

From: Graham Hughes, Executive Director, Place & Economy

Electoral division(s): All

Forward Plan ref: 2018/059 **Key decision:** Yes

Purpose: To outline proposals for the digitalisation of safety cameras across Cambridgeshire.

Recommendation: The Committee is recommended to:

- a) Approve the suggested approach to the digitalisation of the county's safety cameras as outlined in Appendix 2.
- b) Approve the commencement of procurement to upgrade the county's safety cameras as outlined in section 2.2.
- c) Delegate authority to award the contract to the Executive Director, Place & Economy in consultation with the Chair and Vice Chair of the Committee.
- d) Approve the allocation of the Council's Road Safety Capital Scheme funding in 2019/20 for the upgrade of the county's safety cameras, if required, as outlined in section 2.3.

<i>Officer contact:</i>	<i>Member contacts:</i>
Name: Matt Staton	Name: Cllr Mathew Shuter/Cllr Bill Hunt
Post: Interim Highway Projects & Road Safety Service Manager	Post: Chairman/Vice Chairman, Highways & Community Infrastructure Committee
Email: Matt.staton@cambridgeshire.gov.uk	Email: mshuter@btinternet.com William-hunt@hotmail.co.uk
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1. BACKGROUND

- 1.1. Cambridgeshire has a network of safety cameras used to detect speed and red light offences across the county. These cameras have been in place since 1995.
- 1.2. The cameras use wet-film technology and as such are reaching the end of their operational life. In order to enable enforcement to continue the cameras require updating to digital technology.
- 1.3. All camera sites across Cambridgeshire have been installed in response to a cluster of speed related collisions at or near to the location of the camera.
- 1.4. There are currently 33 spot speed cameras, 2 red light cameras and 1 average speed camera system on the county's network. The average speed camera system is already digital and therefore outside the scope of the programme outlined in this report.
- 1.5. The cameras are operated in partnership with the Police and Peterborough City Council.
- 1.6. At the Highways and Community Infrastructure Committee meeting on 13th March, Councillors approved the commencement of negotiations with the Police regarding the future costs associated with the safety camera programme, in partnership with Peterborough City Council. These negotiations have been undertaken and are outlined in in section 2.3.
- 1.7. At the Highways and Community Infrastructure Committee meeting on 10th July, Councillors approved the action plan for the transformation of road safety services, section 3 of which related to the digitalisation of cameras and is outlined below for ease of reference:

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)

- 1.8. While this process will be undertaken collaboratively with Peterborough City Council and some of the data presented in this report includes Peterborough sites, the recommendations outlined below relate to cameras on Cambridgeshire County Council's highway network only.

2. MAIN ISSUES

2.1. Effectiveness of safety cameras

- 2.1.1. A review of the effectiveness of the existing safety camera operation has been undertaken using established methodology in order to inform options for the upgrade to digital technology.
- 2.1.2. **Appendix 1** outlines the statistical results for each camera site using Allsop's (2013) four time period method which has been widely used in the industry. Allsop's own analysis showed that, collectively, the fixed sites installed by the partnership have had a significant effect in reducing the number of fatal and serious collisions but no discernible effect on the overall number of personal injury collisions in the vicinity of the sites. However, it is recognised that this method gives a conservative estimate of effect as a peak in collisions (the site selection period) is removed from the data set.
- 2.1.3. For average speed cameras (ASC) systems, as the number of sites across Cambridgeshire and Peterborough is small it was deemed most appropriate to consider the national effectiveness of ASC systems where the data set is much larger and more robust. Analysis found that, on average, the ASC sites assessed saw fatal and serious collisions fall 25-46% and personal injury collisions fall 9-22%.
- 2.1.4. This shows that where a problem affecting a route is identified, ASC systems are effective in reducing collisions along the entire route.

2.2. Proposal for the digitalisation of safety cameras

- 2.2.1. Using the evidence of effectiveness outlined above, the review has separated the existing sites into three specific groups:
- | | |
|-----------|--|
| Group 1 - | Sites where it is deemed that the most appropriate course of action is like for like replacement with a similar solution. |
| Group 2 - | Sites where it is deemed that the existing camera is no longer required and therefore the site should be considered for decommissioning. |
| Group 3 - | Sites which require further investigation due to planned changes to the environment or where a wider route issue has been identified. |
- 2.2.2. Due to the success of the current strategy for safety camera implementation, as outlined above, the majority of sites (21, including two red light cameras) fall into Group 1. There are two sites that fall into Group 2 and should be considered for decommissioning. The remaining 12 sites are identified as requiring further investigation as like-for-like

replacement with a fixed camera may not be the most cost-effective solution. **Appendix 2** shows the proposed action for each site.

2.2.3. The proposed groupings lend themselves to a phased approach to digitalisation:

Phase one would see the procurement of infrastructure and cameras for the 21 sites in group 1 and the commencement of the decommissioning process for the 2 sites in group 2. This would aim to be implemented as close to March 2019 as the procurement process allows.

Phase two would be informed by investigations of the remaining sites in group 3. Investigations would be carried out while phase one is being implemented.

2.2.4. Procurement options are being explored with the support of LGSS Procurement, including a call-off against a Crown Commercial Services framework contract, our own framework or an open tender; with the aim to ensure that the procurement route chosen ensures best value for money for both phases one and two of the process and includes provision for the ongoing maintenance of the cameras.

2.2.5. Due to advances in technology, it may be that newer ASC systems could provide greater value for money for sites in group 1, even if the enforcement area is relatively small, therefore the procurement process will focus on the issue to be addressed, rather than specify a fixed or ASC solution.

2.2.6. Officers are engaged with LGSS Procurement and LGSS Law as well as the Police and Peterborough City Council to draft the procurement documents.

2.3. Funding

2.3.1. The total cost to upgrade the existing wet-film cameras is expected to be between £500k and £600k.

2.3.2. As agreed at the March Highways and Community Infrastructure Committee meeting on negotiations with the Police regarding the future costs associated with the safety camera programme have been undertaken.

2.3.3. These negotiations have taken place and all parties were committed to a workable solution to fund the upgrade of safety cameras as they are a proven casualty reduction intervention (as evidenced above). The result of the negotiations is the following funding options being put forward to this committee and also to the Police and Crime Commissioner's Business Coordination Board on 13th September:

- the Office of the Police and Crime Commissioner's Business Coordination Board will be recommended to fund either the replacement costs for the safety cameras OR the Council's road safety capital schemes for 2019/20.
- the Council's road safety capital scheme funding for 2019/20 (£594k) be provisionally allocated to fund the upgrade of the safety cameras in order that this can be progressed without delay, to ensure enforcement activity can continue across Cambridgeshire, pending the decision from the Police and Crime Commissioner's Business Coordination Board on 13th September; and

- a maintenance agreement for a fixed period post-implementation is included in the procurement cost.

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

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

- The existing camera deployment strategy is proven to have reduced the number of fatal and serious casualties at sites where they have been installed.

3.3 Supporting and protecting vulnerable people

There are no significant implications for this priority.

