

ECONOMY AND ENVIRONMENT COMMITTEE



Date: Thursday, 09 March 2017

Democratic and Members' Services
Quentin Baker
LGSS Director: Law and Governance

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

1. **Apologies for absence and declarations of interest**
Guidance on declaring interests is available at
<http://tinyurl.com/ccc-dec-of-interests>
- 1a) **Petitions**
2. **Minutes 9th February 2017 Economy and Environment Committee** 5 - 20
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The Economy and Environment Committee comprises the following members:

Councillor Ian Bates (Chairman) Councillor Edward Cearn's (Vice-Chairman)

Councillor John Clark Councillor Lynda Harford Councillor Roger Henson Councillor David Jenkins Councillor Noel Kavanagh Councillor Alan Lay Councillor Mike Mason Councillor Mac McGuire Councillor Joshua Schumann Councillor Mathew Shuter and Councillor John Williams

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 <http://tinyurl.com/cambs-constitution>.

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ECONOMY AND ENVIRONMENT COMMITTEE: MINUTES

Date: Thursday 9th February 2017

Time: 10.00 a.m. to 11.58 a.m.

Present: Councillors: I Bates (Chairman), J Clark, D Connor (substituting for M McGuire), G Gillick (substituting for A Lay), L Harford, R Henson, D Jenkins, N Kavanagh, M Rouse (substituting for J Schumann), M Shuter, S van de Ven (substituting for E Cearns) and J Williams

Apologies: Councillors: E Cearns (Vice-Chairman) A Lay, M. Mason, M McGuire and J Schumann,

284. DECLARATIONS OF INTEREST

None received.

285. MINUTES

The minutes of the meeting held on 16th December 2016 were agreed as a correct record.

286. MINUTE ACTION LOG

The Minute Action Log update was noted.

287. PETITIONS AND PUBLIC QUESTIONS

No petitions were received.

One public question was received. Mr Antony Carpen asked the following question:

"What legal powers does the county council have, and what legal duties does the county council have regarding poor air quality in Cambridge and towns in the county?

In particular, I would like to know under what circumstances the law gives the council the right to take action on air quality, and also under what circumstances the law *compels* the council to take action (to the extent that legal action could be taken against it if it did not act)"

The response provided was that the County Council does not have any legal duties in relation to air quality as the relevant duties to monitor and manage air quality lie with the district councils. The Council does however work closely with the five district councils in respect of developing policies to help reduce air pollution.

As an additional piece of information, Councillor van de Ven highlighted that the Health and Transport Joint Strategic Needs Assessment had a large section on air quality.

CHANGE IN ORDER OF THE AGENDA

As the presenting officer was required to be at a meeting in London in the early afternoon, the Chairman with the approval of the Committee, agreed to take item 9 'Finance and Performance Report to December 2016' as the first report to be considered.

288. FINANCE AND PERFORMANCE REPORT TO DECEMBER 2016

This report provided the financial position for the whole of the Economy, Transport and Environment (ETE) Service up to the end of December 2016. The headlines set out in the covering report were as follows:

Revenue: There were no significant variances and ETE was showing a £178k forecast underspend. The main variances since the end of November report were reported underspends in Growth and Development (£93k) Growth and Economy and Other (£190k) overspend in Park and Ride (£107k) and an underspend in Park and Ride (£422k). On the latter, Members highlighted that the Park and Ride over and underspend required further explanation, as the text currently provided in paragraph 2.2 did not make sense. It was clarified that the underspend should have been in relation to Concessionary Fares and would be corrected in future reports. **Action: Sarah Heywood / David Parcell**

Capital: The Capital Programme was forecast to be on target and £4.1m of the estimated £10.5m Capital Programme Variation had been met. The only change in the Economy and Environment Capital Forecast was a small reduction in the forecast underspend of £0.2m on cycling schemes.

Of the fourteen performance indicators, three were currently red (an increase of one from the previous report to Committee), two amber and nine green. The indicators that were currently red were:

- Local bus journeys originating in the authority area.
- The average journey per mile during the morning peak of the most congested routes.
- The number of people in the most deprived wards completing courses to improve their chances of employment or progression in work. (an addition from the October report)

At year-end, the current forecast was that one performance indicator would be red (local bus journeys originating in the authority area), eight would be amber and five green.

Members' comments on the report included:

- Page 112 sequential numbering (page 8 of original report) regarding the graph titled 'Guided Busway Passengers 12 month rolling total' showing a continuing rise in Guided Busway passengers from 2012 to 2016, one Member asked what the capacity limit was likely to be, and if there would there be sufficient capacity once Northstowe had been built. This comment was on the basis that there were

already queuing issues during rush hour periods. In response, it was acknowledged that while there were capacity issues at some times of the day, there was considerable flexibility to increase the number of buses running per hour. Adding more buses was a commercial decision and the Council were working with Stagecoach to increase capacity. On this point Members were reminded that as it was a commercial operation, the Council did not contribute towards the cost of providing the service. Stagecoach had currently indicated that they would increase the number of buses once Cambridge North Station became operational.

- Page 116 of the continuous numbered agenda (page 12 of the original report) in respect of the overspend on Park and Ride - an explanation was requested on the reasons reading "... less income expected from operator access fees than originally budgeted...and an overspend on staff overtime." It was explained that the operator access fees report had only been introduced in July, following the required Member decision to Committee, so there would only be 9 months income, as opposed to 12, in the current financial year. The staff overspend was due to the overtime payments made to existing staff who were covering a series of vacancies.

Having reviewed and commented on the report:

It was resolved;

To note the report.

289. ALTERNATIVE FUNDING ARRANGEMENTS FOR CAMBRIDGE PARK AND RIDE SITES

This report set out details of the work carried out to identify potential alternative funding arrangements for the Cambridge Park and Ride service to enable consideration of abolishing the current £1 additional parking charge, which, since its introduction, had seen ridership fall by 14%. Economy and Environment (E&E) Committee members had previously provided a list of options which was later added to by officers, other County Council Members and City Deal Board Members. The final list was attached as appendix 1 to the report. Councillor Amanda Taylor had submitted comments supporting the abolition of the £1 additional parking charge which were circulated to Committee Members in advance, which are reproduced as Appendix 1 to these Minutes.

The report highlighted that any proposals would need to find alternative funding equivalent to the current Business Plan income requirement of £1,162,751 which would rise over time, as inflation increased some of the core costs such as maintenance and staff salaries. It was explained that any changes to the current arrangement would remove an opportunity for the County Council to continue to receive close to £1.2m per annum, and also remove any opportunity to increase this revenue, if required, in future years by increasing the charge.

Officers had looked at the following listed suggestions exploring their practicalities, benefits, dis-benefits and the financial implications where applicable:

- A joined up approach taking into account City Deal work on Work Place Parking, and Cambridge Joint Area Committee Parking Review;
- The impact of using any money available in the on- street parking fund to subsidise Park & Ride costs and investment.
- Bringing the Park & Ride bus service in-house and whether this would bring a larger income stream to the Council – looking to how this works in Oxford and other cities;
- Undertaking cuts in other County Council services if income from the park and ride sites was not available.
- The potential to work with Cambridge City Council to identify alternative funding, such as off street parking income.
- The potential in an earlier proposal from Stagecoach for them to operate the Park and Ride sites.
- The potential for other charging mechanisms.

The report highlighted that whilst there were options for funding of the park and ride sites, they were limited and all had an opportunity cost given the current financial constraints for the Council. In addition, with only about 55% occupancy of the sites at present, the future income generating potential of the sites with the £1 charge was significant (over £2m). This potential could be used to help offset other cuts to services that would be required as the Council's budgets continued to reduce in the forthcoming years. The Committee was also cautioned that there was no certainty that if the charge was removed, the lost patronage would be recovered to pre-charge levels.

Following the officer introduction the Chairman opened the debate and sought Members' views.

Councillor Williams moved an amendment to the officer recommendations, seconded by Councillor van de Ven, proposing the deletion of the current recommendations and replacing them with the following recommendation "remove parking charges at the five park and ride sites" as they believed it had been detrimental to usage, which they believed was shown in the drop in the figures, leading to an increase in parking in residential streets and congestion in Cambridge.

In discussing the amendment, Conservative Councillors could not support it without being provided with details to address the £1.2m shortfall that would occur to the ETE budget. They also questioned that, as it was already the subject of a motion to the full Council budget meeting due to take place the following Tuesday, it was more appropriately for discussion there, along with any proposals identifying alternative funding to address the budget gap. After further discussion, Councillor Williams agreed to withdraw the amendment.

Members of the Committee were then invited to comment on / raise questions on the contents of the report including:

- One Member asked whether other park and ride sites other than Oxford had been looked at in terms of identifying good practice moving forward, citing Durham as an example of a park and ride service that seemed to operate efficiently. His comments were linked to the text in the report stating Stagecoach had identified ticket machines ease of use, as the area they had most concern about. In reply, it was explained that a number of other Park and Ride operations had been looked at, but, that there was no one size fits all solution, as they were all unique and based on the local circumstances. Officers had taken best practice from more than one operating model.
- It was clarified in response to a question, that Stagecoach did not believe that the fall in patronage had been the result of the parking charge and more likely the complexity of the ticket machines and as further evidence of this from their perspective, a recent 30 pence fare rise had not seen a further fall of bus patronage.
- There was acceptance that the brief by the Committee for the officers to look at alternatives had lacked clarity, with one Member suggesting that instead of concentrating on the budget and issues of free parking / charging, the wider strategic question should have been asked regarding whether cars should be discouraged from entering Cambridge. Another Member suggested that instead of looking at the park and ride sites as an income generator, there was a need to look at their wider strategic role as a transport interchange facilitator, helping to reduce congestion on what was the fastest growing county in the country. What the paper did not provide, was any details regarding the cost of congestion.
- There was discussion regarding Madingley Park and Ride site and the prevalence of contractor parking, which had led to it being full over the Christmas period, resulting in some commuters being unable to gain entry to go Christmas shopping. It was explained that it was not possible to bar contractors from using any of the sites and that they were contributing to the income stream through paying the parking charge. It was however recognised that there was a capacity issue that needed to be addressed.
- In response to a question it was explained that currently they were not any statistics collected on the numbers who parked and walked or who parked and cycled.
- Asking on the progress being made to identify alternative income generation measures. In response it was explained that this was still being pursued, but as the sites were on green belt land, they were not that near to larger residential clusters and the footfall of the commuters themselves was insufficient to be of significant interest for commercial outlets.
- One Member suggested that the park and ride sites were not fit for purpose as they did not open early enough or close late enough to be able to be used by early and late shift workers. As a response it was explained that as the Council

did not subsidise the bus service, the number and frequency of buses was a commercial decision for Stagecoach who reacted to the level of demand. If there was enough demand at the times highlighted to be commercially viable, then Stagecoach would lay on earlier and later buses. In terms of issues of capacity, the Executive Director highlighted that was still a great deal of potential capacity available to increase the numbers of buses running, but this would only be utilised by Stagecoach in response to future growth demand from new housing, such as Northstowe.

- Highlighted was the critical need for an integrated, holistic transport policy integrating the congestion reduction initiatives being investigated by the City Deal Board who, it was explained, also had a finite budget and were oversubscribed for projects seeking finance. Another Member commented that the necessary measures to reduce congestion could require radical solutions, much greater than just providing additional park and ride sites.
- Regarding the problems in respect of the operation of the charging machines, if any more sites were built, the issues on ease of payment required resolution.
- One Member expressed concern regarding the timescale for charging for work place parking taking 3-4 years to complete and asked if this could be speeded up, as the report was suggesting that it was not a short term solution. It was explained that Nottingham, were the only authority so far to have gone down this route, and there it had taken 10 years. The scheme was not one within the delegated powers of the City Deal Board and would require a Parliamentary Order, with all the delays that this could entail. The Council's consultants suggested even the current timespan being suggested would be extremely challenging. Another Member suggested such powers should be sought as part of the second Devolution Deal.

Having debated the item at considerable length:

It was resolved by a clear majority to:

- a) Note the alternative options available for funding the park and ride service;
- b) Keep under review a range of opportunities for such alternative funding and in the meantime, continue to charge for parking at the Park and Ride sites; and
- c) Continue to explore with the Greater Cambridge City Deal the option of allocating funding from the proposed Workplace Parking Levy in order to achieve the aim of free parking at the Park and Ride sites.

290. EAST CAMBRIDGESHIRE LOCAL PLAN FURTHER DRAFT JANUARY 2017

This report highlighted the key issues arising from the 'East Cambridgeshire Local Plan Further Draft' consultation seeking approval to the proposed County Council response.

The Preliminary Draft Local Plan was published for public consultation during February and March 2016 as detailed in paragraph 1.3 of the report and was largely to seek

alternative strategies to address the land supply shortfall needed for increased housing provision. Whilst the Preliminary Draft had set out the objectively assessed need for housing, presenting a range of spatial strategy options for delivering this need, it did not include new land allocations beyond those already included in the adopted Local Plan and was not seeking additional housing around Ely.

The key emphasis of the County Council response to the initial consultation had been to ensure that the pattern and scale of development across East Cambridgeshire was such that it would support the effective provision of infrastructure, transport, community services and facilities, including sufficient school places to meet the expected growth. A summary of the Council's response was set out in Appendix 1 to the report with paragraphs 2.2 to 2.6 providing the detail of the response to the comments made.

Paragraphs 2.7 to 2.21 summarised the key issues raised in the County Council's proposed response to the further Draft Local Plan, with a full response provided at Appendix 2 to the report. The response was arranged to highlight the impacts of the Plan on the following County Council service area headings: Minerals and Waste; Children Families and Adults; Libraries and Lifelong Learning; Education; Transport and Public Health.

Section 3 of the Officers' report set out the next steps on the preparation of the Local Plan, with a final response to be submitted to East Cambridgeshire District Council before the end of the current consultation period (20th February). Following this, further discussions would take place prior to the District Council publishing the Submission version of the Local Plan, to ensure that the issues raised in the County Council's response had been considered and addressed before the public examination commenced. As a consequence of the timescales involved, the Committee was asked to approve the draft response whilst delegating to the Executive Director the authority to conduct subsequent negotiations on behalf of the County Council.

Issue raised in the debate included:

- One Local Member explaining that additional housing was not recommended around Ely, as being built on an island, there was only limited land available and was surrounded by the lower land flood plain. This was the main premise for why additional housing was being sought in other towns such as Littleport, Witchford and Soham etc. He also made the point that in previous years the education department had closed schools in villages as a result of falling rolls, however with the settlements now growing, additional education places were required. He cited Soham as an example of a town requiring an additional secondary school.
- Paragraph 6.23 - response on renewable energy proposals - a Member commented regarding the need to balance the agricultural requirements for food production with the need to make better use of land, as paying to have fields left empty was inefficient.
- Paragraph 6.42 the name of the medical centre was incorrect. (should be Staploe).

- Page 71 three of the primary schools listed were South Cambridgeshire schools (Fen Ditton, Teversham, Wilburton)
- It was suggested that the development strategy in the Plan which would see unsustainable development in villages was building up trouble for the future in respect of the difficulties of providing sufficient infrastructure to dispersed settlements. It was suggested that it appeared to be a policy to appease housing developers who would then argue that it was not cost effective to make contributions. Another Member highlighted that the policy was only suggesting marginal dispersal in settlements such as Bottisham and Cheveley, with other villages not being recommended for additional housing.
- Highlighted as an issue was Cambridgeshire schools bordering Suffolk, as the point was made that where there was a choice, parents preference in both Counties was to send their children to schools in Cambridgeshire. There was a need to create more primary provision in the South of the County in anticipation of the new developments due to take off. Bottisham was identified as a school that was reaching capacity following the most recent expansion.
- There was a need for better cross border information exchanges with partners in areas such as health and education provision.
- There were strategic challenges in respect of infrastructure provision as a result of the proposals, especially transport provision.

Having considered the report, it was unanimously resolved to:

- a) Approve the County Council's draft response to the East Cambridgeshire Local Plan (Further Draft) as set out in Appendix 1 of the Officer report;
- b) Delegate to the Executive Director: Economy, Transport and Environment, in consultation with the Chairman and Vice-Chairman of the Economy and Environment Committee, the authority to make any minor textual changes to the consultation response prior to final submission.
- c) Delegate to the Executive Director: Economy, Transport and Environment the authority to conduct any further negotiations relevant to subsequent stages in the preparation of the East Cambridgeshire Local Plan.

291. ELY SOUTHERN BYPASS – CYCLE UNDERPASS

This report informed Members of work undertaken to evaluate the possibility of including a cycle/pedestrian underpass within the Ely Southern Bypass scheme.