4. SIGNIFICANT IMPLICATIONS

4.1 Resource Implications

The report above sets out details of significant implications in section **Error! Reference source not found..**

4.2 Procurement/Contractual/Council Contract Procedure Rules Implications

The report above sets out details of significant implications in section **Error! Reference source not found..**

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.
- Safety cameras attract significant public scrutiny and it is important to note the work undertaken to establish the effectiveness of existing camera deployment across Cambridgeshire in putting forward the recommended course of action.

4.4 Equality and Diversity Implications

There are no significant implications for this priority.

4.5 Engagement and Communications Implications

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

- Safety cameras attract significant public scrutiny and it is important to note the work undertaken to establish the effectiveness of existing camera deployment across Cambridgeshire in putting forward the recommended course of action.
- Potential for shared service arrangements with Peterborough City Council, and within the wider road safety partnership.

4.6 Localism and Local Member Involvement

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

- Consultation is a key element of the decommissioning process which will be followed for all camera sites identified for possible removal.

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.
- 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).

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	Yes Name of Financial Officer: David Parcell
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 been cleared by Public Health	Yes Name of Officer: Stuart Keeble

Source Documents	Location
Owen (2015) Northamptonshire Speed Cameras: Post Switch-Off Collision Analysis	http://roadsafetyanalysis.co.uk/wp-content/uploads/2016/03/Northamptonshire-Speed-Cameras-Final-Version.pdf
Owen, Ursachi & Allsop (2016) The Effectiveness of Average Speed Cameras in Great Britain	https://www.racfoundation.org/assets/rac_foundation/content/downloadables/Average_speed_camera_effectiveness_Owen_Ursachi_Allsop_September_2016.pdf
Allsop (2013) Guidance on Use of Speed Camera Transparency Data	https://www.racfoundation.org/wp-content/uploads/2017/11/speed_camera_data_revised-allsop-nov2013.pdf

Appendix 1

Statistical Analysis of Fixed Camera Sites – data 1990-2015

Camera site	Personal Injury collisions (PIC)				Fatal and serious collisions (FSC)				PIC m _c	95% confidence		FSC m _c	95% confidence	
	b	B	a	A	b	B	a	A						
C1	53	27193	107	39672	8	5739	6	6088	1.358	0.971	1.900	0.628	0.213	1.851
C2	13	21154	49	45408	5	4681	7	7063	1.631	0.874	3.043	0.773	0.240	2.494
C3	5	15444	58	51415	1	3627	7	8161	2.904	1.143	7.375	1.556	0.183	13.196
C5	11	27193	18	39672	4	5739	5	6088	1.028	0.478	2.210	0.943	0.246	3.606
C6	10	21154	19	45408	4	4681	2	7063	0.805	0.368	1.758	0.265	0.047	1.498
C7	13	24205	39	42420	6	5236	1	6560	1.590	0.838	3.016	0.114	0.013	0.989
C8	40	27193	70	39672	10	5739	2	6088	1.170	0.787	1.740	0.171	0.036	0.807
C9	35	24205	67	42420	5	5236	9	6560	1.062	0.700	1.612	1.197	0.392	3.653
C10	13	21154	53	45408	3	4681	9	7063	1.764	0.950	3.275	1.491	0.393	5.657
C12	17	27193	17	39672	4	5739	2	6088	0.647	0.326	1.286	0.377	0.067	2.131
C16	40	29941	43	36657	12	6211	4	5612	0.857	0.552	1.329	0.341	0.107	1.081
C17	10	29941	17	36657	1	6211	4	5612	1.262	0.569	2.801	2.213	0.237	20.710
C18	11	29941	22	36657	0	6211	1	5612	1.497	0.715	3.134	1.107		
C19	37	29941	86	36657	6	6211	12	5612	1.849	1.248	2.739	1.897	0.698	5.157
C20	27	29941	63	36657	4	6211	3	5612	1.838	1.160	2.911	0.664	0.144	3.059
C21	53	32956	65	33625	8	6687	6	5158	1.180	0.815	1.708	0.864	0.293	2.545
C22	33	32956	52	33625	5	6687	4	5158	1.499	0.960	2.339	0.864	0.226	3.306
C24	13	32956	30	33625	5	6687	1	5158	2.100	1.081	4.080	0.216	0.024	1.932
C25	20	32956	21	33625	5	6687	4	5158	0.980	0.525	1.831	0.864	0.226	3.306
C26	23	32956	27	33625	5	6687	3	5158	1.103	0.625	1.945	0.648	0.150	2.793
C28	12	35988	20	30651	4	7141	2	4703	1.806	0.870	3.749	0.607	0.107	3.433
C29	82	35988	119	30651	20	7141	11	4703	1.683	1.263	2.243	0.795	0.375	1.685
C30	66	35988	101	30651	9	7141	9	4703	1.770	1.290	2.429	1.367	0.532	3.508
C31	81	35988	79	30651	7	7141	10	4703	1.131	0.824	1.552	1.898	0.708	5.086

C32	68	35988	91	30651	14	7141	10	4703	1.548	1.124	2.134	1.012	0.442	2.317
C34	7	35988	5	30651	1	7141	0	4703	0.734	0.228	2.367			
C35	57	38962	63	27699	8	7596	7	4257	1.528	1.060	2.202	1.388	0.493	3.907
C36	34	38962	35	27699	7	7596	4	4257	1.407	0.869	2.277	0.892	0.255	3.125
C37	8	38962	3	27699	3	7596	0	4257	0.469	0.121	1.816			
C38	9	38962	6	27699	2	7596	2	4257	0.844	0.294	2.422	1.190	0.161	8.790
C39	34	41914	14	24693	5	8042	1	3787	0.679	0.360	1.281	0.354	0.040	3.165
C40	29	41914	20	24693	7	8042	3	3787	1.132	0.633	2.024	0.796	0.200	3.166
C41	17	60106	0	7378	5	10812	0	1166						
P1	11	24205	31	42420	4	5236	6	6560	1.474	0.731	2.974	0.958	0.263	3.483
P2	24	32956	21	33625	3	6687	3	5158	0.823	0.453	1.497	0.972	0.190	4.977
P7	32	35988	28	30651	2	7141	2	4703	0.996	0.594	1.672	1.012	0.137	7.480
P8	120	35988	234	30651	18	7141	15	4703	2.271	1.814	2.842	1.199	0.596	2.412
P9	44	41914	28	24693	6	8042	6	3787	1.056	0.651	1.713	1.820	0.574	5.776
P10	28	41914	14	24693	8	8042	1	3787	0.819	0.426	1.577	0.236	0.028	1.968
T1	18	29941	22	36657	6	6211	2	5612	0.946	0.501	1.786	0.316	0.062	1.619
T2	18	29941	22	36657	6	6211	2	5612	0.946	0.501	1.786	0.316	0.062	1.619
T17	11	29941	7	36657	5	6211	0	5612	0.476	0.181	1.253			
T18	6	29941	10	36657	2	6211	3	5612	1.167	0.415	3.278	1.107	0.178	6.870

Key

b = collisions in the vicinity of camera site before installation (excluding SSP)

B = collisions in the CPRSP area (excl. trunk roads) for same time period as b

a = collisions in the vicinity of camera site after installation

A = collisions in the CPRSP area (excl. trunk roads) for same time period as a

Sites in grey are in Peterborough.

Proposals for existing fixed camera sites

Ref	Location	Camera	Column type	Proposed group	Comment
001/2	A1134 Elizabeth Way (B/d), Cambridge	Gatso	standard	1 - digitalise	High non-compliance
003	A605 Eastrea Rd, Whittlesey	Gatso	standard	3 - investigate	Route review required to explore ASC
007	A1134 Barnwell Rd, Cambridge	Gatso	standard	1 - digitalise	High non-compliance
010	A1134 Perne Rd, Cambridge	Gatso	standard	1 - digitalise	
012	A141 Old Hurst	Gatso	smart	1 - digitalise	
014	A1134 Newmarket Rd, Cambridge	Gatso	standard	3 - investigate	GCP scheme on route – need to see if safety issues can be addressed through scheme
015	B198 Cromwell Rd, Wisbech	Gatso	standard	1 - digitalise	
021	B1050 Station Rd, Willingham	Gatso	smart	1 - digitalise	
022/23	A1307 Huntingdon Rd (B/d), Cambridge	Gatso	standard	3 - investigate	New cycle scheme changes environment – need to assess impact
026	B1040 Woodhurst, Huntingdon	Gatso	smart	1 - digitalise	
027	C292 Victoria Avenue, Cambridge	Gatso	standard	1 - digitalise	
028	A605 Peterborough Rd, Whittlesey	Gatso	standard	3 - investigate	Route review required to explore ASC
029	A1309 High St, Trumpington	Gatso	standard	1 - digitalise	
030	B1049 Histon Rd, Cambridge	Gatso	standard	3 - investigate	New cycle scheme proposed – need to see if safety issues can be addressed through scheme
031	A603 Wimpole Rd, Barton, Cambridge	Gatso	standard	1 - digitalise	Need to address visibility issues and review location
033	A142 Chatteris	Gatso	smart	3 - investigate	Route study underway
034/35	B198 Lynn Rd (B/d), Wisbech	Gatso	standard	1 - digitalise	
041	B1514 St John's St, Huntingdon	Gatso	standard	1 - digitalise	
042	A603 Barton Rd, Cambridge	Gatso	standard	1 - digitalise	
043	A1307 Park Hill, Horseheath	Truvelo	-	3 - investigate	GCP scheme on route – need to see if safety issues can be addressed through scheme
044	B1101 The Avenue, March	Gatso	smart	1 - digitalise	
045	A605 Elton	Gatso	smart	3 - investigate	Route issue, so possible ASC system
046/47	A1134 Newmarket Rd (Garlic Row), Cambridge	Gatso	standard	3 - investigate	GCP scheme on route – need to see if safety issues can be addressed through scheme
048	A1134 Mowbray Rd, Cambridge	Gatso	standard	1 - digitalise	

049	C235 Cherry Hinton Rd, Cambridge	Gatso	standard	2 - remove	Now 20mph
050	A1307 Hills Rd, Cambridge	Gatso	standard	3 - investigate	Route issue, so possible ASC system
051	A605 Syers Lane, Whittlesey	Gatso	standard	3 - investigate	Route review required to explore ASC
055	A10 Brandon Creek, Littleport	Gatso	standard	2 - remove	Currently bagged
056	B1047 Ditton Lane, Cambridge	Gatso	standard	1 - digitalise	Would benefit from being bi-directional
057	A1309 Milton Road, Cambridge	Gatso	smart	1 - digitalise	
058	A1123 Needingworth Rd, Bluntisham	Gatso	smart	1 - digitalise	
061	A605 King's Delph, Whittlesey	Gatso	standard	3 - investigate	Route review required to explore ASC
062	Cromwell Rd, St Neots	Gatso	standard	1 - digitalise	
9901	Cambridge St, St Neots (RED LIGHT)	RLGatso	smart	1 - digitalise	
9902	Huntingdon St, St Neots (RED LIGHT)	RLGatso	smart	1 - digitalise	

LIBRARY SERVICE TRANSFORMATION

To: **Highways and Community Infrastructure Committee**

Meeting Date: **11 September 2018**

From: **Executive Director of Economy, Environment and Transport**

Electoral division(s): **All**

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

Purpose: **This paper sets out an update on the package of improvements to the Library Service that were designed to:**

- **add to the Book Fund**
- **increase the range of services available in libraries**
- **reinforce the positioning of libraries as the council's 'front door', and**
- **generate new revenue and work to create a more sustainable financial model.**

These improvements are providing a firm foundation on which the Library Service will continue to change and innovate over the next two years.

Recommendation: **The Committee is recommended to:**

- a) note the ongoing programme of work to transform the Library Service**
- b) note the progress towards generating new revenue.**

<i>Officer contact:</i>		<i>Members contact</i>	
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1. BACKGROUND

- 1.1 Cambridgeshire Library Service is currently delivered through 33 libraries and three mobile library vehicles, as well as 24/7 online access to e-resources. In total, our libraries are open for more than 1,000 hours per week, with each of our six major town libraries open for 42 hours per week and the Central Library in Cambridge open for 55.5 hours per week. The Service receives more than 2.3 million visitors annually, with Cambridge Central Library being the tenth busiest library in the country.
- 1.2 The service currently employs 118.4 FTE staff who are assisted by 911 volunteers in more than 40 different support roles. Altogether the service has over 500,000 books available for loan as well as over 84,000 reference books. It also offers over 55,000 other items for loan including spoken word and e-books.
- 1.3 The Library Service has been very successful in becoming ever more resourceful over the past eight years, making savings of more than £4 million whilst keeping all libraries open. In the current 2018-19 financial year we planned to reinstate £230k of funding into the book fund alongside planning for the long-term financial sustainability of the service, ensuring that the library service continues to develop and thrive.
- 1.4 At the 13 February 2018 meeting a report on the Library Service Transformation was agreed by the Highways and Community Infrastructure Committee. That report set out a package of improvements to the Library Service including generating new revenue and making progress towards a more sustainable financial model. The foundation this provided enabled us to develop and deliver an ambitious programme of work to continue the transformation of our Library Service to support the changing needs of the county.
- 1.5 The Committee requested officers to bring back a progress report to September Committee, in particular on how charging for internet usage was working in practice, and this report provides that update.

2. THE ROLE OF THE LIBRARY SERVICE

- 2.1 As part of the library transformation programme we provided a clear and concise statement articulating the role and function of the service for our citizens and for Cambridgeshire County Council. This is supported by the challenge from Libraries Deliver - the national strategy for libraries - to '*acknowledge and promote the role that libraries play*' and to '*think Libraries first*'.
- 2.2 The service has worked hard to promote this message across the Council, to partners, especially Health colleagues working across Cambridgeshire and Peterborough and has made a number of presentations to colleagues and partners. That has resulted in a number of commission opportunities currently being explored, as well as more use of libraries to raise awareness of how to manage different conditions.
- 2.3 Interest in the service continues at the highest level. Over the past six months senior library managers have hosted visits by a range of senior stakeholders including the Chief Executive of the Arts Council, the Libraries Taskforce that reports to ministers via the Department for Digital, Culture, Media and Sport (DCMS) and the Local Government Association (LGA) and Michael Ellis MP, Parliamentary Under Secretary of State for Arts, Heritage and Tourism. All have expressed an extremely positive reaction to our approach.