It was highlighted that when the bypass scheme was developed, whilst it improved the existing footway/cycleway on the eastern side of the A142 it had not included a cycle pedestrian underpass, or other crossing facilities on the new road at the roundabout at the eastern end of the new road. During the planning process, there was call for the provision of an improved pedestrian/cycle route on the western side of the A142 from Stuntney to Ely, leading to the consideration of an underpass in the vicinity of the new eastern roundabout. As the planning and procurement process was advanced and, as

adding the underpass to the scheme would have meant delaying progress in delivery, it had not been initially included. Further investigation on the feasibility of the underpass was undertaken, with an early preliminary design costed by consultants at £330k. This made the facility a potentially attractive addition to the scheme, and as a result, a non-material amendment was approved to the underpass planning consent.

A further more robust review, taking into account further ground investigation, had identified that as the underpass would be partially below the ground water level (with the issues that this raised highlighted in paragraph 2.2 of the report) the scheme will have a significantly higher project cost, including long term ongoing maintenance costs. An on oral update the latest estimate for the cost was that it would require approximately an additional £1.4m expenditure over the original construction target cost. Other issues included that the underpass design alignment was not ideal and the route would include ramps at the maximum permitted gradient and bends on the approaches. These might deter some cyclists from using the underpass. (Explanatory diagrams were tabled showing the proposed bypass route and the proposed toucan crossing layout).

Also highlighted was that the current cycling usage was low (a total of no more than 45 per day was quoted). While additional usage might arise from potential improvements to routes between Ely and Stuntney / Soham, given the remoteness and size of the outlying communities, any increase was likely to be modest in comparison to the cost.

For all the above reasons, the additional inclusion of the cycle underpass in the scheme design was not recommended. Officers' view was that an at-grade crossing should be provided and was likely actually to provide as good or a better a solution for cyclists. A preliminary design had been developed which could deliver within the overall project budget and was considered to be a more convenient and safe route.

Issues raised by Members included:

- The local Member supported the officer recommendation as a pragmatic solution and stated that any proposal for an underpass should be in the future and should not delay the current Bypass scheme. The current proposal would be safe option for the number of cyclists that would be using it. He also commented that the figure of 45 cyclists a day was likely to be an overestimate, as Stuntney was only a tiny hamlet and as there was currently no cycle route to Soham, the figure quoted was likely to be double that of all people who cycled from it.
- The wider need for a cycle route from Stuntney to Soham to Ely was supported as an aspiration.
- One Member found it difficult to comment on the proposals without having a better sense of any strategic cycling plan for getting around Ely.
- The Cycling Champion supported the officer recommendation. He additionally raised the issue of cycleway maintenance which was currently included within a Highways budget line and suggested that they should be separated out for transparency funding purposes. In response, the Executive Director explained that the Asset Maintenance Approach adopted was from monies provided by the

Government for the complete range of highways needs. Changing the way it was shown in the budget by allocating it to a specific area, could result in the loss of significant amounts of funding. He recognised the need for a planned approach to the ongoing a maintenance of cycleways.

It was unanimously resolved to:

- a) Note the work undertaken to evaluate the cycle underpass,
- b) agree not to proceed with the underpass as part of the Southern Bypass Scheme,
- c) develop at-grade cycle facilities as an alternative.

292. PROGRESS REPORT OF THE ENERGY INVESTMENT UNIT'S BUSINESS CASE

This report asked the Committee to review the two year progress update of the Energy Investment Unit's (EIU) five year business plan and future skill requirements, as agreed by the Committee in March 2015. Three key areas for development previously agreed were:

- extending the energy performance contracting project to benefit further schools and public buildings;
- developing other more profitable and wide ranging energy projects that could generate greater revenues in the future; and
- developing a European Regional Development Fund (ERDF) proposal to access low cost capital and revenue funding to support broader energy project investments in Cambridgeshire.

Progress highlighted against the Business Case included the financial modelling undertaken in March 2015 (Appendix A: Table A) which had identified that an energy investment team could be supported by the profit made from school energy investments without the need for additional revenue budget, and would be reviewed by March 2017. A review of the Business Case in October 2016 (Table B of the report), identified the following:

- Overall profits from school investments has increased from £1.7million to £2.2million – this was partly due to cuts in loan interest rates post Brexit, but also owing to growing the project pipeline;
- The difference of £182,381 between the income on Table A and Table B (in year 1, Sept 15-March 2016) had been the result of the assumption at the start of the programme that all loans issued in year 1 would occur at the start of the year, and bring a 'repayment holiday' benefit for the first year. In reality, this had not happened as loans are drawn down across the year. As a result Table B, now showed that loans will be issued at the end of the financial year (the 'worst case' scenario).
- The forecast returns for years 15/16 and 16/17 were lower than anticipated mainly owing to schools taking longer than anticipated in signing work completion certificates creating a cash flow delay. The issue had however been resolved and the cash flow would pick up in subsequent years;

- The revised forecasts in Table B for 16/17, 17/18 and 18/19 provided more realistic and accurate income projections than those made at the start of the programme being based on an active pipeline of projects, rather than assumptions;
- To date, 43 schools were in contract, including 14 secondary schools and 29 primary schools with a total value greater than £9 million;
- On current income forecasts, the EIU team could be supported for a further 3 years at current staffing levels with no additional revenue budget required from the County Council.
- Beyond 2020, additional income from projects would need to be generated to support the team at its current capacity, although there would be sufficient budget to manage the existing contracts, with reduced staffing, even if no further income was generated.

In addition to the Schools Programme, the Energy Investment Unit had led or supported the delivery of the energy projects listed in paragraph 2.2 of the report, at no cost to the Council which had directly benefitted the Council's wider budget through income generation and revenue savings.

Members' comments included the following:

- An explanation was requested regarding the difference between the 'Annual Other Costs' figures set out in Appendix A compared with Appendix B which in Appendix A year 1 were £115,227, Year 2 £171,077 and then for the following three years were in the region of 35-39k while in Appendix B were £127,910 in the first year and then showed as £182K for each of the following four years. It was explained that Table B was the actual costs in years 1 and 2 and showed the full costs of the team in years 2, 3, 4 and 5.
- One Member asked if there was a policy to expand wind power as a generator of energy. In response it was explained that this was part of the Corporate Energy Strategy, which had been presented to General Purposes Committee on 20th December and was due to go back to that Committee in March with final recommendations.
- The officers were congratulated on the excellent work undertaken with one Member suggesting that going forward the programme should be even more ambitious, with reference being made to the need for continued lobbying with partners for improvements to the National Grid as well as the need to embrace the energy saving opportunities presented by Light Emitting Diode technology (LED). In respect of the latter, the Member suggested that there should be a review of the Council's Street Lighting Policy to look at changing over to LED lighting.
- The need to keep the expertise of the Unit in-house and to look at both ends of the energy spectrum in terms of both generation and savings opportunities.
- One Member suggested that future reports showing tables should have a better explanation of when the figures shown were profits compared to those showing loss figures.

- The comment was raised that future reports should identify replacement funding for monies currently obtained by the European Regional Development Fund which clearly would not be available post European Union referendum. Reference was made to activity in this area currently being undertaken by colleagues in Transport and Infrastructure Policy and Funding (TIPF), the East of England Partnership and the Local Enterprise Partnership.
- The Chairman suggested that the good work undertaken required to be shared with a wider audience. He suggested that to facilitate this, a fact sheet should be drawn up from the information in the report to be sent to all Members of the Council, district councils and also provided to the Press Office. **Action: Sheryl French**

It was resolved to:

Note progress of the Energy Investment Unit (EIU's) five year business plan as set out in Section 2.1 and Appendix A of the officer's report.

294. ECONOMY AND ENVIRONMENT POLICY AND SERVICE COMMITTEE SERVICES AGENDA PLAN

The following oral updates were provided at the meeting:

- Addition to 9th March Meeting: Antiquities Conservation Unit
- Addition to 1st June Meeting: Review of Preliminary Flood Risk Assessment
- Report moved: Adult Learning Self - Assessment – listed for 1st June, has now moved to the 13th July Committee meeting.

It was explained that as there were no decision reports for the April Economy and Environment Committee meeting that Officers with the agreement of the Chairman and spokes proposed to cancel the meeting.

It was resolved:

- a) To note the agenda plan as set out and orally updated at the meeting.
- b) To agree to the cancellation of the April 2017 Economy and Environment Committee Meeting.

Chairman
9th March 2017

Statement from Councillor Amanda Taylor regarding report 'Alternative Funding Arrangements for Cambridge Park and Ride Sites'

I fully support the withdrawal of the Park & Ride parking charges. They have reduced usage of the P&R sites. Not only have optimistic income predictions been proved illusory, but the bus ridership has suffered and parking has been displaced to residential areas in the vicinity of the Park & Ride sites.

Cabinet's expectation was that motorists might avoid the charges initially but then realize that Park & Ride was cheaper than city centre car parks. This was a false prediction: what actually happens in Queen Edith's is that the motorists avoiding the charges at Babraham Road either take the P&R bus or, more frequently, take one of the numerous bus services operating in Hills Road or from the Addenbrooke's bus station. They leave their cars in residential streets.

Commuter parking is a huge problem in Queen Edith's due to several traffic generators: the Biomedical Campus, Homerton College, a Leisure Park and two sixth-form colleges. We need commuters' vehicles to be in the Park & Ride sites, not parked in local streets, or worse, on local pavements.

Minutes - Action Log

This is the updated action log as at 28th February 2017 and captures the actions arising from the most recent Economy and Environment Committee meetings and updates Members on the progress on compliance in delivering the necessary actions.

MINUTES OF THE 15TH JULY 2015 COMMITTEE					
Minute No.	Report Title	Action to be taken by	Action	Comments	status
186.	CHERRY HINTON HIGH STREET – APPROVAL TO CONSTRUCT – POLICY GUIDANCE TREE REPLACEMENT	Richard Lumley	Concern was expressed regarding proposals to plant trees near the highway and there was a request for details on the relevant Policy governing tree planting on / near highways.	<p>The policy went to Highways and Community Infrastructure Committee spokes on 10th January as part of the annual Highway Infrastructure Asset Management Plan (HIAMP) report, which includes a handful of other policies regarding highways. No amendments or comments were received from Spokes regarding the tree policy element.</p> <p>The Highways Infrastructure Assets Management Plan (HIAMP) for 2017-18 which included the new Tree Policy was received and agreed at the Highways and Community Infrastructure Committee on 21 February. Councillor Bailey had been invited to attend the said meeting spoke in support of the new</p>	ACTION COMPLETED

				policy which would now better met the needs of communities in respect of tree replacement.	
MINUTES OF THE 9th FEBRUARY 2017 COMMITTEE					
Minute No.	Report Title	Action to be taken by	Action	Comments	status
292.	PROGRESS REPORT OF THE ENERGY INVESTMENT UNIT'S BUSINESS CASE	Sheryl French	There was a request that the good work undertaken required to be shared with a wider audience, with the suggestion that a fact sheet should be drawn up from the information in the report to be sent to all Members of the County Council, district councils and also provided to the Press Office.	The action was still being progressed.	ACTION ONGOING

Connecting Cambridgeshire Plan to 2020

To: **Economy and Environment Committee**

Meeting Date: **9th March 2017**

From: **Graham Hughes, Executive Director Economy, Transport & Environment**

Electoral division(s): **All**

Key decision: **No**

Purpose: To outline the Connecting Cambridgeshire programme progress to date and proposals for a follow on phase to 2020 with updated targets.

Recommendation Economy and Environment Committee are recommended to:

1) Approve the Cambridgeshire digital connectivity blueprint 2017-2020 with associated targets for broadband access and mobile coverage across Cambridgeshire and Peterborough. Including:

- a) Broadband - Phase 4 rollout to enable >99% superfast broadband coverage for homes and businesses across Cambridgeshire and Peterborough by 2020, subject to approval of the proposed additional funding mechanism to provide up to £7.3m by the Council's General Purposes Committee.
- b) Mobile - Improved mobile voice and data coverage to match or exceed national targets.
- c) Public Access Wi-Fi - Increased public access Wi-Fi through a joint investment project with village halls and community assets boards.
- d) Future Connectivity - Endorsement and support for the ambition for Cambridgeshire to be identified as a 5G test bed and pilot area as part of the Governments forward looking 5G strategy and rollout plans.

2) Delegate to the Executive Director for Economy, Transport and Environment in consultation with the Chair and vice chair of the Economy and Environment Committee:

- a) The preparation, bid submission and, if successful, subsequent contract agreement for up to £2.5m European Regional Development Funds (ERDF) in support of Phase 4 Superfast Broadband rollout.
- b) The formulation of a procurement strategy which will secure the optimum coverage of Superfast broadband to remaining areas of the county and authority to proceed with any necessary procurement process related to Phase 4 Superfast Broadband rollout, up to and including identification of preferred bidder(s) for the contract or contracts.
- c) Following on from the procurement activities, authority to enter into one or more contracts to improve the digital connectivity infrastructure for Cambridgeshire and Peterborough.

<i>Officer contact:</i>	
Name:	Noelle Godfrey
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Tel:	01223 699011

1. BACKGROUND

1.1 Digital Connectivity Infrastructure

Over the last decade there has been an exponential growth of digital technology, which now underpins almost all aspects of modern living in every sphere across work, travel, leisure and health; and increasingly it impacts on the economic strength, sustainability and quality of life of all parts of the UK and beyond. As a consequence Internet access is now widely viewed as “the 4th utility”.

Between 2003-2013 the digital economy grew 2.5 times faster than the rest of the UK economy and technology based businesses in the East of England have grown by 20% since 2009. In the Cambridge area alone more than 60,000 people are employed by over 4,000 knowledge intensive businesses with a combined turnover exceeding £11bn.

Having a world class digital connectivity infrastructure is an essential component which supports and underpins key economic growth projects for the whole of Cambridgeshire, including the City Deal Programme and Wisbech 2020 amongst others. The impact of digital connectivity on the economy, quality of life, education and skills as well as health and well-being are outlined in the infographic “Digital Infrastructure Blueprint” at Appendix One.

1.2 Connecting Cambridgeshire Programme

In parallel with an increasing focus by national government, the County Council first recognised the importance of digital connectivity to the future success of the county in 2011.

The programme was initially focused solely on fixed broadband, but given the increasing reliance on all forms of connectivity and the interdependence between them, this was quickly broadened to include mobile and public access Wi-fi too, with a remit to secure a 21st century digital infrastructure across Cambridgeshire to:

- Drive forward economic growth
- Help build and sustain thriving, connected communities across the county
- Facilitate streamlined public service delivery.

1.3 Summary of progress to date

The programme includes a number of work streams focusing on different aspects of digital connectivity:

1.3.1 Superfast Broadband Rollout for “fixed” coverage

- Phase One - completed end 2015 (from ~ 60% to 93% Superfast broadband coverage).
- Phase Two - underway (target 95% by end 2017).
- Phase Three - currently being planned (target 97% by end 2018).

BT is delivering Phases 1-3 via a gap funded contract which was signed in 2013 to rollout out fibre based broadband infrastructure to homes and businesses in the county which would otherwise not be served by commercial provision.

1.3.2 Mobile coverage

3G and 4G mobile coverage in Cambridgeshire is poor which particularly impacts on Cambridgeshire businesses. The Central Government MIP (Mobile Infrastructure Programme) has now closed and did not achieve significant increase in connectivity – just one new mobile mast was deployed in Cambridgeshire as part of the programme.

1.3.3 Public Access Wi-fi

Public access Wi-Fi across the county has been enhanced via grant funding from government, with over 100 “CambWi-Fi” hotspots delivered in public buildings, sheltered housing & community centres, libraries and Park and Ride sites across the county to date. Wi-fi provision is supplemented in Cambridge by around 25 Cambridge University provided Wi-fi hotspots in open spaces in the city.

1.3.4 Future Digital Connectivity – Ultrafast and 5G

Despite progress made so far, businesses in particular need the digital connectivity infrastructure in Cambridgeshire to keep pace with increasing requirements for higher speed bandwidth. It is recognised that superfast speeds (24mbps+) will not be sufficient in the near future and that faster speeds (including “ultrafast” at 100mbps and up) will be essential to sustain long term economic strength. Trials and work to date has included:

- “Small cell” pilots with local tech SMEs (small and medium enterprises)
- Collaboration with Cambridge University enabling access to local authority assets and ducts, with University network enabling access to dark fibre and providing public access Wi-Fi.
- Narrow trenching and G-fast trials with speeds of up to 300mbps undertaken in several locations in Cambridgeshire.
- Smart Cambridge programme improving access to transport and air quality data via the development of a leading edge intelligent city management platform in collaboration with Cambridge University and the Cambridge tech community. Includes an Internet of Things capable long range low power network and sensor deployment.

2. **MAIN ISSUES**

- 2.1 Although the current anticipated Superfast broadband coverage to 97% premises in Cambridgeshire represents a significant achievement, as demand for connectivity continues to increase there is on-going pressure from businesses and communities in Cambridgeshire to continue to improve all aspects of the digital infrastructure.

- 2.2 The targets for the Connecting Cambridgeshire programme were originally set in 2011, with an objective of reaching “over 90%” superfast coverage. This is an opportune time to refresh these targets and it is proposed that an ambitious new blueprint is adopted which will incorporate targets to deliver world class connectivity and cement Cambridgeshire’s position as a leading digital county. The proposed targets are set out in the table below and outlined in the accompanying “Blueprint for 21st Century Infrastructure” which is included as Appendix One.

Connectivity Infrastructure	Target by 2020
Superfast broadband coverage	>99%
Mobile 3G and 4G coverage for voice and data	>=National coverage targets
Public Access Wi-fi	+50 locations
Future Digital (5G)	Test-bed location

- 2.3 These targets will be delivered in four discrete work streams within the Connecting Cambridgeshire programme:

a) Superfast Broadband Work Stream Phase 4 rollout

- It is anticipated that this will be the final tranche of rollout for Superfast broadband infrastructure which will provide coverage to as many as possible of the final 3%.
- It is recognised that it is unlikely that 100% coverage to 24mbps+ across Cambridgeshire and Peterborough will be achieved and that coverage for over 99% premises is ambitious.
- There are approximately 400,000 business and residential premises in Cambridgeshire and Peterborough. The remaining 3% (approximately 12,000 premises), not covered in Phases 1-3 will typically be in small clusters in relatively hard to reach areas and widely scattered throughout the county.
- The challenges involved in the fourth rollout phase means that a more complex procurement and delivery approach, potentially using new communications technology and innovation, will be required in order to achieve as much coverage as possible.
- Unlike Phases 2 and 3, which are being delivered by BT under change control within the original contract, it is proposed that a new procurement is undertaken and that a procurement strategy is devised with an accompanying “lot” approach to determine the optimum way to provide coverage for the remaining premises. This may also involve inviting communities to contribute funding for a solution in addition to public and supplier funding where it would otherwise be unaffordable and fail to meet state aid intervention rules.

b) Improving 3G and 4G Mobile Coverage

- A review of the Council’s telecommunications equipment hosting policy, which has the potential to facilitate greater coverage, is currently being undertaken and will report to the Assets and Infrastructure (A&I) Committee by June 2017.

- In the meantime mobile operators current plans to increase coverage by end of 2017 to meet national targets are being scrutinised to analyse the impact for Cambridgeshire and these will be monitored and combined with coverage analytics to track progress and help ensure that better mobile voice and data is achieved. This will include analysis of mobile coverage plans for larger new sites such as the development at Northstowe.
- From 2018 onwards any remaining “not-spots” along with potential solutions will be identified – this could include community based “small-cells” and/or negotiation with operators in relation to specific areas of unmet demand.

c) Increasing public access Wi-fi availability in rural areas.

- Public access Wi-Fi supports increased community resilience and digital inclusion, enabling greater independence and less reliance on public services. This is particularly the case in more isolated rural areas.
- A joint investment approach will be explored to increase access to Wi-fi hotspots across the County via a joint investment approach with village hall committees and other community asset owners. This involves a small amount of capital investment from the County Council, with ongoing equipment and revenue costs funded by communities, modelled on an approach being undertaken by the Superfast Essex Programme. Details at the following link:
([https://www.essexrcc.org.uk/News/Superfast Essex Community WiFi Scheme.aspx](https://www.essexrcc.org.uk/News/Superfast_Essex_Community_WiFi_Scheme.aspx)).

d) 5G testbed and pilot area

- Government is currently consulting on the development of 5G services and planning to identify a number of pilot and test bed areas across the country to be at the vanguard of 5G connectivity. It is proposed that Cambridgeshire (along with Peterborough) is put forward for consideration as a 5G test bed area, which could bring significant long term benefits to the county.

3. Finance Overview

3.1 Background

In 2011 the Council allocated a capital sum of up to £20m to deliver the Connecting Cambridgeshire Programme and Peterborough City Council committed £3m funding. This was to complement an initial allocation of £6.75m government funding.

Over the life of the project the programme has been successful in using the Council’s investment to leverage a range of additional external funding streams. This includes c. £18m private investment, c. £12m central government funding and over £2m EU funding to date.

Programme running costs have also been partially offset by taking on consultancy and support work from other local authorities and administering the SCCP voucher scheme for the East & Midlands on behalf of BDUK.

The Superfast broadband roll-out contract with BT incorporates a “claw-back” clause which requires them to contribute a proportion of any higher than anticipated profits (generated via take-up) into a joint investment fund during the life of the contract . This has phased payments which will conclude at the end of the 10 year contract term in 2024.

Take-up to date in Cambridgeshire has exceeded original expectations. At 41% at the end of 2016, it is amongst the highest in the country and continues to increase. Based on take-up to date, a relatively pessimistic calculation estimates the gainshare investment fund will stand at £10.5m by the contract end date in 2023. A more optimistic estimation projects a fund of £12.6m. For the purposes of this proposal the lower figure has been assumed, and includes any associated interest payments.

3.2 **Forward Plan 2017-2020**

£5.3m gainshare investment funding has already been pulled forward by BT and together with contract underspends this is providing the funding for the Phase Three rollout currently being planned. This approach was approved by the E&E Committee in March 2016.

It is proposed that Phase Four broadband rollout, targeting the remaining 2-3% premises is funded by a combination of ERDF (European Regional Development Fund - £2.3m) and borrowing up to £5m against the joint investment fund - which is otherwise not available until 2023. This provides matched funding to enable an ERDF bid to be made.

5G test-bed/pilot costs are unknown at present. Government has announced a very substantial funding stream to global competitiveness in 5G. Further details are expected in the budget but the process for areas to bid is not likely to be known until later this year. This funding allocation is proposed in the event that local match is required in order to participate.

Funding for the proposed work streams b) and c) to improve mobile coverage and public access Wi-fi is available within the programme budget.

A table of the budgetary requirements to meet the proposed connectivity targets, along with proposed funding sources as outlined above are as follows:

Connectivity	Target	Funding	Funding source
Fixed (Phase 4)	>99%	Up to £7.3m	Up to £5m borrowing against joint investment fund £2.3m ERDF bid
Mobile	>=National coverage	-	No capital investment – requires programme support
Public Access Wi-fi	+50 locations	£25k	Programme contingency – within original funding allocation
Future Digital (5G)	Test-bed location	£250k	Programme contingency – within original funding allocation

4. ALIGNMENT WITH CORPORATE PRIORITIES

4.1 Developing the local economy for the benefit of all

The report above sets out the implications for this priority in 1.1 above and in Appendix One "Blueprint for 21st Century Infrastructure"

4.2 Helping people live healthy and independent lives

The report above sets out the implications for this priority in 1.1 above and in Appendix One "Blueprint for 21st Century Infrastructure"

4.3 Supporting and protecting vulnerable people

The report above sets out the implications for this priority in 1.1 above and in Appendix One "Blueprint for 21st Century Infrastructure"

5. SIGNIFICANT IMPLICATIONS

5.1 Resource Implications

The financial implications have been outlined in Paragraph 2.4 above.

5.2 Statutory, Risk and Legal Implications

Lawful intervention in the telecommunications market is subject to state aid exemption sign-off, which is administered by the UK Government and subject to assurance sign-off from Broadband UK (BDUK), which is part of the Department for Culture, Media and Sport (DCMS).

5.3 Equality and Diversity Implications

Community Impact Assessment undertaken in 2013 is attached as Appendix Two

5.4 Engagement and Consultation Implications

A public consultation regarding existing coverage will be included as part of Phase Four planning and state aid exemption assurance will be sought as part of the procurement exercise.

5.5 Localism and Local Member Involvement

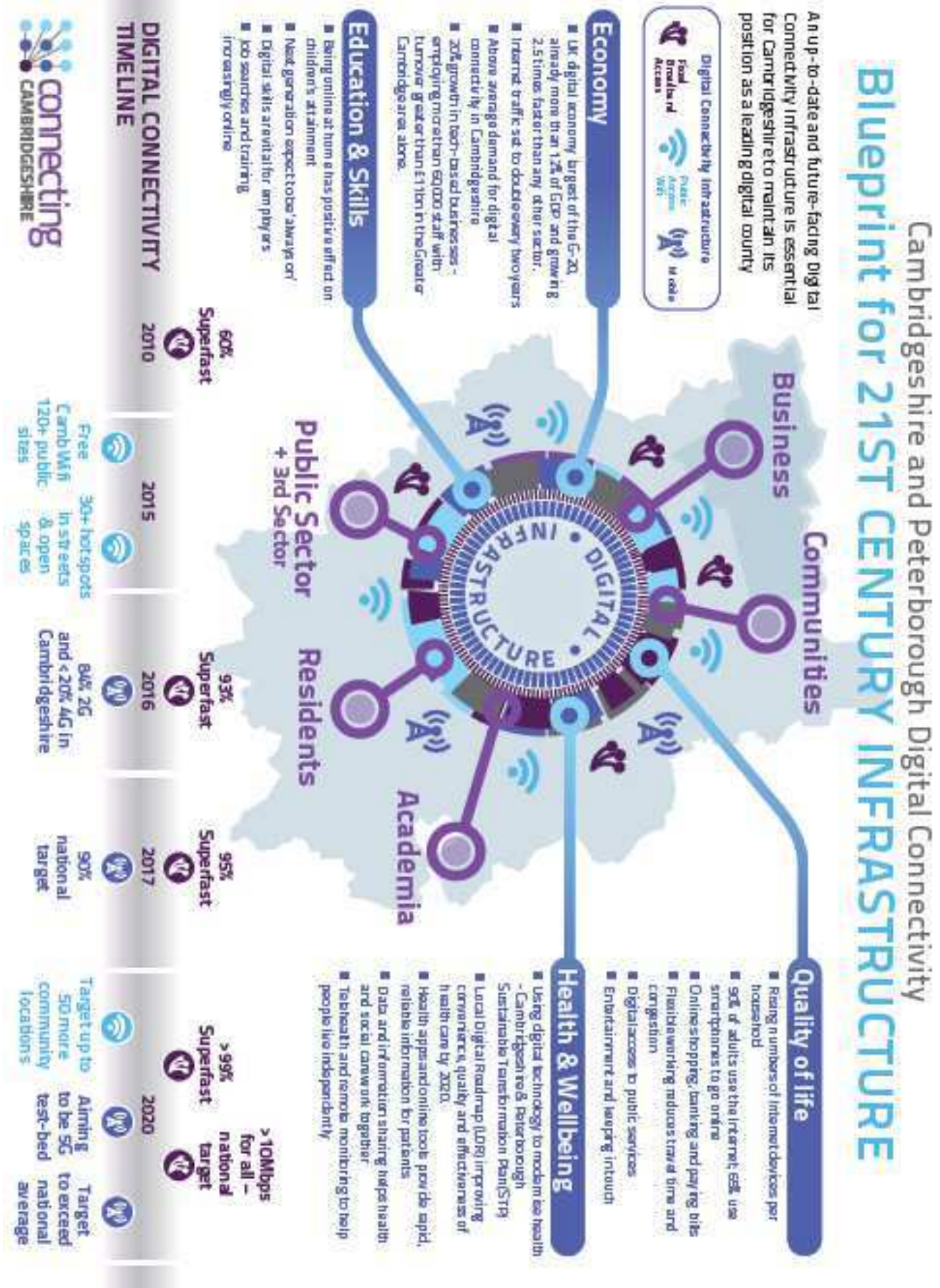
The programme covers all areas of the County and a number of members have been involved in rollout phases to date as broadband champions and in support of the programme

5.6 Public Health Implications

There are no significant public health implications

Source Documents	Location
<i>None</i>	

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	Yes Name of Financial Officer: Chris Malyon
Has the impact on Statutory, Legal and Risk implications been cleared by LGSS Law?	Yes Name of Legal Officer: Fiona McMillan
Are there any Equality and Diversity implications?	No Name of Officer: Tamar Oviatt-Ham
Have any engagement and communication implications been cleared by Communications?	Yes Name of Officer: Jane Sneesby
Are there any Localism and Local Member involvement issues?	No Name of Officer: Tamar Oviatt-Ham
Have any Public Health implications been cleared by Public Health	Yes Name of Officer: Iain Green



Appendix Two – Community Impact Assessment

Directorate / Service Area	Officer undertaking the assessment
ETE	Name: Noelle Godfrey
Service / Document / Function being assessed	Job Title: Programme Director - Connecting Cambridgeshire
Connecting Cambridgeshire	Contact details: 01223 699011
<ol style="list-style-type: none"> 1. The Connecting Cambridgeshire Programme, comprising the Cambridgeshire and Peterborough Superfast Broadband project, which aims to make superfast broadband available to at least 90% of residential premises county-wide and, 2. The Cambridge Super Connected City project, which aims to make fixed broadband connection speeds of over 80-100Mbps available to 100% of businesses and enable high-speed Wi-Fi in the extended urban area of Cambridge. 	
Aims and Objectives of Service / Document / Function	
<p>The Programme has two main aims:</p> <ul style="list-style-type: none"> • Developing the local economy for the benefit of all • Helping people live healthy and independent lives in their communities. 	
What is changing?	
<p>The planned improvements to the digital infrastructure will greatly assist Cambridgeshire to meet strategic commitments to:</p> <ul style="list-style-type: none"> • drive economic growth • facilitate the transformation of public services • support social inclusion <p>The employment landscape of the county will be altered by this project, as businesses become better able to set up and grow in areas of Cambridgeshire and Peterborough that are currently constrained by poor broadband connectivity. This will help to reduce countywide unemployment, including in some of the most isolated areas, and will improve the development and retention of skills among residents in these areas.</p> <p>Access to superfast broadband will be the crucial enabler for public services going 'digital by default'. Digital by default means digital services which are so straightforward and convenient that all those who can use digital services will choose to do so, while those who can't are not excluded. Digitising transactional services will save people and businesses time and money; by making transactions faster, reducing the number of failed transactions and simplifying the end-to-end process. Over time, the success of better designed digital services will reduce the scale and profile of less convenient, less effective and less cost-efficient contact methods (telephone, face to face, post).</p> <p>People across Cambridgeshire and Peterborough will be better able to access essential services online and, in many cases, to be better involved in their local communities, encouraging community vitality. Social exclusion will be reduced by this project.</p> <p>The availability of superfast broadband will help to address issues of exclusion among elderly and disabled people, as they will be better able to access services online that they may otherwise not be able to access. The development of children and young people will also be supported, particularly helping to create a strong, ICT-literate community for the future.</p>	

The targets are to:

- facilitate an improved GVA
- increase business connectivity
- increase digital inclusion
- eliminate “not spot” areas in Cambridgeshire

Access to superfast broadband at a minimum of 24Mbps will be facilitated for at least 90% of residents. This will greatly increase the ability of residents to access online services, both for leisure and more essential services, and will allow County Council services to be provided to a greater range of people in more isolated areas. Businesses throughout the county will also have access to superfast broadband facilitated by this project. This will enable a greater number of businesses from a broader range of industries to set up and operate in areas that are not currently feasible. This will contribute to reducing unemployment and encouraging skills utilisation in more isolated areas of the county.

Who is involved in this impact assessment?

Council officers, stakeholders from the LEP, University of Cambridge, CU Health Partnership, Anglia Ruskin University and Urban & Civic (Alconbury Enterprise Zone), members & senior officers from Cambridgeshire County Council, Cambridgeshire’s District Councils and Peterborough City Council.

WHAT WILL THE IMPACT BE?

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

Impact	Positive	Neutral	Negative
Age	x		
Disability	x		
Gender reassignment		x	
Marriage and civil partnership		x	
Pregnancy and maternity		x	
Race		x	
Religion or belief		x	
Sex		x	
Sexual orientation		x	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation	x		
Deprivation	x		

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

Positive Impact

The rollout of broadband and superfast broadband will make a significant contribution to reducing rural isolation, by making essential and other services vastly more accessible to some of the most isolated communities of Cambridgeshire and Peterborough.

Superfast broadband will also help to encourage the setting up and location of businesses in areas where they may not currently set up. This will help to reduce unemployment and to encourage greater development of skills in these areas, all of which will help to reduce deprivation around the county.