- 2.4 To deliver this 'Libraries First' approach we are continuing to ensure that the role of the Library Service is embedded and understood across the council, and that staff are aware of the opportunities the library service can offer. We are also making sure that staff within the service have the appropriate skills to carry this out most effectively.

3. INCOME GENERATION AND COMMISSIONING

- 3.1 The 13 February 2018 report on the Library Service Transformation, agreed by the Highways and Community Infrastructure Committee, contained a number of options that were to be pursued to meet the budget challenge for 2018-19 from income generation and commissioning. These included increased income from room and facility lettings, a new Library Extra scheme, a charge for computer access, more charges for events, and a commission to deliver Assistive Technology help in libraries. It was noted that no one stream of income generation could bring in sufficient revenue to guarantee the future of the Library Service. A mixed portfolio approach – likely to generate more income and carry less risk – was essential. It was also noted that funding had been agreed for a short term Business Development Officer post to focus on marketing and income generation for the Service, in order to help secure the additional income.
- 3.2 It was projected that an additional £230,000 per annum could be achieved from these approaches. Early indications are that despite a lot of hard work and a number of new initiatives the library service is anticipating the income raised to be £144,580 leaving a gap currently of £85,420. This gap in income is predominantly from the shortfall in predicted income from computer charges. Overall, this represents good progress towards the stretching target for additional income, particularly without the assistance of the Business Development Officer post, which we have been unable to successfully appoint to in the first half of the year through two rounds of recruitment. We expect to have someone in post later this year.
- 3.3 Initially the income gap is being addressed by lagging all non-frontline vacant posts, which will cover the shortfall within the current financial year. We are confident of closing the remaining gap for future years, once the Business Development Officer is in post, and there is a pipeline of further income generation and commissioning initiatives which are being brought forward.

The Service is anticipating that the income of £144,580 will be made up from:

Room and facility lettings

- 3.4 Libraries continue to work hard to maximise the revenue potential of meeting rooms and spaces, despite being unable to recruit successfully to the marketing post in the first half of the year.

Library Extra scheme

- 3.5 Launching in late August 2018, we are introducing a chargeable 'Library Extra' scheme for users who want to contribute financially to the Library Service to increase income. The scheme has been designed to ensure that members do not receive preferential treatment over other library users, but have access to a range of value added special membership benefits, for example, 'premium member receptions'. Membership will cost £50 per

individual, £90 per couple and £120 per family, per annum. Fifty members from each category would generate an additional £13,000.

Charge for computer access

- 3.6 Charging for computer access was introduced on 1 May 2018. A charge of £1 per hour is made after an initial 30 minutes that is free for all users. Children up to 18 years of age continue to access the library computers free of charge. Libraries also promote free courses available from Skills & Learning Service. There have been just 5 complaints received by the library service about the introduction of charging for computer access.
- 3.7 The Service took care to ensure that people who are unemployed or on benefits would not be penalised. That work ensured essential online transactions (for example on Gov.uk sites, including Universal Credit applications and Cambridgeshire County Council online transactions) could be carried out free of charge.
- 3.8 In May, June and July the number of computer hours in use dropped by 53.71% from 40,909 hours to 18,937 hours. It is noticeable that there has been an increase of 20.29% of computer use for 30 minutes or less. Computer use for 30 minutes or above, when the fee is applied, has dropped by 75% overall.
- 3.9 Income of just over £4,000 has been raised in those initial three months. If that trend continues the total annual income raised will be £16,000, significantly short of the predicted income. Although the actual reduction in use is very close to that predicted, the low income reflects the high number of people using the computers that are exempt from the charges, meaning that the service is being used by those who most need it.
- 3.10 The Library service continues to monitor the introduction of charges for computer access by:
- Number of computer sessions: library by library, monthly reports reviewed
 - Anecdotal feedback from staff reviewed daily
 - Logging/reviewing complaints received daily
 - Maintaining a daily issues log and daily conference calls if needed to resolve issues quickly
 - We have a trained champions team of library staff working across the library estate to show best practice, deal with queries on the ground and escalate issues to managers where appropriate

More charged for events

- 3.11 The first library events brochure has been produced and well received, offering a range of charged and non-chargeable events for adults, young people, children and families. Income raised to date is £420 which is low but given the level of interest will build over time.

Donations

- 3.12 Donation boxes income is £6,407 and the anticipation is donations are on track to make the target of £15,200 by the end of March 2019 and current forecasts based on activity to date is £25,628.

Fees and Charges

- 3.13 These have all increased by 2.2% for inflation and more than £46,361 has been collected to date. For the purpose of this report only 2.2% of the £46,361 has been calculated and is set out in the income generation table in Section 3.2. That is less than anticipated, but people are becoming digitally savvy and using the 'library app' or managing their library account on line to avoid paying excess charges.

'Safe and Well' service launch

- 3.14 The service is working with the Commissioning Directorate to launch a 'Safe and Well' service on 1st September. Starting in Cambridge Central, Cambourne, Ely, Huntingdon, March, St Ives, St Neots, and Wisbech libraries will be providing bespoke information to vulnerable adults on a one to one basis to help people remain independent in their own homes for longer. This commission is bringing an income of £50k.

'Falling in Love with reading'

- 3.15 This is a course commissioned by Skills & Learning from the Library Service in 2018/19 and for 2019/20. Further IT and learning courses are currently under development. By the end of March 2019 this will generate additional funding of more than £21k.
- 3.16 A summary of the income projections and year-end forecasts is given below:

Area of Income	Projected	Actual to date	Forecast	Outturn Variance	Notes
Room and facility lettings	22,500	4,384	17,500	-5,000	22,500 added to the 2017-18 lettings target
Library Extra scheme	1,000	50	13,000	12,000	Launched 28 th August 2018
Charge for computer access	108,000	4,000	16,000	-92,000	See paragraphs 3.6 – 3.10
More charged for events	18,900	420	4,000	-14,900	Launched 1 st June 2018
Donations	15,200	6,407	25,600	10,400	
Fees and Charges		1,020	4,080	4,080	Increased by 2.2% for inflation
Safe and Well service	50,000	50,000	50,000	0	
Falling in Love with Reading	14,400	3,940	14,400	0	
TOTALS	230,000	70,221	144,580	-85,420	

4. NEW INITIATIVES TO ENSURE THE LONG –TERM FINANCIAL STABILITY OF THE SERVICE

- 4.1 An 'Adopt a book' scheme for books in the local studies library at Cambridge Central Library will be launching late August, with the aim of individual library members adopting a book at £100 per book, per annum. It is anticipated this could generate £5,000 per annum.
- 4.2 'Cambridgeshire Collection' guided tours in partnership with the Tourist Information Centre launched in mid-August, charging £10 per head. It is anticipated that 10 people will be on each tour and there will be three tours a week in high season. It is anticipated that this could generate £1,000 per annum.
- 4.3 Cambridgeshire Libraries is working with the Head of Mental Health for Cambridgeshire County Council and Peterborough City Council to win commissions for:
- libraries to support the suicide prevention strategy
 - increase the number of people with lived experience of mental health problems back into employment and/or volunteering
 - increase the number of people with lived experience of mental health problems setting up their own business
 - libraries supporting social prescribing
- 4.4 Recently a new and significant opportunity has come from a philanthropic organisation called Civic. Civic were introduced to Cambridgeshire Libraries by the Libraries Taskforce because Cambridgeshire Libraries is highly regarded nationally, is admired for its entrepreneurial approach to service design and delivery and therefore has the potential to be an exemplar library service, a national role model. Discussions are underway to consider if this approach could be beneficial to Cambridgeshire. <https://www.civic.co/>