Age and disability are highlighted above as areas that can particularly expect to be impacted in a positive way. The greater availability of online services that will be facilitated by this project and the rollout already planned by the private sector will help to address issues of isolation experienced particularly among the elderly and disabled. Other than these groups in particular, the project will not have any impact on any specific groups more than others; rather it will bring significant benefits to all.

Aspects of the demand stimulation programme will deliberately seek to work with groups that support the elderly and vulnerable so that the benefits of improved access to services are fully recognised by these groups.

The project will be rolled out in a way that benefits the whole of Cambridgeshire.

GREATER CAMBRIDGE GREENWAYS

To: Economy and Environment Committee

Meeting Date: 9th March 2017

From: Graham Hughes, Executive Director – Economy, Transport and Environment

Electoral division: Burwell, Cottenham, Histon & Impington, Duxford, Fulbourn, Gamlingay, Hardwick, Linton, Melbourn, Papworth & Swavesey, Sawston, St Ives, The Hemingfords & Fenstanton, Waterbeach, Willingham and Woodditton

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

Purpose: To seek support for establishing a high quality network of non-motorised user (NMU) routes between South Cambridgeshire villages and Cambridge, primarily to encourage commuting by sustainable modes.

Recommendation: Committee are asked to:

- a) Support the proposal for a network of Greenways to be established.
- b) Support the process of community engagement.
- c) Note the work undertaken to date and the next steps.

<i>Officer contact:</i>	
Name:	Mike Davies
Post:	Team Leader – Cycling Projects
Email:	Mike.davies@cambridgeshire.gov.uk
Tel:	01223 699913

1. BACKGROUND

- 1.1 Whilst Cambridge enjoys the highest levels of residents commuting to work by bike in the UK, there has also been significant growth in levels of cycle commuting in South Cambridgeshire. Despite its' rural nature, the levels of cycle commuting put it fourth for the UK as a whole.
- 1.2 Creating safe, direct and attractive routes would have an impact to increase the levels of cycle commuting further in South Cambridgeshire, and officers are aware from consultations on specific projects and on transport strategies that there is much demand to provide new routes and to improve existing ones.
- 1.3 There is support for new Non-Motorised User (NMU) routes too from businesses. Marshalls have commissioned their own studies in the past, and have helped with funding, land and general delivery of projects. Babraham Research Campus funded £200,000 towards a new cycle route on the A1307, and have worked in partnership to bring about a new route through their site which opened recently.
- 1.4 More people choosing to cycle each day into the city would help to reduce congestion and demand for parking as the city grows.
- 1.5 A better network of NMU routes would also support improved countryside access, leisure, tourism and improved public health, allowing families for instance to get out and about at weekends without being dependent upon access to a car.
- 1.6 The vision of Greenways also potentially encompasses measures to make the routes more attractive and to link into Parish Council led projects and aspirations including planting, public art, habitat creation, seating, signage and information boards, very much in the spirit of the Sustrans National Cycle Network.
- 1.7 From a road safety perspective encouraging cyclists away from the main roads into Cambridge and onto NMU routes would improve safety and perceived safety, and remove some of the barriers for some people who would like to cycle but consider mixing with traffic to be dangerous.

2. PROGRESS TO DATE

- 2.1 With the availability of some City Deal scheme development funds, an initial study into new and improved NMU routes was commissioned, with the name 'Greenways' being applied to the routes and the project as a whole. A plan of the routes reviewed and the proposed network of Greenways can be seen in **Appendix 1**.
- 2.2 Routes to the west and north west of the city are not included, as new NMU routes are to be included in the A14 project, and it is expected that the Greater Cambridge City Deal Cambourne to Cambridge project will include improved facilities for NMUs.
- 2.3 The Greenways study was undertaken by Nigel Brigham, former Regional Director of Sustrans, who actively developed much of the National Cycle Network routes in East Anglia.

- 2.4 The study report and appendices can be viewed on the County Council's website at this link: <http://tinyurl.com/z7m2cxu> . Some initial thoughts have been offered by stakeholders and individuals. The British Horse Society would like to ensure that all of the routes include better provision and full access for equestrians. Cambridge Cycling Campaign feel that the level of ambition shown is not high enough and that proposed routes should be wider – a view contrasting with those offered by some residents and a District Councillor who have concerns about urbanising the countryside.
- 2.5 An officer steering group has been formed to ensure joined up thinking and maximisation of opportunities across City, County and District Councils, as well as County service areas and teams.

3. NEXT STEPS

- 3.1 To date the project has had no formal political approval. Adopting the concept and aspiration of an improved network of routes would increase the likelihood of obtaining S106 developer funds from developments impacted by the Greenways routes. Should further Department for Transport funds become available then having an initial approval for the project in place will speed up the delivery of the project. There is also the possibility of City Deal or Combined Authority funding.
- 3.2 As and when funding becomes available for each Greenway it is proposed to undertake 'planning for real' exercises with local communities, to identify issues and opportunities, and to determine the preferred route for each Greenway, thus very much a community led 'bottom up' approach to planning the routes.
- 3.3 Once preferred routes are identified it may be necessary to seek to procure private land or access agreements. Planning permission and other statutory processes may also be required.
- 3.4 As the routes begin to be delivered, some form of unique signage and branding will be considered in a bid to promote the network and broaden usage and interest. Promotional materials can also be produced.
- 3.5 Maintenance of routes is an issue that also requires further work. A number of models including the payment of commuted sums and the use of volunteer rangers is under investigation.
- 3.6 Initial Cost:Benefit analysis is being undertaken by transport economists to give some indication of the economic benefits of each route to be improved.
- 3.7 A network of Greenways would bring a broad range of benefits including reduced traffic congestion and improved public health, as well as providing better access to employment and training. The project importantly seeks to actively work with local communities and stakeholders to develop each Greenway, and to maximise the opportunities to realise local aspirations and countryside access and leisure.

4. ALIGNMENT WITH CORPORATE PRIORITIES

4.1 Developing the local economy for the benefit of all

More people cycling contributes to a healthier population, improved productivity, reduced traffic congestion, reliability of journey times and adds capacity into an already constrained road network, all of which contributes to economic wellbeing.

4.2 Helping people live healthy and independent lives

Currently many people feel unsafe cycling, although cycling is potentially a form of economic, reliable transport that allows them to access employment or training and hence independence, and the opportunity to incorporate active travel into their lives. The proposed network will go some way address to address concerns that cycling is unsafe.

4.3 Supporting and protecting vulnerable people

Wider, shared use paths should make for less conflict with elderly and disabled people.

5. SIGNIFICANT IMPLICATIONS

5.1 Resource Implications

The scheme would be wholly funded by external capital funding such as S106 developer funding, Department for Transport and Greater Cambridge City Deal.

5.2 Statutory, Risk and Legal Implications

There are no significant implications within this category.

5.3 Equality and Diversity Implications

There are no significant implications within this category.

5.4 Engagement and Consultation Implications

A key part of the project is to work with local communities and stakeholders to develop the Greenways in a 'bottom up' fashion.

5.5 Localism and local member engagement

To date the member involvement has been confined to discussions at Spokes.

5.6 Public Health Implications

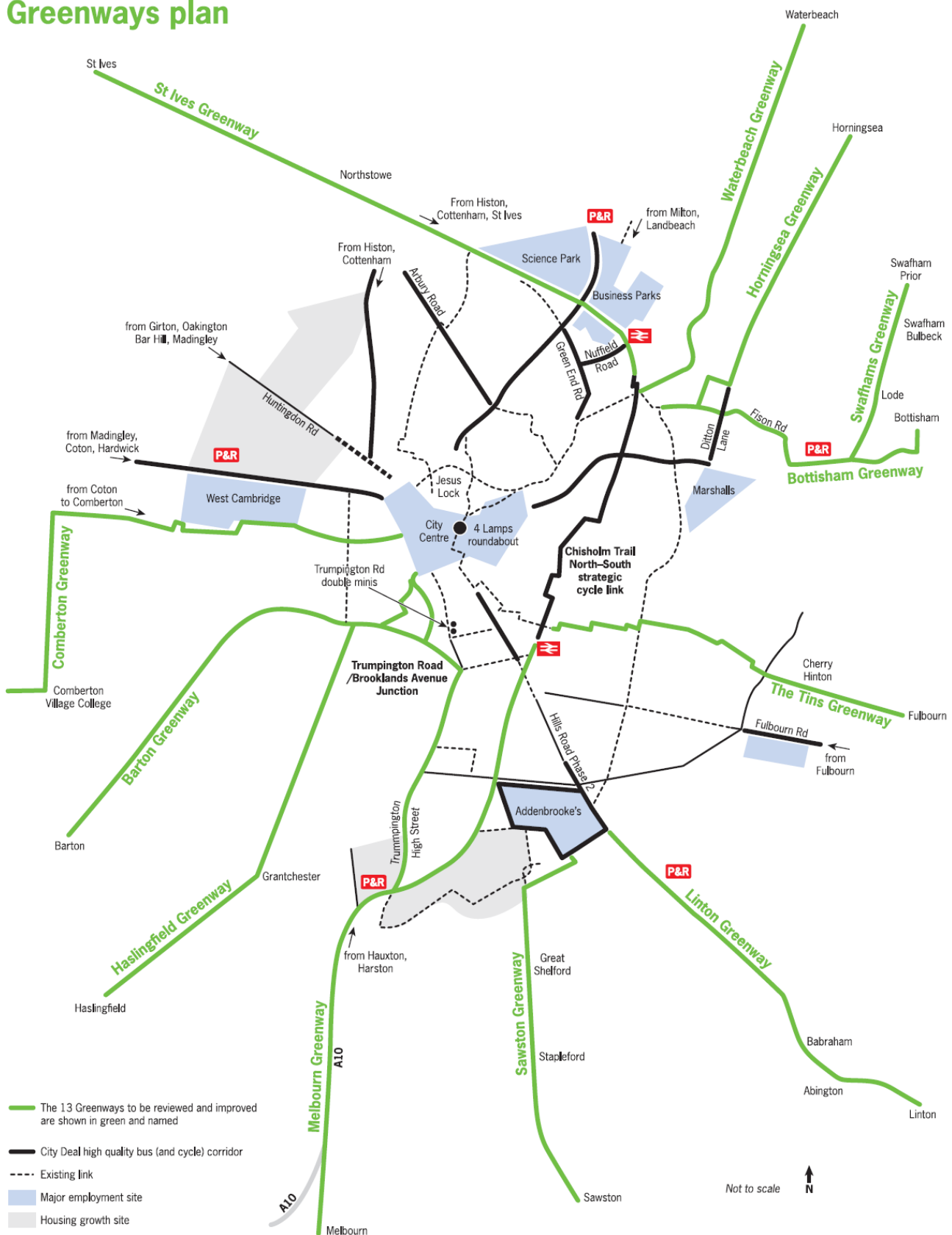
More people cycling and walking undoubtedly contributes to improved public health. Cycling is a physical activity that can prevent ill health and improve health. It is important that people are supported and encouraged to be physically active by the provision of infrastructure that encourages active transport and leisure opportunities.

Source Documents	Location
Greenways Review by Nigel Brigham	http://tinyurl.com/z7m2cxu

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	Yes Name of Financial Officer: D Parcell
Has the impact on Statutory, Legal and Risk implications been cleared by LGSS Law?	Yes Name of Legal Officer: F McMillan
Are there any Equality and Diversity implications?	No Name of Officer: T Oviatt-Ham
Have any engagement and communication implications been cleared by Communications?	Yes Name of Officer: M Miller
Are there any Localism and Local Member involvement issues?	Yes Name of Officer: T Oviatt-Ham
Have any Public Health implications been cleared by Public Health	Yes Name of Officer: T Campbell

APPENDIX 1 – PROPOSED GREENWAYS NETWORK

Greenways plan



BIKEABILITY CYCLE TRAINING

To: Economy and Environment Committee

Meeting Date: 9th March 2017

From: Graham Hughes, Executive Director – Economy, Transport and Environment

Electoral division: All

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

Purpose: To report changes associated with funding for Bikeability cycle training, and to consider a way forward.

Recommendation: Committee are asked to:

- a) Support the proposal to introduce a charge for Bikeability; and,
- b) Agree to receive a further report detailing take up levels and any other issues resulting from charge introduction.

<i>Officer contact:</i>	
Name:	Mike Davies
Post:	Team Leader – Cycling Projects
Email:	Mike.davies@cambridgeshire.gov.uk
Tel:	01223 699913

1. BACKGROUND

- 1.1 Free cycle training in primary schools has been offered in Cambridgeshire since the 1970s. In 2009 the County Council moved from volunteer led cycle training managed by the Road Safety Team, to Bikeability training, promoted by Cycling England, and delivered in accordance with national standards, and managed by the Cycling Projects Team.
- 1.2 The delivery model is an outsourced one for which very minimal amounts of staff costs are incurred, contrasting with the previous model which required a number of posts devoted solely to the scheme.
- 1.3 The current training provider Outspoken, have proved to be an enthusiastic and reliable supplier, which has enabled a very hands off approach from County staff to ensure costs can be focussed wholly on training provision.
- 1.4 Each year an estimate of training places is made, and submitted to The Department for Transport (DfT) as a bid. Up until this year DfT has always met the number of required places. Outspoken charge £45 per child trained, and the DfT pay £45.
- 1.5 In recent years the numbers trained have been increasing steadily and currently numbers trained per year exceed 6,000.

2. MAIN ISSUES

- 2.1 The DfT has decided to top slice the Bikeability budget to provide another initiative called Bikeability Plus which seeks to complement training with other activities such as bike rides and bike maintenance. Cambridgeshire is one of the recipients of Bikeability Plus funding. Demand for the remaining pot of Bikeability has risen year on year, and so DfT cannot now give every local authority their desired level of funding. Priority has been given to new schemes, rather than established ones like our own.
- 2.2 Although there will still be DfT funding, it may not now cover all of our costs. For each £45 training place, the shortfall is likely to be around £20, but this is likely to vary year to year.

3. PROPOSED WAY FORWARD

- 3.1 Cycle training is an established part of the school programme in primary schools, and given that the DfT have made a long term commitment to some level of funding, it would seem almost unthinkable to consider ceasing the training programme.
- 3.2 In discussion with our provider and with our contacts from The Association of Bikeability Schemes (TABS), it seems clear that the best solution is to seek to charge schools in part for the training.
- 3.3 The mechanics of charging would still require minimal staff time, as Outspoken have agreed to contact schools and to seek payment direct from them. They would then invoice the County Council (as they do now), for the remaining costs. This new process would place more requirements on Outspoken, and would require schools to seek payments from children, but would not result in any additional staff time for County Council staff.

- 3.4 Schools would have the discretion to charge all pupils, or could perhaps decide to waive charges for those entitled to free school meals. Schools could also seek out local sponsorship opportunities.
- 3.5 Some other neighbouring local authorities have been charging parents for Bikeability for some time such as in Hertfordshire. The view in Hertfordshire is that if people pay for the training then they are more likely to take it seriously and cycle more often.
- 3.6 Peterborough and Northamptonshire are in the same position as Cambridgeshire, having offered the service free, but are now considering levying a charge as per this proposal.
- 3.7 It is hard to gauge the impact on road safety in terms of introducing a charge for training. If less people take the training it might suggest less safe road users on the network, but equally by charging there is an argument that children may be more committed to constructively taking part, feeding back to their families about the training, and putting into practice what they have learned.
- 3.8 The proposal therefore is to introduce charging from September 2017 but only if this is necessary based on DfT allocations of funding at the time. This will give plenty of time to contact schools to inform them of the charging and the reasons why this is necessary. It allows them some time to consider their position.
- 3.9 Levels of take up of training are continually monitored as a requirement of funding. It is proposed to bring a further report back to Committee after the first six months of the charging regime, so that members can further consider the impact of charging.

4. ALIGNMENT WITH CORPORATE PRIORITIES

4.1 Developing the local economy for the benefit of all

More people cycling contributes to a healthier population, improved productivity, reduced traffic congestion, reliability of journey times and adds capacity into an already constrained road network, all of which contributes to economic wellbeing.

4.2 Helping people live healthy and independent lives

Currently many people feel unsafe cycling, although cycling is potentially a form of economic, reliable transport that allows them to access employment or training and hence independence, and the opportunity to incorporate active travel into their lives.

4.3 Supporting and protecting vulnerable people

It is proposed that Bikeability cycle training would still be offered to all schools, but it may be necessary to seek part payment to deliver the service.

5. SIGNIFICANT IMPLICATIONS

5.1 Resource Implications

There are no implications for staffing.

5.2 Statutory, Risk and Legal Implications

There are no significant implications within this category.

5.3 Equality and Diversity Implications

There are no significant implications within this category.

5.4 Engagement and Consultation Implications

There has been discussions with our supplier Outspoken but no engagement with schools.

5.5 Localism and local member engagement

All divisions would be impacted by these proposals. To date the Member involvement has been confined to discussions at Spokes.

5.6 Public Health Implications

The Transport and Health Joint Strategic Needs Assessment (T&HJSNA) references the importance of providing free opportunities for people in areas of high deprivation to be physically active.

The decision as to whether to subsidise those pupils on free school meals or not would be one for schools to decide.

It is possible that in some cases, those already least physically active could not take part in the cycle training.

Source Documents	Location
None	

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	Yes Name of Financial Officer: D Parcell
Has the impact on Statutory, Legal and Risk implications been cleared by LGSS Law?	Yes Name of Legal Officer: F McMillan
Are there any Equality and Diversity implications?	No Name of Officer: T Oviatt-Ham
Have any engagement and communication implications been cleared by Communications?	Yes Name of Officer: M Miller
Are there any Localism and Local Member involvement issues?	Yes Name of Officer T Oviatt-Ham
Have any Public Health implications been cleared by Public Health	Yes Name of Officer: T Campbell

FINANCE AND PERFORMANCE REPORT – January 2017

To: Economy and Environment Committee

Meeting Date: 9th March 2017

From: Executive Director, Economy, Transport and Environment
and Chief Finance Officer

Electoral division(s): All

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

Purpose: To present to Economy and Environment Committee the
January 2017 Finance and Performance report for
Economy, Transport and Environment (ETE).

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 January
2017.

Recommendations: The Committee is asked to:-

- review, note and comment upon 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 appendices attached provides the financial position for the whole of the ETE Service, and as such, not all of the budgets contained within it are the responsibility of this Committee. To aid Member reading of the report, budget lines that relate to the Economy and Environment (E&E) Committee have been 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 ETE Finance and Performance report for December 2016.
- 2.2 **Revenue:** ETE is forecasting a £244K underspend. There are no material changes to the Economy & Environment Committee budget forecasts since the December position: the main variances are a £127K underspend on Growth & Development, £221K underspend on Growth & Economy Other, £144K overspend on Park & Ride, and £422K underspend on Concessionary Fares.
- 2.3 Committee is requested to note the following three virements. General Purposes Committee (GPC) will be asked to approve that the funding for these will be made available in 2017/18.
- Return to ETE reserves the £146K previously allocated for Strategic Transport Corridor Feasibility Studies and the £60k Transport Strategy Modelling, Analysis & Development as the work has not progressed as quickly as initially anticipated. There, however, is still the need for this work and so it is requested that funding is instead made available in 2017/18 for the same purpose.
 - Return to ETE reserves the £42K previously allocated for King's Hedges Flood Risk Management Project as the work was funded via external contributions. However we wish to deliver a similar Flood Risk Management Scheme in March, and have secured match funding in principle, so it is requested that the £42K funding is made available in 2017/18 for that purpose.
- 2.3 **Capital:** The capital programme is forecast to be on target and £5.0m of the estimated £10.5m Capital Programme Variation has now been met. There have been no changes in forecast from the December projections for the capital schemes which are within this Committee's remit.
- 2.4 E&E Committee has fourteen **performance indicators** reported to it in 2016-17. Of these fourteen performance indicators, three are currently red, two are amber, and nine are green. The indicators that are currently red are:
- The number of people in the most deprived wards completing courses to improve their chances of employment or progression in work.
 - Local bus journeys originating in the authority area.

- The average journey time per mile during the morning peak on the most congested routes
- 2.5 At year-end, the current forecast is that one performance indicator will be red (Local bus journeys originating in the authority area), seven will be amber and six 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

4.1

- 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

Source Documents	Location
None	

Economy, Transport & Environment Services**Finance and Performance Report – January 2017****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	3	2	9	14
Current status last month	3	2	9	14
Year-end prediction (for 2016/17)	1	7	6	14

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

Forecast Variance - Outturn (Previous Month) £000	Directorate	Current Budget for 2016/17 £000	Current Variance £000	Current Variance %	Forecast Variance - Outturn (January) £000	Forecast Variance - Outturn (January) %
+46	Executive Director	661	-41	-4	+66	10
+448	Infrastructure Management & Operations	58,118	-4,506	-10	+310	1
-672	Strategy & Development	12,733	-721	-7	-620	-5
0	External Grants	-9,680	-10	0	0	0
-178	Total	61,832	-5,279	-11	-244	0

The service level budgetary control report for January 2017 can be found in [appendix 1](#).

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

2.2 Significant Issues

There were no new significant issues to be reported for January 2017.

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 January 2017.

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)

Virements actioned due to:

- Reinstatement of Gritting routes in their entirety as agreed at Council meeting 13 December 2016, budget of +£570k
- Reversal of ETE reserve budget allocations as work will not take place in 2016/17 and will be required in 2017/18 or has been funded within the existing budgets:-

Development of LED (Light emitting diodes) lighting options £200k (required in 2017/18)

Lane rental implementation costs £135k

Strategic Transport Corridor Feasibility Studies £146k (required in 2017/18)

Flood Risk grant funding for King's Hedges Flood Risk management project £42k

Transport Strategy Modelling, Analysis & Development £60k (required in 2017/18)

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

£90m Highways Maintenance

£6m was initially allocated to this area in 2016-17 and spare funding from the previous year was rolled forward into future years. Historically although more work has been programmed than budgeted for the year, for a number of reasons schemes have slipped and expenditure has always been within the agreed budget. This year more schemes are being completed by the Contractor and total expenditure is likely

to be nearer £8.0m. These additional schemes will therefore be funded by previous year's slippage.

Funding

All schemes are funded as presented in the 2016/17 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 Economy, Transport & Environment (ETE) indicators for 2016/17. At this stage in the year, we are still reporting pre-2016/17 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 2016/17 targets are not expected to be achieved.

a) Economy & Environment

No new information this month.

a) ETE Operational Indicators

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.

b) Economy & Environment

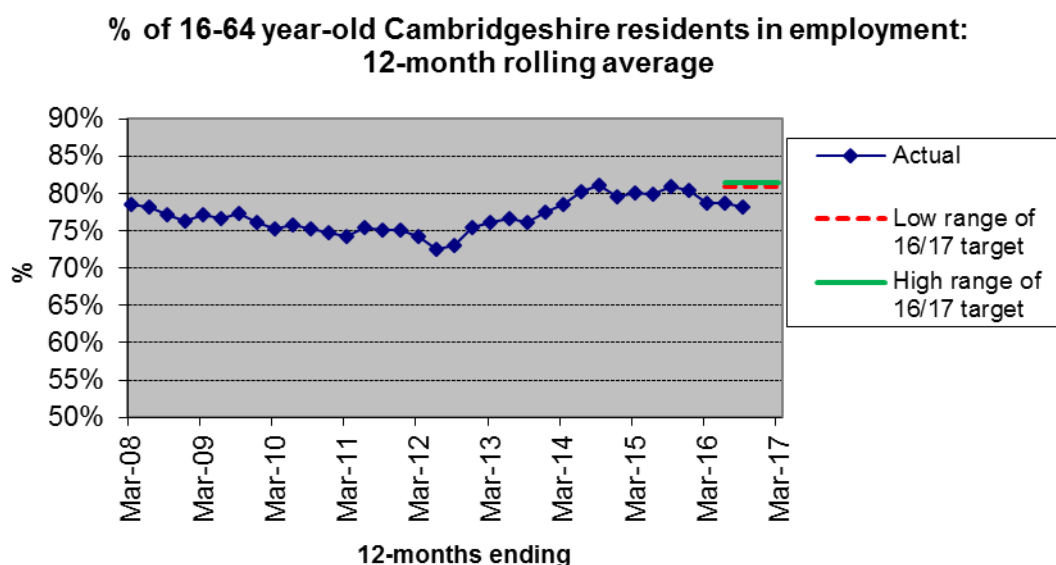
Economic Development

- The percentage of 16-64 year-old Cambridgeshire residents in employment: 12-month rolling average (to September 2016)

The latest figures for Cambridgeshire have recently been published by the Office for National Statistics (ONS).

The 12-month rolling average is 78.1%, which is below the 2016/17 target range of 80.9% to 81.5%. 23.7% of these jobs are part-time.

Due to economic uncertainty the target remains challenging.



c) ETE Operational Indicators

No new information this month.

4.4 Green Indicators (new information)

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

a) Economy & Environment

Planning applications

- The percentage of County Matter planning applications determined within 13 weeks or within a longer time period if agreed with the applicant - year-to-date (to January 2017)

Eight County Matter planning applications have been received and determined on time since April.

There were 16 other applications excluded from the County Matter figures. These were applications that required minor amendments or Environmental Impact Assessments (a process by which the anticipated effects on the environment of a proposed development is measured). All 16 applications were determined on time.

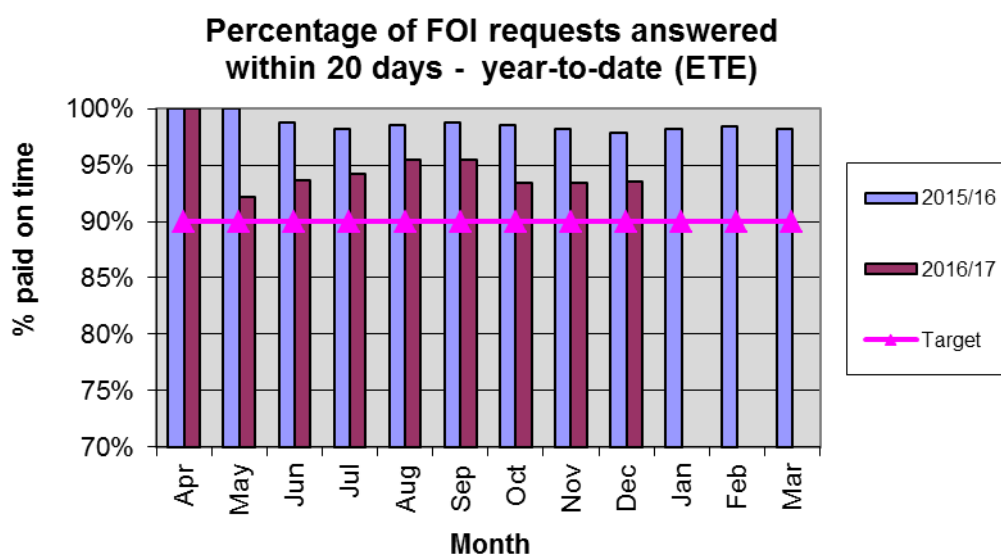
b) ETE Operational Indicators

Freedom of Information (FOI) requests

- FOI requests - % responded to within 20 days (December 2016)

Seventeen Freedom of Information requests were received during December. Provisional figures show that ninety-four percent (16 out of 17) were responded to on time.

Two hundred and sixty-one FOI requests have been received since April and 93.5% of these have been responded to on-time. This compares with 97.9% (out of 238) and 96.1% (out of 228) for the same period last year and the year before.



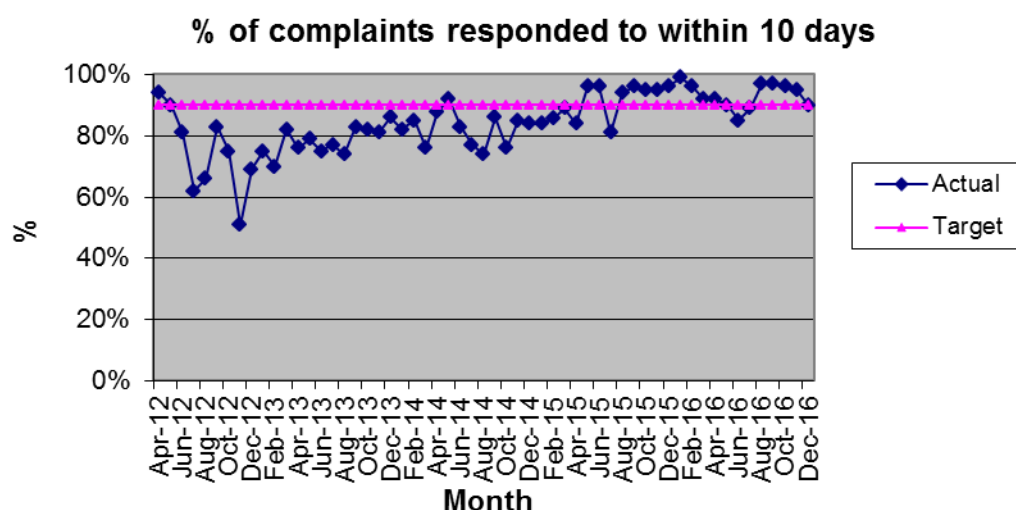
Complaints and representations – response rate

- Percentage of complaints responded to within 10 days (December 2016)
Sixty complaints were received in December. Ninety percent of these were responded to within 10 working days.

The majority of complaints for Infrastructure Management & Operations were for Highways and 29 out of the 34 received were responded to on time.

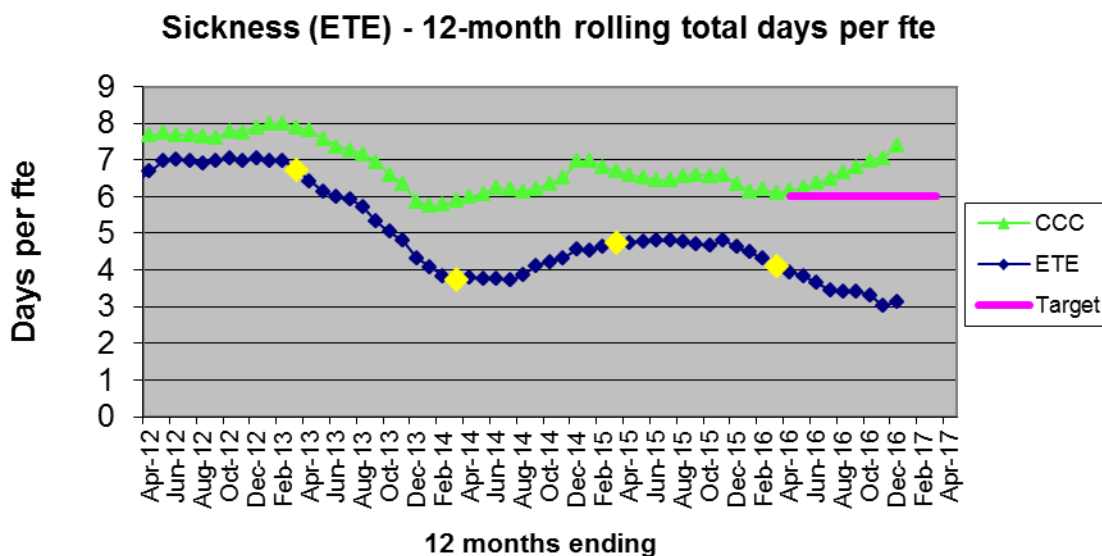
The majority of complaints received by Strategy & Development were for Passenger Transport and 25 out of the 26 received were responded to within 10 days.

The year-to-date figure is currently 93%.



Staff sickness

- Economy, Transport & Environment staff sickness per full time equivalent (f.t.e.) - 12-month rolling average (to December 2016)
The 12-month rolling average has increased slightly from 3 days to 3.1 days per full time equivalent (f.t.e.) which is below (better than) the 6 day target.



During December the total number of absence days within Economy, Transport & Environment was 211 days based on 556 staff (f.t.e) working within the Service. The breakdown of absence shows that 137 days were short-term sickness and 74 days long-term sickness.

4.5 Contextual indicators (new information)

a) Economy & Environment

Connecting Cambridgeshire

- % of take-up in the intervention area as part of the superfast broadband rollout programme (to December 2016)

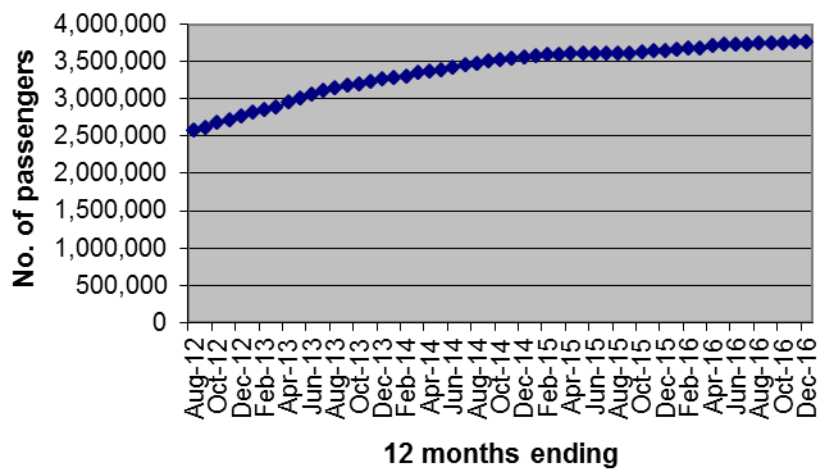
Figures to the end of December show that the average take-up in the intervention area has increased from 35.6% in June to 40.3%.