5. SERVICE TRANSFORMATION

Co-location of services

- 5.1 Work to develop libraries as community hubs continues to grow. In addition to existing partnership arrangements, the following new arrangements have or are being put in place:
- Huntingdon Library plans to provide Cambridgeshire County Council Registration Services by March 2019 and is working closely with Huntingdon District Council to support the digital inclusion agenda by encouraging more people to go on line
 - March Library plans to be a Fenland District Council One Stop shop by April 2019
 - St Neots Library will host a Huntingdon District Council customer services desk one day a week from November 2018
 - Sawtry Library is now co-located with a Children's Centre in new premises
 - Soham Library is now co-located with the Neighbourhood Cares team
 - Wisbech Library is to be a Fenland District Council One Stop shop from April 2019
 - Yaxley Library now hosts a Huntingdon District Council customer services desk one day a week

Soham Library Pilot

- 5.2 The library service is working in partnership with the local community, Neighbourhood Cares and the Children's Centre to create community cohesion and combat loneliness in Soham by developing a library that has become an innovative community hub.
- 5.3 The Library Service worked with the local community and partners through two engagement sessions that were held in June 2018 to ask 'what Soham Library could look like, how do we get there and who helps us?' In July 2018 the Library Service held two further community engagement sessions to review the work completed in June and to begin designing Soham Library.
- 5.4 Soham Library Action Plan is now currently under construction and will be published in draft in September 2018 for the community to comment on further. There are seventeen pledges of support from the participants to date and they include offers of new events run by volunteers, 'run the library for the day' by children at the local school and a new marketing campaign.

Continued transformation

- 5.5 Transformation of the Library Service is planned to continue in 2019/20 and 2020/21 with the further development of our integrated, hybrid model of library service provision that blends self-service, community management and Council support to achieve a sustainable, growing and thriving service. Mobile and static libraries will deliver a much wider range of services, as hubs in their communities, and reduce reliance on local government funding.
- 5.6 The Council will also consider options for alternative governance arrangements for the Service during 2019/2020.

6. ALIGNMENT WITH CORPORATE PRIORITIES

Developing the local economy for the benefit of all

- 6.1 By continuing to provide access to a range of services, libraries assist people to improve their employment prospects;

Helping people live healthy and independent lives

- 6.2 The provision of quality information, guidance and advice in libraries helps people to live healthy and independent lives and make well informed choices

Supporting and protecting vulnerable people

- 6.3 The primary purpose of the Library Service is to support and protect vulnerable people who are otherwise unable to access the books, information, access to the internet, advice and

guidance they need. Libraries will continue to be safe places in communities where people can meet others.

- 6.4 Commissioning support for vulnerable people through the library service, helps services to reach a wider group of people.

7. SIGNIFICANT IMPLICATIONS

Resource Implications

- 7.1 The Library Service is using £98K of Transformation Funding to develop new income streams totalling £180k per annum on an ongoing basis. This funding is one-off and once fully used the service will have to manage the ongoing events, lettings and charging from within existing resources. If the service cannot achieve this level of income on an ongoing basis, the book fund will be used to fund the shortfall.

Public Health Implications

- 7.2 The Library Service is expanding the Public Health offer by providing information to help people choose daily living aids or guide them to other local services which may help to make life easier at home, as well as increasing the offer of events and activities for citizens that is increasing social interaction in communities. This work builds on and strengthens the Public Health initiatives that libraries already provide through widening access to information and events that engages individuals and communities in taking responsibility for improving their health and affords opportunities to complement commissioned public health services with library services through co-location.

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 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
Highways and Community Infrastructure Committee 13 February 2018	https://www.cambridgeshire.gov.uk/

FINANCE AND PERFORMANCE REPORT – JULY 2018

To: **Highways and Community Infrastructure Committee**

Meeting Date: **11th September 2018**

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

Electoral division(s): **All**

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

Purpose: **To present to Highways and Community Infrastructure Committee the July 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 July 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. 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 £284K is due to ongoing pressures and the requirement to address a backlog of cases. The £600K 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 £939K savings by year-end to bring the budget back into balance, and this will be either be through additional income and new underspends or planned reductions in service if required at the later stages of the year.
- 2.4 **Capital:** Slippage of £530K is forecast on the Library Schemes funded by developer contributions, including Cambourne Library and a new library at Darwin Green.
- 2.5 **Performance:** The Finance & Performance report provides performance information for the suite of key Place & Economy (P&E) indicators for 2018/19. Of the nine performance indicators, two 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
- 2.6 At year-end, the current forecast is that The Classified Road Condition performance indicator will remain red, three will be amber and five 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 – July 2018****1. SUMMARY****1.1 Finance**

Previous Status	Category	Target	Current Status	Section Ref.
Green	Income and Expenditure	Balanced year end position	Green	2
Green	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	2	3	4	9
Year-end prediction (for 2018/19)	1	3	5	9

2. INCOME AND EXPENDITURE**2.1 Overall Position**

Forecast Variance - Outturn (Previous Month) £000	Directorate	Budget 2018/19 £000	Actual £000	Forecast Variance - Outturn (July) £000	Forecast Variance - Outturn (July) %
0	Executive Director	469	374	+21	+4
0	Highways	19,549	5,688	0	0
+306	Cultural & Community Services	11,354	2,260	+320	+3
+605	Environmental & Commercial Services	37,590	6,001	+598	+2
0	Infrastructure & Growth	1,870	1,811	0	0
0	External Grants	-29,108	-1,639	0	0
-911	Savings to be found within service			-939	
0	Total	41,723	14,494	0	0

The service level budgetary control report for July 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 Private Finance Initiative (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 hoped that agreement will be reached to allow savings to commence in October (previously reported as September) resulting in a savings shortfall of approximately £600,000 this financial year.

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

Coroners

The Coroners Service is projecting an overspend of £284k for Cambridgeshire, which is caused by a mixture of on-going workload pressure i.e. the number of cases and the complexity of cases increasing, 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 July 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)

There are no items above the de minimis reporting limit recorded in July 2018.

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

Expenditure

King's Dyke

The scheme design is expected to be complete in the coming months and construction planned 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 2018/19 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 2019/20 financial year.

The recent detailed development phase of this project has highlighted that overall project costs are now expected to be significantly higher than the £16.9 million estimated prior to the design phase. This is a result of increases in land and statutory undertakers' costs over early estimates, as well as early indications from Kier the contractor that the construction cost is now expected to be much higher than that submitted prior to the detailed design phase.

The contract with Kier has been split into two stages, design followed by construction. A breakpoint between the two stages means that the Council will be considering whether to award the construction phase of the project to Kier, a decision that is currently expected to be presented to E&E Committee for consideration in October.

Kier will be developing the target construction price as the design progresses over the next month, accompanied by an ongoing review by an external consultant.

An initial review of the Benefit Cost Ratio (BCR) in the Business Case shows that the scheme still represents high value for money, but this will be formally reviewed once the construction target price has been finalised.