Passenger Transport

- Guided Busway passenger numbers (December 2016)

The Guided Busway carried around 312,000 passengers in December, and there have now been over 18 million passengers since the Busway opened in August 2011. The 12-month rolling total is 3.76 million.

Guided Busway passengers: 12-month rolling total



APPENDIX 1 – Service Level Budgetary Control Report

Forecast Variance - Outturn December £'000	Service	Current Budget for 2016-17 £'000	Expected to end of January £'000	Actual to end of January £'000	Current Variance £'000 %		Forecast Variance - Outturn January £'000 %	
	Economy, Transport & Environment Services							
+50	Executive Director	232	568	539	-29	-5	+60	+26
-5	Business Support	428	370	358	-12	-3	+6	+1
0	Direct Grants	0	0	0	0	+0	0	1
46	Total Executive Director	661	938	897	-41	-4	+66	+10
	Directorate of Infrastructure Management & Operations							
-2	Director of Infrastructure Management & Operations	144	119	114	-5	-4	-2	-2
+411	Waste Disposal including PFI	34,073	26,784	25,093	-1,691	-6	+411	+1
	Highways							
-77	- Road Safety	681	509	438	-71	-14	-80	-12
+80	- Traffic Manager	-515	-226	-155	+70	-31	-50	+10
+121	- Network Management	1,221	1,080	1,112	+31	+3	+101	+8
-0	- Local Infrastructure & Streets	3,223	2,678	2,665	-13	-0	+134	+4
+0	- Winter Maintenance	2,018	1,664	1,524	-140	-8	+22	+1
+0	- Parking Enforcement	0	-325	-719	-395	+122	+0	+0
-62	- Street Lighting	9,587	7,148	4,944	-2,204	-31	-229	-2
+160	- Asset Management	806	645	918	+274	+42	+255	+32
-16	- Highways other	1,377	542	539	-3	-1	-225	-16
-61	Trading Standards	739	612	563	-49	-8	-61	-8
	Community & Cultural Services							
-36	- Libraries	3,454	2,941	2,658	-283	-10	-29	-1
-58	- Community Resilience	707	540	409	-131	+0	-58	-8
+6	- Archives	382	282	271	-11	-4	-2	-0
+10	- Registrars	-550	-469	-428	+41	-9	+25	-5
-26	- Coroners	769	643	716	+73	+11	+98	+13
0	Direct Grants	-6,872	-5,131	-5,134	-3	+0	0	47
+448	Total Infrastructure Management & Operations	51,246	40,037	35,528	-4,509	-11	+310	+1
	Directorate of Strategy & Development							
+0	Director of Strategy & Development	142	118	112	-5	-4	+0	+0
-6	Transport & Infrastructure Policy & Funding	155	162	225	+64	+39	30	+19
	Growth & Economy							
-93	- Growth & Development	589	484	364	-120	-25	-127	-22
-26	- County Planning, Minerals & Waste	309	229	247	+18	+8	+19	+6
+14	- Enterprise & Economy	-0	-0	13	+14	+0	+14	-3,872
+0	- Mobilising Local Energy Investment (MLEI)	0	0	0	+0	+0	+0	+0
-190	- Growth & Economy other	508	672	374	-298	-44	-221	-44
+10	Major Infrastructure Delivery	0	263	347	+84	+32	+10	+0
	Passenger Transport							
+107	- Park & Ride	304	269	519	+250	+93	+144	+47
-422	- Concessionary Fares	5,619	4,165	3,594	-571	-14	-422	-8
-65	- Passenger Transport other	2,513	2,271	2,254	-18	-1	-65	-3
	Adult Learning & Skills							
+0	- Adult Learning & Skills	2,596	2,053	2,011	-42	-2	+0	+0
+0	- Learning Centres	0	68	-38	-106	+0	+0	+0
+0	- National Careers	0	0	10	+10	+0	+0	+0
0	Direct Grants	-2,808	-2,275	-2,283	-8	+0	0	0
-672	Total Strategy & Development	9,925	8,479	7,750	-729	-9	-620	-6
-178	Total Economy, Transport & Environment Services	61,832	49,454	44,174	-5,279	-11	-244	-0

	MEMORANDUM							
£'000	Grant Funding	£'000	£'000	£'000	£'000	%	£'000	%
0	- Public Health Grant	-327	-223	-225	-2	+0	+0	+0
0	- Street Lighting - PFI Grant	-3,944	-1,972	-1,972	+0	+0	+0	+0
0	- Waste - PFI Grant	-2,691	-1,346	-1,346	+0	+0	+0	+0
0	- Bus Service Operators Grant	-302	-302	-302	+0	+0	+0	+0
0	- Adult Learning & Skills	-2,416	-1,905	-1,913	-8	+0	+0	+0
+0	Grant Funding Total	-9,680	-5,748	-5,758	-10	0	0	+0

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 2016/17 £'000	Current Variance		Forecast Variance - Outturn	
		£'000	%	£'000	%
Waste Disposal including PFI	34,073	-1,691	-6	+411	+1
<p>Waste volumes have increased this year, increasing the amount of landfill tax that is payable. This increase is directly related to the increased levels of waste arising in 2016/17. Similar levels of growth have been seen in other local authorities in the region.</p> <p>No significant streams of third party waste are being accepted at the MBT, due to plant unreliability and the contractor's inability to secure third party waste contracts and generate profit through the waste being treated at Waterbeach.</p> <p>There is a risk of a potential overspend, due to increased levels of residual waste combined with current average MBT performance from previous 12 months. Waste forecasts are based on actual information up to November due to the contract reporting timescales that are a month in arrears.</p> <p>The current variance is partly due to outstanding recycling credit payments due to District councils and payments disputed with the contractor in respect of costs in 2015/16.</p>					
Network Management	1,221	+31	+3	+101	+8
The forecast overspend is due to costs for grass cutting being greater than expected.					
Local Infrastructure & Streets	3,223	-13	-0	+134	+4
The forecasted underspends within ETE are being used to fund one off work on reactive maintenance.					
Winter Maintenance	2,018	-140	-8	+22	+1
<p>The original £650k saving proposal against winter operations was based on the achievement of three changes to the service; leasing the gritting fleet, route optimisation and weather domain forecasting. Leasing of the fleet has already achieved the saving anticipated from this change, with an initial saving of £200k (in 15/16) followed by an on-going maintenance saving of £117k year on year. It was originally estimated that route optimisation and domain forecasting would achieve savings of £288k and £225k respectively. However in practice it has been acknowledged that the routes are already highly efficient, so further route optimisation is unlikely to achieve any savings, whilst domain forecasting is unlikely to achieve a saving of more than £60k per year – due to temperature differences across the county being more marginal than expected.</p> <p>Therefore the estimated saving from those three areas totals £177k. In addition reducing the percentage area of the highway network that we now grit (from 45% to 30%) and therefore the number of gritters from 38 to 26, has saved a further £117k. This gives a total saving of £294k, which leaves a shortfall of £356k against the original £650k savings target.</p> <p>This has now been entered as a pressure for 17/18 in the development of the Business Plan.</p>					

At the meeting of County Council of 13 th December 2016 it was decided to reinstate last year's gritting routes in their entirety. The impact of this decision increased the number of gritters required from 27 to 37, this resulted in an increased cost for the extra gritters, which was incurred in December. The additional cost of £570k will be covered by Council reserves. The budget has been allocated to cover this hence the overspend outturn has now reduced to £22k					
Street Lighting	9,587	-2,204	-31	-229	-2
The forecast now reflects the one-off income received as contract penalties (currently £327K). It is planned that this will be used to contribute towards the hedge break costs to implement the synergy savings and the residual amount will be funded by the Transformation Fund.					
Asset Management	806	+274	+42	+255	+32
The current & forecast outturn relates to an overspend on the procurement of the new Highways Contract. This is partly due to the extension of the Competitive Dialogue period & the additional external specialist advice being purchased from Cardiff City Council procurement team to support the process.					
Libraries	3,454	-283	-10	-29	-1
The Book fund and IT (due to late delivery of 3 rd party invoices) appears under-spent compared to the monthly profile, but will be fully utilised by year end. The forecast underspend is due to vacancy savings.					
Growth & Economy Other	508	-298	-44	-221	-44
Highways Development Management are currently overachieving their income target for both Section 38 & Section 106 fees and this overachievement has been shown as a forecast. It is hard to predict exactly when these fees are paid and it is likely that the forecast for these fees will increase or decrease as the year progresses.					
Park & Ride	304	+250	+93	+144	+47
The forecast out-turn is due to a number of reasons; less income expected from operator access fees than originally budgeted, purchase of new ticket machines and an overspend on staff overtime.					
Concessionary Fares	5,619	-571	-14	-422	-8
It is expected the concessionary fares paid to bus operators will be lower than originally forecast based on the last 12 months data. It is hard to judge likely spend in this area as this is affected by seasonal conditions, so the forecast will be reviewed on a regular basis.					

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	10,319
Adult Learning & Skills grants	Department of Education	-668
Non-material grants (+/- £30k)		-29
Total Grants 2016/17		9,680

The Adult Learning & Skills grant and Learning centre grants have been adjusted to match the expected grant in 2016/17.

APPENDIX 4 – Virements and Budget Reconciliation

	£'000	Notes
Budget as per Business Plan	59,952	
Allocation of ETE reserves as agreed by GPC	2,015	
Reversal of ETE reserve allocation for Ely Archives	-65	
Implementation of the Corporate Capacity Review	-65	
Allocation of reserves as Gritting routes reinstated in entirety as agreed at County Council meeting of 13th December 2016	570	
Reversal of ETE reserves as agreed as not required until 2017/18	-583	
Non-material virements (+/- £30k)	8	
Current Budget 2016/17	61,832	

APPENDIX 5 – Reserve Schedule

Fund Description	Balance at 31st March 2016 £'000	Movement within Year £'000	Balance at 31st December 2016 £'000	Forecast Balance at 31st March 2017 £'000	Notes
General Reserve					
Service carry-forward	3,386	(1,950)	1,436	0	Account used for all of ETE
Sub total	3,386	(1,950)	1,436	0	
Equipment Reserves					
Libraries - Vehicle replacement Fund	218	0	218	250	
Sub total	218	0	218	250	
Other Earmarked Funds					
Deflectograph Consortium	61	0	61	50	Partnership accounts, not solely CCC
Highways Searches	33	0	33	0	
On Street Parking	1,593	0	1,593	1,600	
Bus route enforcement	169	0	169	0	
Highways Commuted Sums	579	(1)	578	600	
Guided Busway Liquidated Damages	2,783	(936)	1,848	1,483	This is being used to meet legal costs if required.
Waste and Minerals Local Development Fra	22	38	59	0	
Proceeds of Crime	355	1	356	300	
Waste - Recycle for Cambridge & Peterborough (RECAP)	250	(12)	238	225	Partnership accounts, not solely CCC
Fens Workshops	56	5	61	28	Partnership accounts, not solely CCC
Travel to Work	253	0	253	198	Partnership accounts, not solely CCC
Steer- Travel Plan+	72	0	72	70	
Olympic Development	2	0	2	0	
Northstowe Trust	101	0	101	101	
Cromwell Museum	28	(28)	0	0	
Archives Service Development	234	0	234	234	
Other earmarked reserves under £30k - IMO	10	14	24	0	
Other earmarked reserves under £30k - S&D	16	7	24	30	
Sub total	6,617	(911)	5,706	4,919	
Short Term Provision					
Travellers	43	(33)	9	0	
Mobilising Local Energy Investment (MLEI)	669	0	669	0	
Sub total	712	(33)	679	0	
Capital Reserves					
Government Grants - Local Transport Plan	0	14,525	14,525	0	Account used for all of ETE
Government Grants - S&D	(348)	2,279	1,931	0	
Government Grants - IMO	0	0	0	0	
Other Capital Funding - S&D	10,819	3,122	13,941	10,000	
Other Capital Funding - IMO	1,232	111	1,343	200	
Sub total	11,704	20,037	31,740	10,200	
TOTAL	22,636	17,142	39,779	15,369	

APPENDIX 6 – Capital Expenditure and Funding

Capital Expenditure

2016/17						TOTAL SCHEME	
Original 2016/17 Budget as per BP	Scheme	Revised Budget for 2016/17	Actual Spend (January)	Forecast Spend - Outturn (January)	Forecast Variance - Outturn (January)	Total Scheme Revised Budget	Total Scheme Forecast Variance
£'000		£'000	£'000	£'000	£'000	£'000	£'000
	Integrated Transport						
400	- Major Scheme Development & Delivery	200	126	200	0	200	0
482	- Local Infrastructure Improvements	813	329	833	20	690	0
594	- Safety Schemes	594	154	594	0	594	0
345	- Strategy and Scheme Development work	508	417	508	0	508	0
1,988	- Delivering the Transport Strategy Aims	2,487	962	1,908	-579	3,132	0
478	- Cambridgeshire Sustainable Transport Improvements	548	171	237	-311	237	0
23	- Air Quality Monitoring	23	21	23	0	23	0
15,461	- Operating the Network	16,284	10,697	14,554	-1,730	15,879	0
	Infrastructure Management & Operations Schemes						
6,000	- £90m Highways Maintenance schemes	6,000	6,711	8,046	2,046	90,000	0
0	- Pothole grant funding	973	835	973	0	973	0
60	- Waste Infrastructure	219	192	173	-46	5,279	0
2,161	- Archives Centre / Ely Hub	1,799	137	497	-1,302	4,200	0
417	- Community & Cultural Services	797	-304	646	-151	1,540	0
705	- Street Lighting	705	0	536	-169	705	0
	Strategy & Development Schemes						
4,700	- Cycling Schemes	3,488	2,619	3,306	-182	17,598	0
1,336	- Huntingdon - West of Town Centre Link Road	700	40	700	0	9,116	0
14,750	- Ely Crossing	5,500	2,032	6,918	1,418	36,000	0
0	- Chesterton Busway	0	37	0	0	0	0
2,110	- Guided Busway	500	166	500	0	151,147	0
12,065	- King's Dyke	3,421	139	121	-3,300	13,580	0
500	- Wisbech Access Strategy	672	363	511	-161	1,000	0
	- A14	100	88	100	0	25,200	0
1,439	- Other Schemes	967	570	967	0	6,710	0
	Other Schemes						
5,600	- Connecting Cambridgeshire	4,860	2,583	3,767	-1,093	30,700	0
85	- Other Schemes	85	0	85	0	680	0
71,699		52,243	29,085	46,703	-5,540	415,691	0
	Capital Programme variations	-10,500		-4,960	5,540		
71,699	Total including Capital Programme variations	41,743	29,085	41,743	0		

Revised Budget

The decrease between the original and revised budget is made up as follows:-

- Carry-forward of funding from 2015/16 due to the re-phasing of schemes which reported as underspending at the end of the 2015/16 financial year.
- The phasing of a number of schemes have been reviewed since the published business plan and this has resulted in a reduction in the required budget in 2016/17, most notably the schemes for Ely Crossing and King's Dyke.
- As previously reported, the Capital Programme Board 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.

2016/17 Forecast Spend

Delivering the Transport Strategy Aims

A number of schemes that were originally budgeted within the 'Cambridgeshire Sustainable Transport Improvements' and 'Operating the Network' lines are now being charged to the 'Delivering the Transport Strategy Aims' line as the schemes are Highway schemes and of a similar nature.

The final assessment work on Norwood Road, March has commenced with our Partner, Network Rail. The works have been delayed to avoid any disruption on the rail network and to ensure that best value is obtained for all. Due to the complexity of the scheme construction will now begin in 2017/2018 but the assessment period is currently being accelerated through close liaison with Network Rail. Funding through the March Market Town Transport Strategy has been agreed.

Safety Schemes

This area is expected to underspend by £70k as work on the scheme A10 Shepreth Melbourn Bypass is now complete and is underspent.

Operating the Network - Traffic signal replacement

Due to issues with purchasing of land, a scheme on Cherry Hinton Road (Queen Edith's Way/ Robin Hood junction), £668k worth of expenditure will slip into 2017-18. The scheme is fully funded by S106 developer contributions.

£90m Highways Maintenance

£6m was initially allocated to this area in 2016-17 and spare funding from the previous year was rolled forward into future years. Historically although more work has been programmed than budgeted for the year, for a number of reasons schemes have slipped and expenditure has always been within the agreed budget. This year more schemes are being completed by the Contractor and total expenditure is likely to be nearer £8.0m. These additional schemes will therefore be funded by previous year's slippage.