Any additional costs would not be realised in this financial year and the current draft contractor's programme suggests that the road would open in spring 2020.

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

No new information this month

4.3 Amber indicators (new information)

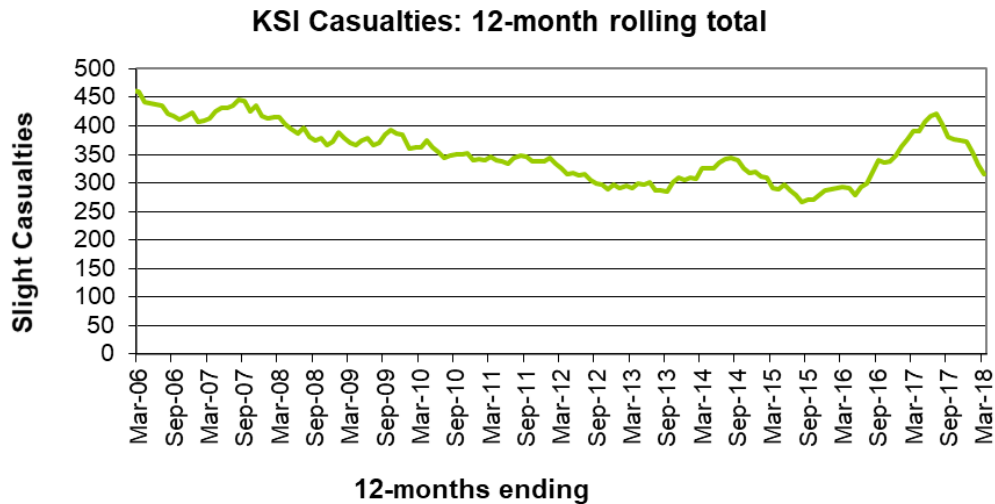
This section covers indicators where there is some uncertainty at this stage as to whether or not year-end targets will be achieved.

a) Highways & Community Infrastructure

Road Safety

- Road accident deaths and serious injuries - 12-month rolling total (to March 2018)
The provisional 12 month total to the end of March 2018 is 315 compared with 391 for the same period of the previous year. The March figure is down compared to the last reported figure of 331 for February 2018. This continues the downturn we have seen in the KSI trend since August 2017. If the trend continues the KSI figure is anticipated to be within 10% of the target by year end.

During March 2018 there were no fatal and 15 serious casualties.



4.4 Green Indicators (new information)

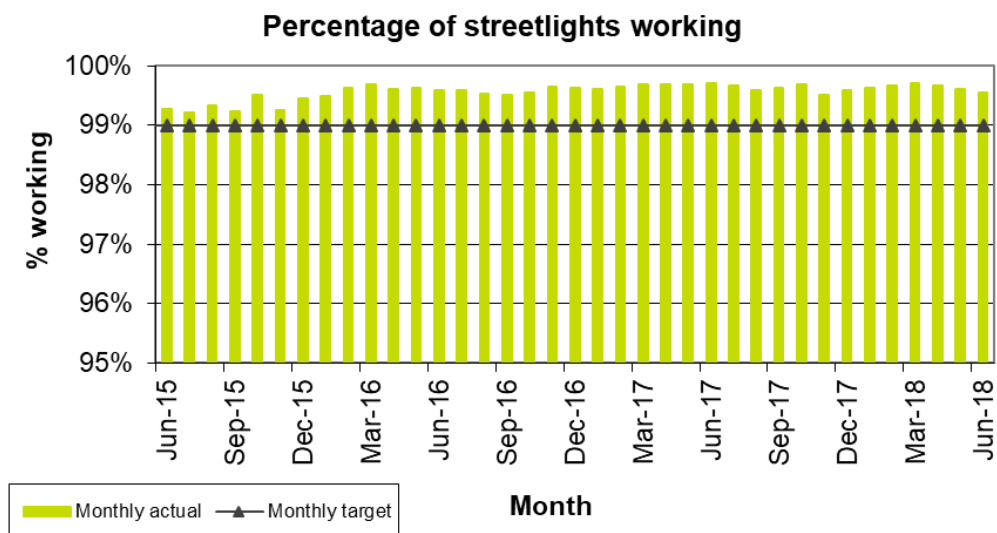
The following indicators are currently on-course to achieve year-end targets.

b) Highways & Community Infrastructure

Street Lighting

- Streetlights working (as measured by new performance contract) (to June 2018)

The 4-month average (the formal contract definition of the performance indicator) is 99.5% this month, and remains above the 99% target.



4.5 Contextual indicators (new information)

a) Highways & Community Infrastructure

Road Safety

- Road accident slight injuries – 12-month rolling total (to March 2018)

There were 1,525 slight injuries on Cambridgeshire's roads during the 12 months ending March 2018 compared with 1,774 for the same period the previous year.

During March there were 110 slight casualties.



Waste management

- Municipal waste landfilled - 12 month rolling average (to May 2018)

During the 12-months ending May 2018, 32.7% of municipal waste was landfilled.



APPENDIX 1 – Service Level Budgetary Control Report

Place & Economy Service Level Finance & Performance Report

Finance & Performance Report for P&E - July 2018

Forecast Outturn Variance (June)		Budget 2018/19	Actual July 2018	Forecast Outturn Variance	
£000's		£000's	£000's	£000's	%
Executive Director					
0	Executive Director	201	310	28	14%
0	Business Support	268	65	-7	-3%
0	Executive Director Total	469	374	21	4%
Highways					
0	Asst Dir - Highways	120	35	0	0%
0	Local Infrastructure Maintenance and Improvement	6,351	2,672	0	0%
0	Traffic Management	-135	35	0	0%
0	Road Safety	506	153	0	0%
0	Street Lighting	9,771	2,229	0	0%
0	Highways Asset Management	570	340	0	0%
0	Parking Enforcement	0	-600	0	0%
0	Winter Maintenance	2,048	324	0	0%
-0	Bus Operations including Park & Ride	319	500	-0	0%
-0	Highways Total	19,549	5,688	0	0%
Cultural & Community Services					
-0	Asst Dir - Cultural & Community Services	123	40	-0	0%
16	Public Library Services	3,263	1,141	37	1%
-1	Cultural Services	87	25	-1	-1%
0	Archives	354	110	0	0%
-0	Registration & Citizenship Services	-541	-143	0	0%
290	Coroners	903	328	284	31%
-0	Community Transport	2,496	363	0	0%
0	Concessionary Fares	4,668	397	0	0%
306	Cultural & Community Services Total	11,354	2,260	320	3%
Environmental & Commercial Services					
0	Asst Dir - Environment & Commercial Services	120	-75	0	0%
0	County Planning, Minerals & Waste	432	-28	0	0%
0	Historic Environment	56	49	0	0%
0	Trading Standards	694	180	0	0%
5	Flood Risk Management	411	78	-2	0%
0	Energy	59	144	0	0%
600	Waste Management	35,820	5,654	600	2%
605	Environmental & Commercial Services Total	37,590	6,001	598	2%
Infrastructure & Growth					
-0	Asst Dir - Infrastructure & Growth	120	41	-0	0%
0	Major Infrastructure Delivery	1,100	493	0	0%
0	Transport Strategy and Policy	103	794	0	0%
0	Growth & Development	547	191	0	0%
0	Highways Development Management	0	291	0	0%
-0	Infrastructure & Growth Total	1,870	1,811	-0	0%
-911	Savings to be found within service			-939	
0	Total	70,831	16,133	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	%
Public Library Services	3,263	1,141	+37	0
A savings target of £50k relating to the Icon (self-service payment) system roll out within Libraries will not be achieved; this was a savings target set retrospectively as part of overall Council savings targets for automation.				
Coroners	903	328	+284	+31
The Coroners Service is projecting an overspend of £284k for Cambridgeshire, which is caused by a mixture of on-going workload pressure i.e. the number of cases and the complexity of cases increasing, and a need to reduce the backlog of cases built up over previous years.				
Community Transport	2,496	363	0	0
Community Transport has pressures of £295k, which is due to the cost of former commercial routes now being subsidised; this can be covered in the short-term from earmarked reserves. It had already been agreed that £84k would be used from the community transport earmarked reserve for the former commercial routes. The Economy & Environment Committee has now agreed to continue to subsidise 19 routes until the end of the 2018/19 financial year, to be fully covered from reserves. In addition the Combined Authority has agreed to fund the continuation of the number 46 service and three further recently de-registered services to the end of the financial year, and has undertaken to provide further funding should additional de-registrations arise this financial year.				
Waste Management	35,820	5,654	600	+2
<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 October (previously reported as September) resulting in a savings shortfall of approximately £600,000 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	Agreed in 2017/18
Further funding of former commercial bus routes from earmarked reserve	+211	Agreed in 2018/19
Non-material virements (+/- £30k)		
Current Budget 2018/19	41,723	

APPENDIX 5 – Reserve Schedule

Fund Description	Balance at 31st March 2018 £'000	Movement within Year £'000	Balance at 31st July 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	-295	149	149	This is being used to meet legal costs if required.
Guided Busway Liquidated Damages	(35)	0	(35)	0	
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	(295)	5,088	4,580	
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	18,214	22,111	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	1,000	
Sub total	10,200	12,417	22,617	1,000	
TOTAL	15,668	12,122	27,790	5,580	

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 (July)	Forecast Spend - Outturn (July)	Forecast Variance - Outturn (July)	Total Scheme Revised Budget	Total Scheme Forecast Variance
£'000		£'000	£'000	£'000	£'000	£'000	£'000
	Integrated Transport						
200	- Major Scheme Development & Delivery	514	32	513	-1	513	0
682	- Local Infrastructure Improvements	682	61	682	0	682	0
594	- Safety Schemes	594	362	594	0	594	0
345	- Strategy and Scheme Development work	345	95	345	0	345	0
1,346	- Delivering the Transport Strategy Aims	3,313	633	3,313	0	3,313	0
23	- Air Quality Monitoring	35	-7	35	0	35	0
14,591	Operating the Network	16,004	2,403	16,004	0	16,004	0
	Highway Services						
4,300	- £90m Highways Maintenance schemes	5,062	34	5,062	0	83,200	0
0	- Pothole grant funding	2,415	-36	2,415	0	2,415	0
0	- National Productivity Fund	692	341	692	0	2,890	0
0	- Challenge Fund	3,346	1,141	3,346	0	6,250	0
0	- Safer Roads Fund	1,302	13	1,302	0	1,302	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	- Other Schemes	0	0	0	0	214	0
	Cultural & Community Services						
2,611	- Cambridgeshire Archives	2,862	127	2,666	-196	5,180	0
1,321	- Libraries	2,480	-162	1,950	-530	3,340	0
	Infrastructure & Growth Services						
3,129	- Cycling Schemes	3,273	599	3,286	13	17,650	0
0	- Huntingdon - West of Town Centre Link Road	957	1	167	-790	9,116	0
1,077	- Ely Crossing	13,109	4,808	14,200	1,091	49,000	0
500	- Guided Busway	500	136	500	0	148,886	0
6,663	- King's Dyke	6,000	654	6,699	699	13,580	0
0	- Scheme Development for Highways Initiatives	388	10	388	0	1,000	0
0	- A14	0	40	0	0	25,200	0
0	- Soham Station	0	0	0	0	6,700	0
0	- Other schemes	22	43	22	0	1,000	0
0	Combined Authority Schemes	4,437	769	4,437	0	4,422	0
	Other Schemes						
6,000	- Connecting Cambridgeshire	6,000	0	6,000	0	36,290	0
44,027		75,006	12,097	75,292	286	445,241	0
	Capitalisation of Interest	707	0	707	0		
-8,071	Capital Programme variations	-14,931	0	-14,931	0		
35,956	Total including Capital Programme variations	60,782	12,097	61,068	286		

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.

Cambridgeshire Archives

The revised spend figure in 2018/19 is based on a revised cashflow from the contractor. The scheme is still expected to spend to the total budget allocated.

Libraries

Library schemes funded by developer contributions will not commence until 2019/20, these include Cambourne Library and a new library at Darwin Green.

Huntingdon West of Town Centre Link Road

Land cost claims which were not resolved as anticipated in 2017/18 (only £553,000 of that year's £1,510,000 budget was spent) are now expected to be resolved in 2018/19 or beyond. Land values are still under discussion between agents and no payments can be made until agreement is reached, hence timescales for payment are uncertain.

King's Dyke

The scheme design is expected to be complete in the coming months and construction planned 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 2018/19 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 2019/20 financial year.

The recent detailed development phase of this project has highlighted that overall project costs are now expected to be significantly higher than the £16.9 million estimated prior to the design phase. This is a result of increases in land and statutory undertakers' costs over early estimates, as well as early indications from Kier the contractor that the construction cost is now expected to be much higher than that submitted prior to the detailed design phase.

The contract with Kier has been split into two stages, design followed by construction. A breakpoint between the two stages means that the Council will be considering whether to award the construction phase of the project to Kier, a decision that is currently expected to be presented to E&E Committee for consideration in October.

Kier will be developing the target construction price as the design progresses over the next month, accompanied by an ongoing review by an external consultant.

An initial review of the Benefit Cost Ratio (BCR) in the Business Case shows that the scheme still represents high value for money, but this will be formally reviewed once the construction target price has been finalised.

Any additional costs would not be realised in this financial year and the current draft contractor's programme suggests that the road would open in spring 2020.

Ely Southern By Pass

The completion date is still likely to be October 2018 despite some significant risks having emerged during construction requiring additional work. These have significantly increased the estimated outturn cost of the scheme from £36m to £49m.

The expenditure for the 2018/19 financial year is forecast at £14.2m (i.e. £34.8m was spent prior to the 2018/19 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.

Public consultation on the bridge design completes in early August. There are three designs for the public to comment on. The Economy and Environment Committee will consider the consultation results on November 15th.

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.

S106 funded Cycling projects

Detailed design is underway on the UK's first Dutch style roundabout at Fendon Road/Queen Edith's Way. There will be a number of public exhibitions held in the autumn ahead of work starting on site early in 2019, with scheme completion planned for June/July 2019. £550,000 of DfT Cycle Safety funding has been secured to give an overall budget of £800,000.

There will be further consultation in early 2019 on proposals for Queen Edith's Way and Cherry Hinton Road.