Cambourne Library

Expenditure for this will not occur in 2016-17 as the scheme is yet to be finalised. This is all funded by S106 developer funding.

Replacement of accrued streetlights with LEDs

This scheme will commence in 2016-17 as plans have now been finalised to achieve the required savings, with staff and contractor focusing on completing the replacement programme. The expenditure in 2016/17 is expected to be £536k. However, the scheme is expected to straddle two financial years with the scheme completing in 2017/18.

Cycling schemes

There have been a number of changes affecting the following schemes, which have changed the expected out-turn figures :-

- Yaxley to Farcet

Initially work was planned to commence late summer, but at that point neither of the land deals had completed so it was not possible to start. One of the two land deals has now completed, and the final one looks to be very close to completion. A revised start of works date has been set for 1st March 2017. There has been discussion with local members around an earlier date, but officers have advised against this due to

concerns about wet ground conditions, given that the site is currently agricultural in nature. The delayed start date accounts for the reduced spend profile for this year.

- **Cherry Hinton High Street**

As well as the approved S106 developer funded cycling improvements, additional works were undertaken at the same time to maximise the road closure in place. These works included £170,000 to resurface the carriageway and £240,000 from the City Council to undertake streetscape improvements. All work has now been completed but invoicing for these additional work areas needs to take place, and thus it appears that the scheme is overspent which is not the case.

- **Lode to Quay**

This community led project has enjoyed strong support and thus objections through the planning process were not anticipated. Some objections were received which meant that the a decision had to be made by the Planning Committee thus making for a delayed start and hence a reduced spend profile for this financial year. Planning consent is now in place and land agreements are now being finalised to allow a start and the main bulk of spend in 2017/18.

- **A10 Harston**

It was originally hoped to be on site in January 2017. A number of unanticipated issues were raised at consultation, for which it seemed prudent to resolve and thus take the scheme through a further round of consultation to ensure a good level of public buy in. This delayed the scheme, impacting on the spend profile for the current year. With scheme approval now in place and detailed design underway, works on site should commence in summer with the majority of spend now planned for 2017/18.

- **Bar Hill to Longstanton**

Officers have been working with both the A14 Project Team and the Northstowe developers to ensure a solution that fits with the A14 changes near to Bar Hill and the new Northstowe access road that links Northstowe with the B1050 between Bar Hill and Longstanton. This has taken longer than expected and thus the spend profile for 2016/17 has not been achieved.

Ely Crossing

The stage 1 developed design stage has been completed and a Stage 2 two (construction) target cost of £27.470,909 has been agreed. Initial work on site has now commenced and it is anticipated that the route will be open in spring 2018. It is anticipated that £6.9m will be spent in 2016/17.

Archives Centre

The majority of spend for this scheme is now likely to occur next financial year.

Connecting Cambridgeshire

This scheme is likely to be extended within the existing funding. The rollout contract with BT includes a “claw-back” provision which requires BT to reinvest any surplus profits into further broadband rollout if take-up exceeds the original forecast.

Although the current Superfast coverage exceeds that in many surrounding counties and is amongst the highest nationally, the heavy reliance on and high take up of Superfast broadband services amongst businesses and residents in Cambridgeshire means there is significant pressure to provide service for the “final 5%”, (approximately 18,000 premises) which are not covered in current rollout plans.

Whilst it is unrealistic to target 100% of premises with Superfast broadband, it is possible to significantly reduce the “final 5%” with a third rollout phase.

King's Dyke

Planning permission has been granted and the tender package prepared. Agreeing arrangements for access to private land for ground investigation surveys has caused delays to the completion of the works information. Given the amount of earthworks within the scheme, this is critical information for contractors to inform the tendered price, eliminate risk and provide greater cost certainty. Officers have continued to work with the legal team and the land owner to agree access arrangements. Arrangements were agreed and the on-site ground investigation has been completed and the report is expected in February. This has impacted on the programme, and the revised key stages along with earliest expected dates for delivery are shown below.

Stage	Target Date
Planning application submitted	December 2015
Application determined	March 2016
Procurement and contract document preparation (Other than G.I)	November 2016
Publish Orders/objection period	February 2017
Agree Ground investigation access, complete survey	January 2017
Analysis of GI findings, report produced	February 2017
Tender issued	March 2017
Tender return	June 2017
Works package award approved by E and E Committee	July 2017
Detailed design	November 2017
Site mobilisation and construction	December 2017
Scheme open	December 2018

Meeting key stages is dependent on land access and acquisition, concluding agreements with Network Rail and agreeing a contractor's programme. Any objection to Compulsory Purchase Orders may add a year into the programme. Similarly Network Rail agreements may add to the programme, but on-going liaison with landowners and Network Rail is aiming to mitigate these risks.

Assuming that agreement with Network Rail and Landowners is reached, the majority of the scheme expenditure will take place over years 2017/18 and 2018/19 .

Key changes to the programme are reported to the Project Board which meets every 2-3 months.

Capital Funding

2016/17				
Original 2016/17 Funding Allocation as per BP £'000	Source of Funding	Revised Funding for 2016/17 £'000	Forecast Spend - Outturn (January) £'000	Forecast Funding Variance - Outturn (January) £'000
17,781	Local Transport Plan	17,789	16,287	-1,502
2,682	Other DfT Grant funding	2,908	2,908	0
17,401	Other Grants	9,593	7,550	-2,043
5,691	Developer Contributions	5,777	4,093	-1,684
18,155	Prudential Borrowing	12,705	12,134	-571
9,989	Other Contributions	3,471	3,731	260
71,699		52,243	46,703	-5,540
	Capital Programme variations	-10,500	-4,960	5,540
71,699	Total including Capital Programme variations	41,743	41,743	0

Funding	Amount (£m)	Reason for Change
Rolled Forward Funding	-3.6	This reflects slippage or rephasing of the 2015/16 capital programme to be delivered in 2016/17 which was reported in November 16 and approved by the General Purposes Committee (GPC)
Additional / Reduction in Funding (Specific Grant)	-16.4	Rephasing of grant funding for Ely Crossing (£4.75m) & King's Dyke (£11.3m), costs to be incurred in 2017/18
Revised Phasing (Section 106 & CIL)	-1.4	Rephasing of Cambridge Cycling Infrastructure (£0.7m) & Huntingdon West of Town Centre (£0.6m), costs to be incurred in 2017/18
Revised Phasing (Prudential Borrowing)	-1.9	Revised phasing of Guided Busway spend, Connecting Cambridgeshire and the Archives centre.
Revised Phasing (DfT Grant)	-0.8	Revised phasing of Cycling City Ambition Fund

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

a) Economy & Environment

Frequency	Measure	What is good?	Dir'n of travel ↑=good	Latest Data		2016/17 Target	Current status	Year-end prediction	Comments
Adult Learning & Skills									
Monthly	Operating Model Outcome: The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents								
	The number of people in the most deprived wards completing courses to improve their chances of employment or progression in work	High	↔	To 31-Dec-2016	266	2,200	R	A	Figures to the end of December show that there are currently 266 learners taking courses in the most deprived wards. This is below target, but figures are expected to increase during the year as partners run multiple short courses. A targeted programme has started, focusing on increasing the participation in these deprived areas. The number of people completing courses will not be recorded until the end of the academic year. The target of 2,200 is end-of-year.
Quarterly	Operating Model Outcome: The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents								
	The number of people starting as apprentices	High	↑	2015/16 academic year (provisional)	4,320	4,574	G	G	Provisional figures for the number of people starting as apprentices during 2015/16 is 4,320, compared with 4,200 during 2014/15 - an increase of 3%. This means that the 2015/16 target of 4,158 was achieved.
Connecting Cambridgeshire									
Quarterly	Operating Model Outcome: The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents								
	% of premises in Cambridgeshire with access to at least superfast broadband	High	N/A	New indicator for 2016/17 To 31-Dec-2015	92.6%	95.2% by June 2017	G	A	The 2016/17 target is based on estimated combined commercial and intervention superfast broadband coverage by the end of June 2017.

Frequency	Measure	What is good?	Dir'n of travel ↑=good	Latest Data		2016/17 Target	Current status	Year-end prediction	Comments
				Period	Actual				
	% of take-up in the intervention area as part of the superfast broadband rollout programme	High	N/A	New indicator for 2016/17 To 31-Dec-2016	40.3%	Contextual			Figures to the end of December show that the average take-up in the intervention area has increased from 35.6% in June to 40.3%.
Economic Development									
Quarterly	Operating Model Outcome: The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents								
	% of 16-64 year-old Cambridgeshire residents in employment: 12-month rolling average	High	↔	To 30-Sep-2016	78.1%	80.9% to 81.5%	A	A	The latest figures for Cambridgeshire have recently been published by the Office for National Statistics (ONS). The 12-month rolling average is 78.1%, which is below the 2016/17 target range of 80.9% to 81.5%. 23.7% of these jobs are part-time. Due to economic uncertainty the target remains challenging.
	'Out of work' benefits claimants – narrowing the gap between the most deprived areas (top 10%) and others	Low	↔	May 2016	Gap of 6.4 percentage points Most deprived areas (Top 10%) = 11.3% Others = 4.9%	Gap of <=6.5 percentage points Most deprived areas (Top 10%) Actual <=11.5%	G	A	The 2016/17 target of <=11.5% is for the most deprived areas (top 10%). Latest figures published by the Department for Work and Pensions show that, in May 2016, 11.3% of people aged 16-64 in the most deprived areas of the County were in receipt of out-of-work benefits, compared with 4.9% of those living elsewhere in Cambridgeshire. At 6.4 percentage points the gap is the same as last quarter and is narrower than the target of <=6.5 percentage points.
Yearly	Operating Model Outcome: The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents								

Frequency	Measure	What is good?	Dir'n of travel ↑=good	Latest Data		2016/17 Target	Current status	Year-end prediction	Comments
				Period	Actual				
	Additional jobs created	High	↓	To 30-Sep-2015	+6,300 (provisional)	+3,500	G	A	<p>The latest provisional figures from the Business Register and Employment Survey (BRES) show that 6,300 additional jobs were created between September 2014 and September 2015 compared with an increase of 16,200 for the same period in the previous year. This means that the 2015/16 target of +3,500 additional jobs has been achieved.</p> <p>This information has recently been published by the Office for National Statistics (ONS) as part of the BRES Survey. BRES is the official source of employee and employment estimates by detailed geography and industry. The survey collects employment information from businesses across the whole of the UK economy for each site that they operate.</p>
Passenger Transport									
Monthly	Operating Model Outcome: The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents								
	Guided Busway passengers per month	High	↑	Dec-2016	311,906	Contextual			The Guided Busway carried around 312,000 passengers in December, and there have now been over 18 million passengers since the Busway opened in August 2011. The 12-month rolling total is 3.76 million.
Yearly	Operating Model Outcome: The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents								
	Local bus passenger journeys originating in the authority area	High	↓	2015/16	Approx. 18.5 million	19 million	R	R	<p>There were approximately 18.5 million bus passenger journeys originating in Cambridgeshire in 2015/16, representing a decrease of 400,000 compared with 2014/15.</p> <p>The drop in performance is part of a national trend which the Department of Transport (DfT) have reported as a</p>

Frequency	Measure	What is good?	Dir'n of travel ↑=good	Latest Data		2016/17 Target	Current status	Year-end prediction	Comments
				Period	Actual				
									2.1% decline in England, outside of London, for 2015/16. There is a chance of growth in the future through the City Deal, but equally these could be offset by cuts through budget reduction. These two changes are unlikely to take effect until 2017/18 so it is unlikely that the 2016/17 target of 19 million bus passenger journeys will be achieved.
Planning applications									
Monthly	Operating Model Outcome: The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents								
	The percentage of County Matter planning applications determined within 13 weeks or within a longer time period if agreed with the applicant	High	↔	Jan-2017	100%	100%	G	G	<p>Eight County Matter planning applications have been received and determined on time since April.</p> <p>There were 16 other applications excluded from the County Matter figures. These were applications that required minor amendments or Environmental Impact Assessments (a process by which the anticipated effects on the environment of a proposed development is measured). All 16 applications were determined on time.</p>
Traffic and Travel									
Yearly	Operating Model Outcomes: People lead a healthy lifestyle and stay healthy for longer & The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents								
	Growth in cycling from a 2004/05 average baseline	High	↑	2015	62.5% increase	70% increase	G	G	<p>There was a 4.7 per cent increase in cycle trips in Cambridgeshire in 2015.</p> <p>Overall growth from the 2004-2005 average baseline is 62.5 percent which is better than the Council's target of 46%.</p>
	% of adults who walk or cycle at least once a month – narrowing the gap between Fenland and others	High	↓	2014/15	Fenland = 81.1% Other excluding	Fenland = 86.3%	A	A	Latest figures published by the Department for Transport show that in 2014/15, 81.1% of Fenland residents walked or cycled at least once a

Frequency	Measure	What is good?	Dir'n of travel ↑=good	Latest Data		2016/17 Target	Current status	Year-end prediction	Comments
				Period	Actual				
					Cambridge = 89.4%				<p>month. This a reduction compared with 2013/14, which is disappointing, although, because the indicator is based on a sample survey, the figure can vary from one survey period to the next, and the change since 2013/14 is not statistically significant.</p> <p>Excluding Cambridge, the latest figure for the rest of the County is 89.4%. The gap of 8.3 percentage points is only slightly less than the 2012/13 baseline gap of 8.7 percentage points.</p> <p>A large number of schemes have been undertaken across most parishes in Fenland to further promote cycling and walking including new cycle routes, new footways, large maintenance schemes, general improvements and whole town centre redesigns.</p> <p>During 2015/2016 Cambridgeshire was awarded funding from the Government for a project in Wisbech from the Local Sustainable Transport Fund (LSTF). The project included Sustrans undertaking cycling work with schools and the County Council Travel to Work Unit working with employers in Wisbech to encourage more sustainable travel for commuting.</p> <p>In addition to this, the Cycling Projects team regularly work with Fenland District Council and their Transport team to undertake surveys and audits with the Transport Strategy Team helping to determine some of the improvement schemes.</p>
Yearly	Operating Model Outcome: The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents								

Frequency	Measure	What is good?	Dir'n of travel ↑=good	Latest Data		2016/17 Target	Current status	Year-end prediction	Comments
				Period	Actual				
	The average journey time per mile during the morning peak on the most congested routes	Low	↓	Sep 2014 to Aug 2015	4 minutes 52 seconds	4 minutes	R	A	<p>At 4.87 minutes per mile, the latest figure for the average morning peak journey time per mile on key routes into urban areas in Cambridgeshire is worse than the previous year's figure of 4.45 minutes.</p> <p>The target for 2016/17 is to reduce this to 4 minutes per mile.</p>

b) ETE Operational Indicators

Frequency	Measure	What is good?	Dir'n of travel ↑=good	Latest Data		2016/17 Target	Current status	Year-end prediction	Comments
				Period	Actual				
ETE Operational Indicators									
Monthly	Operating Model enabler: Ensuring the majority of customers are informed, engaged and get what they need the first time they contact us								
	% of Freedom of Information requests answered within 20 days	High	↑	Dec-2016	94%	90%	G	G	Seventeen Freedom of Information requests were received during December. Provisional figures show that ninety-four percent (16 out of 17) were responded to on time. Two hundred and sixty-one Freedom of Information requests have been received since April and 93.5% of these have been responded to on-time. This compares with 97.9% (out of 238) and 96.1% (out of 228) for the same period last year and the year before.
	Operating Model enabler: Ensuring the majority of customers are informed, engaged and get what they need the first time they contact us								
	% of complaints responded to within 10 days	High	↓	Dec-2016	%	90%	G	G	Sixty complaints were received in December. Ninety percent of these were responded to within 10 working days. The majority of complaints for Infrastructure Management & Operations were for Highways and 29 out of the 34 received were responded to on time. The majority of complaints received by Strategy & Development were for Passenger Transport and 25 out of the 26 received were responded to within 10 days. The year-to-date figure is currently 93%.