Abbey-Chesterton Bridge

Pre commencement planning conditions have now been signed off. Legal sign off on land deals is being finalised and once completed the construction contract will be let.

It is anticipated that works will start in September, with completion in November 2019.


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 (July) £'000	Forecast Funding Variance - Outturn (July) £'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	7,439	6,172	-1,267
8,170	Prudential Borrowing	24,637	25,491	854
10,941	Other Contributions	12,551	13,250	699
44,027		75,006	75,292	286
-8,071	Capital Programme variations	-14,931	-14,931	0
35,956	Total including Capital Programme variations	60,075	60,361	286

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
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)	2.0	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))


Outcome: Exploiting digital solutions and making the best use of data and insight									
Measure	Frequency	Previous period	Target	Actual	Date of latest data	Direction of travel (up is good, down is bad)	Current month RAG Status	Year-end prediction RAG Status	Comments
Archives									
Increase digital access to archive documents by adding new entries to online catalogue	Quarterly	441,325	417,000	446,457	March 18	 High is good	On target	On target	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.

Outcome: The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents & People lead a healthy lifestyle and stay healthy for longer									
Measure	Frequency	Previous period	Target	Actual	Date of latest data	Direction of travel (up is good, down is bad)	Current month RAG Status	Year-end prediction RAG Status	Comments
Communities									
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	Annual	20.4%	24.2%	22.7%	2015/16	 High is good	Within 10%	Within 10%	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%. 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.

Outcome: The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents & People lead a healthy lifestyle and stay healthy for longer

Measure	Frequency	Previous period	Target	Actual	Date of latest data	Direction of travel (up is good, down is bad)	Current month RAG Status	Year-end prediction RAG Status	Comments
Library Services									
Number of visitors to libraries/community hubs - year-to-date	Quarterly	2,303,952	2.4 million	2,121,633	June 2018	 High is good	Within 10%	Within 10%	There have been 494,146 visitors to libraries/community hubs between April and June 2018 and a total of 2,121,633 during the year to date (July 2017 to end June 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 18 year olds and people accessing gov.uk and ccc.gov.uk web sites as well as those accessing universal credit.




Outcome: The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents & People live in a safe environment




Measure	Frequency	Previous period	Target	Actual	Date of latest data	Direction of travel (up is good, down is bad)	Current month RAG Status	Year-end prediction RAG Status	Comments
Road and Footway Maintenance									
Principal roads where maintenance should be considered	Annual	2%	3%	2.8%	2017/18	 Low is good	On target	On target	Provisional results indicate that maintenance should be considered on 2.8%, rounded to a reportable 3%, of the County's principal road network. This indicates a slight deterioration from the previous year where the figure was 2.3%, rounded to a reportable 2%

Outcome: The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents & People live in a safe environment



Measure	Frequency	Previous period	Target	Actual	Date of latest data	Direction of travel (up is good, down is bad)	Current month RAG Status	Year-end prediction RAG Status	Comments
Classified road condition - narrowing the gap between Fenland and other areas of the County	Annual	2.68%	2% gap	3.5% gap	2017/18	 Low is good	Off target	Off target	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	Annual	6%	8%	6%	2017/18	 Low is good	Green	Green	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%.

Outcome: The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents & People live in a safe environment

Measure	Frequency	Previous period	Target	Actual	Date of latest data	Direction of travel (up is good, down is bad)	Current month RAG Status	Year-end prediction RAG Status	Comments
Unclassified roads where structural maintenance should be considered	Annual	33%	N/A	22%	2017/18	 Low is good	Contextual	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									
Killed or seriously injured (KSI) casualties - 12-month rolling total	Monthly	331	<275	315	31 March 2018	 Low is good	Off target	Within 10%	The provisional 12 month total to the end of March 2018 is 315 compared with 391 for the same period of the previous year. The March figure is down compared to the last reported figure of 331 for February 2018. This continues the downturn we have seen in the KSI trend since August 2017. If the trend continues the KSI figure is anticipated to be within 10% of the target by year end. During March 2018 there were no fatal and 15 serious casualties.
Slight casualties - 12-month rolling total	Monthly	1555	N/A	1525	31 March 2018	 Low is good	Contextual	Contextual	There were 1,525 slight injuries on Cambridgeshire's roads during the 12 months ending March 2018 compared with 1,774 for the same period the previous year. During March there were 110 slight casualties.

Outcome: The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents & People live in a safe environment									
Measure	Frequency	Previous period	Target	Actual	Date of latest data	Direction of travel (up is good, down is bad)	Current month RAG Status	Year-end prediction RAG Status	Comments
Rogue Traders									
Money saved for Cambridgeshire consumers as a result of our intervention in rogue trading incidents. (Annual average)	Quarterly	109,752	N/A	£104,180	31 March 2018	 High is good	Contextual	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 £104,180. Data 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. 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>
Street Lighting									
Percentage of street lights working	Monthly	99.6%	99%	99.5%	30 June 2018	 High is good	On target	On target	The 4-month average (the formal contract definition of the performance indicator) is 99.5% this month, and remains above the 99% target.
Energy use by street lights – 12-month rolling total	Monthly	11.32 million Kwh	10.59 million Kwh	11.32 million Kwh	31 May 2018	 Low is good	Within 10%	On target	<p>Actual energy use to April is 11.32 Kwh, which is very slightly below the last reported figure of 11.34 and currently above our target of 10.59.</p> <p>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).</p>

These indicators do not link clearly to a single Operating Model outcome but make a key contribution across other outcomes and can have a large financial impact on the Council

Measure	Frequency	Previous period	Target	Actual	Date of latest data	Direction of travel (up is good, down is bad)	Current month RAG Status	Year-end prediction RAG Status	Comments
Waste Management									
Municipal waste landfilled – 12-month rolling average	Monthly	32.7%	N/A	32.9%	30 June 2018	 Low is good	Contextual	Contextual	During the 12-months ending June 2018, 32.9% of municipal waste was landfilled.
Library Services									
Number of item loans (including eBook loans) – year-to-date	Quarterly	2,600,639	N/A	2,443,959	31 March 18	 High is good	Contextual	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>

#HIGHWAYS AND COMMUNITY INFRASTRUCTURE POLICY AND SERVICE COMMITTEE AGENDA PLAN

Published on 1st August 2018
Updated on 31st August 2018



Agenda Item no. 7
Cambridgeshire
County Council

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
11/09/18	Road Safety Across Cambridgeshire	M Staton	2018/059	29/08/18	31/08/18
	Report back on Library Service Transformation	C May/S Wills	Not applicable		
09/10/18	Review of draft Revenue and Capital Business planning proposals for 2019-20 to 2023-24	Graham Hughes		26/09/18	28/09/18
	Place & Economy Key Performance Indicators	Graham Hughes			
	Modernisation of Household Recycling Centres	Adam Smith	2018/070		

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
13/11/18	Review of draft Revenue and Capital Business planning proposals for 2019-20 to 2023-24	Graham Hughes		31/10/18	02/11/18
	Integrated Transport Block Funding Allocation	Elsa Evans	2018/068		
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			

Ref	Subject	Desired Learning Outcome/Success Measures	Priority	Date	Responsibility	Nature of training	Cllrs Attending	Percentage of total
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 31/08/18