Frequency	Measure	What is good?	Dir'n of travel ↑=good	Latest Data		2016/17 Target	Current status	Year-end prediction	Comments
				Period	Actual				
	Operating Model enabler: Having Councillors and officers who are equipped for the future								
	Staff Sickness - Days per full-time equivalent (f.t.e.) - 12-month rolling total. A breakdown of long-term and short-term sickness will also be provided.	Low	↔	To Dec-2016	3.1 days per f.t.e.	6 days per f.t.e	G	G	<p>The 12-month rolling average has increased slightly from 3 days to 3.1 days per full time equivalent (f.t.e.) which is below (better than) the 6 day target.</p> <p>During December the total number of absence days within Economy, Transport & Environment was 211 days based on 556 staff (f.t.e) working within the Service. The breakdown of absence shows that 137 days were short-term sickness and 74 days long-term sickness.</p>

ECONOMY AND ENVIRONMENT COMMITTEE TRAINING PLAN

To: Economy & Environment Committee

Meeting Date: 9th March 2017

From: Graham Hughes, Executive Director: Economy, Transport and Environment (ETE)

Electoral division(s): All

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

Purpose: To present to Committee the current version of the Training Plan. This is a record of training that has already taken place and a reminder of the training seminars remaining to be undertaken for 2016/17.

Recommendation: The Economy and Environment Committee is asked to:

a) note the upcoming training session dates as listed in Appendix 1.

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1.0 BACKGROUND

- 1.1 At the meeting of the Council held on 24 March 2015, it was agreed that each committee should consider and approve its own training plan and that the Members' attendance at each seminar should be recorded as part of the public record. The expectation was that taking the training plan to the committee meeting would facilitate training at a time convenient for the majority of committee members.

2.0 Economy and Environment Committee Training Plan

- 2.1 In consultation with Members, Economy, Transport and Environment (ETE) officers identified training to be provided in 2016/17. All training seminars have now taken place for Economy and Environment (E&E) Committee Members. The sessions have generally been well attended.
- 2.2 The full list of the training undertaken is included on the updated training plan attached as **appendix 1**.
- 2.3 The Major Infrastructure Delivery Capital Programme training session previously requested by this Committee took place on Thursday 2nd February with attendance from the following Members / substitute from the two ETE Service Committees:
- Cllrs Ashcroft, Bates, Bullen, Clark, Criswell, Downes, Hickford, Kavanagh, and Shellens.
- 2.4 As previously reported, there will also be the following two sessions included as part of the Members Seminars programme as requested by this Committee:
- A) Neighbourhood Planning and Infrastructure Bill - a slot has been arranged on the Member Seminar to be held on 7th April to be hosted by Sass Pledger.
 - B) A slot for Total Transport has been added to the Member Seminar to be held on 10th March 2017 which will also include transport issues for those with Special Educational Needs (SEN), an addition requested at this Committee's December meeting.
- 2.5 Future training will now be included as part of a training programme being prepared for the new Council to take place after the May County Council local elections.

3.0 ALIGNMENT WITH CORPORATE PRIORITIES

3.1 Developing the local economy for the benefit of all

- 3.1.1 Member training is an essential part of ensuring that good and well informed decisions are made. In turn this helps Members to achieve the objectives of the Council, including those relating to the economy.

3.2 Helping people live healthy and independent lives

- 3.2.1 Member training is an essential part of ensuring that good and well informed decisions are made and in turn helps Members to achieve the objectives of the Council, including those relating to independence of our communities.

3.3 Supporting and protecting vulnerable people

- 3.3.1 Member training is an essential part of ensuring that good and well informed decisions are made and in turn helps Members to achieve the objectives of the Council, including those relating to supporting and protecting vulnerable

people.

4. SIGNIFICANT IMPLICATIONS

4.1 None.

Source Documents	Location
None	

ECONOMY AND ENVIRONMENT COMMITTEE TRAINING PLAN

Updated 28.02.2017

Appendix 1

The Training plan that follows is a record of Economy and Environment Member Training that has previously taken place and a forward look at training that is yet to be scheduled and/or take place.

Ref	Subject	Desired Learning Outcome/Success Measures	Priority	Date, Time & Venue	Responsibility	Nature of training	Attendance by:	Cllrs Attending
1.	ETE Business Planning presentation	Members will be able to further influence and shape the emerging business plan.		19.8.14		Training seminar	Economy & Environment Committee	Not available as not a requirement when undertaken
2.	Transport and Health	Members will have a greater appreciation of the interactions between transport and health and the need for transport strategies to take account of the health and wellbeing impacts for residents.		11.12.14		Joint seminar/ training event	Economy & Environment Committee	Not available as not a requirement when undertaken
3.	Developer Funding/CIL	Members gain an understanding of the community infrastructure levy		24.2.15		Workshop	Economy & Environment Committee	Not available as not a requirement

Ref	Subject	Desired Learning Outcome/Success Measures	Priority	Date, Time & Venue	Responsibility	Nature of training	Attendance by:	Cllrs Attending
		regime.						when undertaken
4.	Cambridgeshire Future Transport (CFT)	Councillors will be more familiar with the objectives of the CFT programme and our work with partners from across Cambridgeshire and Peterborough to find solutions to Cambridgeshire's transport and accessibility challenges.		7.4.15		Workshop	Economy & Environment Committee	Not available as not a requirement when undertaken
5.	Business Planning	Members of the Committee will have the chance to consider emerging thinking; reflect on the direction of travel and offer guidance on where officers should focus on developing proposals over the coming months.		3.9.15	G. Hughes	Training seminar	Economy & Environment Committee	Cllr Ian Bates Cllr Edward Cearns Cllr John Clark Cllr Lynda Harford Cllr Roger Henson Cllr Noel Kavanagh Cllr Mike Mason Cllr Mac McGuire Cllr Mathew Shuter Cllr John Williams Cllr Barbara Ashwood Cllr Ralph Butcher Cllr Steve Criswell

Ref	Subject	Desired Learning Outcome/Success Measures	Priority	Date, Time & Venue	Responsibility	Nature of training	Attendance by:	Cllrs Attending
		The intention will be that some of the future business planning meetings after the August session will be undertaken in conjunction with members Highways and Community Infrastructure Committee as the two relevant Committees for the ETE Directorate						Cllr Roger Hickford Cllr Bill Hunt Cllr Peter Reeve Cllr Michael Rouse Cllr Jocelynn Scutt
6.	Floods and Water	The seminar will bring Members up to date with Cambridgeshire's latest Flood and Water strategies.		17.09.15	Sass Pledger	Training Seminar	E&E Committee Members & Substitutes	Cllr Edward Cearns Cllr Roger Henson Cllr Noel Kavanagh Cllr Mike Mason Cllr Peter Ashcroft
7.	Business Planning	Follow on from session on 3/09/2015		1.10.15	G. Hughes	Training seminar	Economy & Environment Committee	Cllr Ian Bates Cllr Edward Cearns Cllr John Clark Cllr Noel Kavanagh Cllr Mike Mason Cllr Barbara Ashwood Cllr Ralph Butcher Cllr Steve Criswell Cllr Roger Hickford Cllr Bill Hunt

Ref	Subject	Desired Learning Outcome/Success Measures	Priority	Date, Time & Venue	Responsibility	Nature of training	Attendance by:	Cllrs Attending
								Cllr Zoe Moghadas Cllr Peter Reeve Cllr Michael Rouse Cllr Jocelynn Scutt Cllr Amanda Taylor
8.	Community Impact Assessments (CIAs)	This training will be provided by LGSS Legal. The training will cover what exactly needs to be considered in respect of the Public Sector Equality Duty in decision making and how a CIA can demonstrate that this has been done. This training is being offered to support Members in understanding the wider implications of the organisation's Business Planning proposals.		03.11.15 9am – 9.30am Room 307, Shire Hall OR 10.11.15 12pm – 12.30pm KV Room, Shire Hall	Elaine O'Connor (LGSS Legal)	Training seminar	E&E Committee Members & Substitutes	03.11.2015: Cllr Paul Bullen 10.11.2015: Cllr Edward Cearn Cllr Lynda Harford Cllr Roger Henson Cllr Noel Kavanagh Cllr John Williams Cllr Peter Reeve Cllr Jocelynn Scutt Cllr Barry Chapman
9.	New Communities (Identifying infrastructure)	Members will gain an understanding of: 1) The Council's		20.01.16 2pm –	Anita Howard/ Clare Buckingham/	Training seminar	E&E Committee Members &	Cllr Ian Bates Cllr Edward Cearn Cllr John Clark Cllr Lynda Harford

Ref	Subject	Desired Learning Outcome/Success Measures	Priority	Date, Time & Venue	Responsibility	Nature of training	Attendance by:	Cllrs Attending
	requirements and arrangements for delivery)	<p>approach to identifying and evaluating the need for new infrastructure to ensure that planning obligations meet the statutory Section 106 tests.</p> <p>2) The process for planning and delivering suitably funded infrastructure in a timely and sustainable way to meet the needs of Cambridgeshire's new communities and the county's need for economic prosperity.</p>		<p>3.30pm</p> <p>Room 022ab, Shire Hall</p>	Colum Fitzsimons		Substitutes	<p>Cllr Noel Kavanagh</p> <p>Cllr Joshua Schumann</p> <p>Cllr John Williams</p> <p>Cllr Peter Ashcroft</p>
10.	Transport Strategies and Funding	The seminar will bring Members up to speed with Cambridgeshire's Transport Strategies		<p>19.04.16</p> <p>2pm – 3.30pm</p>	Jeremy Smith	Training seminar	E&E Committee Members &	<p>Cllr Ian Bates</p> <p>Cllr David Jenkins</p> <p>Cllr Edward Cearn</p> <p>Cllr John Williams</p> <p>Cllr Noel Kavanagh</p>

Ref	Subject	Desired Learning Outcome/Success Measures	Priority	Date, Time & Venue	Responsibility	Nature of training	Attendance by:	Cllrs Attending
		and Plans.		Room 022ab, Shire Hall			Substitutes	Cllr Peter Ashcroft
11.	Adult Learning and Skills	Members will get a general overview of the Adult and Skills Service and what it provides and begin to look at where service provision is required in future.		26.07.16 2.30pm-4pm Room 022ab, Shire Hall	Lynsi Hayward-Smith	Training seminar	E&E Committee Members & Substitutes	Cllr Ashcroft Cllr Bates, Cllr Cearns, Cllr Hartford Cllr Kavanagh
12.	Business Planning Workshop	Members will get an overview of the Business Planning process for 2017/18.		24.08.16 10am-12pm Kreis Viersen Room, Shire Hall		Workshop	E&E Committee Members and Substitutes; H&CI Committee Members and Substitutes	Not required

Ref	Subject	Desired Learning Outcome/Success Measures	Priority	Date, Time & Venue	Responsibility	Nature of training	Attendance by:	Cllrs Attending
13.	Major Infrastructure Delivery – Capital Programme	To focus on the Capital Programme funding process, identifying examples of past problem areas and identifying anything that could be / had been changed to ensure they were not repeated.		2 nd February 2017	Stuart Walmsley	Training Seminar		Cllr Peter Ashcroft Cllr Ian Bates Cllr Paul Bullen Cllr John Clark Steve Criswell Cllr Peter Downes Cllr Roger Hickford Noel Kavanagh Cllr Michael Shellens

ECONOMY AND ENVIRONMENT SERVICE COMMITTEE AGENDA PLAN AND APPOINTMENTS TO OUTSIDE BODIES, INTERNAL ADVISORY GROUPS AND PANELS, AND PARTNERSHIP LIAISON AND ADVISORY GROUPS

To: Economy and Environment Committee

Meeting Date: 9th May 2017

From: Executive Director – Economy Transport and Environment

Electoral division(s): All

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

Purpose: To note the current Agenda Plan and to agree a delegation to facilitate speeding up appointments to outside bodies between meetings.

Recommendation: It is recommended that the Economy and Environment Committee:

- (a) note the Forward Agenda Plan at Appendix 1.
- (b) to agree to delegate on a permanent basis between meetings the power to appoint representatives to any outstanding outside bodies, groups, panels and partnership liaison and advisory groups, within the remit of the Economy and Environment (E&E) Committee, to the Executive Director Economy, Transport and Environment (ETE) in consultation with E&E Spokes.

a) Agenda Plan

Attached as appendix 1. As is now standard practice, an oral update on any changes will be provided at the meeting.

b) Appointments to Partnership Liaison and Advisory Groups

With regard to appointments to Outside Bodies, Service Committees are being asked to agree to a permanent delegation to the relevant Executive Director, in consultation with Spokes, to be able appoint to outside bodies within the remit of the Committee, between meetings. This is to facilitate the need on occasions for a speedy appointment due to a vacancy, or where there are no substitutes and an imbalance of Members would not be ideal. The proposed delegation, if agreed, could be actioned through a simple e-mail request to Spokes. Highways and Community Infrastructure Committee have already agreed the same delegation.

<i>Officer contact:</i>	
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ECONOMY AND ENVIRONMENT POLICY AND SERVICE COMMITTEE AGENDA PLAN

Published 1st February 2017
Updated 28th February 2017



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.

Additional information about confidential items is given at the foot of this document.

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.

Committee date	Agenda item	Lead officer	Reference if key decision	Spokes meeting date	Deadline for draft reports	Agenda despatch date
01/06/17	Review of Preliminary Flood Risk Assessment	Julia Beeden	Not applicable	2.00p.m. Thursday 20 th April Room 308	18/05/17	23/05/17
	Member Led Review of Cycle Infrastructure Schemes	Tamar Oviatt-Ham	Not applicable			
	Antiquities Conservation Unit	Sass Pledger	Not applicable			
	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable			
	Business Planning	Graham Hughes	Not applicable			
	Economy and Environment Committee Training Plan	Rob Sanderson	Not applicable			

Committee date	Agenda item	Lead officer	Reference if key decision	Spokes meeting date	Deadline for draft reports	Agenda despatch date
	Agenda Plan	Democratic Services	Not applicable			
13/07/17	Kings Dyke Update/Appointment of Framework Contractor	Brian Stinton	2017/004	2.00 p.m. Thursday 8 th June Room 308	29/06/17	04/07/17
	Adult Learning Self-Assessment	Lynsi Hayward-Smith	Not applicable			
	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable			
	Business Planning	Graham Hughes	Not applicable			
	Economy and Environment Committee Training Plan	Rob Sanderson	Not applicable			
	Agenda Plan	Democratic Services	Not applicable			
10/08/17	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable	2.00p.m. Thursday 11 th July Room 128	27/07/17	01/08/17
	Business Planning	Graham Hughes	Not applicable			
	Economy and Environment Committee Training Plan	Rob Sanderson	Not applicable			
	Agenda Plan	Democratic Services	Not applicable			
14/09/17	Transport Investment Plan (TIP)	Jeremy Smith/Elsa Evans	This is a key decision	9.30 a.m. Tuesday 8 th August Room 308	31/08/17	05/09/17
	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable			

Committee date	Agenda item	Lead officer	Reference if key decision	Spokes meeting date	Deadline for draft reports	Agenda despatch date
	Business Planning	Graham Hughes	Not applicable			
	Economy and Environment Committee Training Plan	Rob Sanderson	Not applicable			
	Agenda Plan	Democratic Services	Not applicable			
12/10/17	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable	2.00p.m. Thursday 7 th September Room 128	29/09/17	03/10/17
	Business Planning	Graham Hughes	Not applicable			
	Economy and Environment Committee Training Plan	Rob Sanderson	Not applicable			
	Agenda Plan	Democratic Services	Not applicable			
16/11/17	Allocations of Integrated Transport Block Funding Transport	Elsa Evans	2017/005	2.00p.m. Tuesday 10 th October Room 308	02/11/17	07/11/17
	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable			
	Business Planning	Graham Hughes	Not applicable			
	Economy and Environment Committee Training Plan	Emma Middleton	Not applicable			
	Agenda Plan	Democratic Services	Not applicable			

Committee date	Agenda item	Lead officer	Reference if key decision	Spokes meeting date	Deadline for draft reports	Agenda despatch date
7/12/17	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable	2.00p.m. Thursday 31 st October Room 308	23/11/17	28/11/17
	Business Planning	Graham Hughes	Not applicable			
	Economy and Environment Committee Training Plan	Rob Sanderson	Not applicable			
	Agenda Plan	Democratic Services	Not applicable			
11/01/18	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable	2.00 p.m. Thursday 5 th December Room 128	28/12/17	02/01/18
	Business Planning	Graham Hughes	Not applicable			
	Economy and Environment Committee Training Plan	Rob Sanderson	Not applicable			
	Agenda Plan	Democratic Services	Not applicable			
8/02/18	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable	2.00p.m. Thursday 4 th January 2018 Room 308	25/01/18	30/01/18
	Economy and Environment Committee Training Plan	Rob Sanderson	Not applicable			
	Agenda Plan	Democratic Services	Not applicable			
8/03/18	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable		22/02/18	27/02/18

Committee date	Agenda item	Lead officer	Reference if key decision	Spokes meeting date	Deadline for draft reports	Agenda despatch date
	Business Planning	Graham Hughes	Not applicable			
	Economy and Environment Committee Training Plan	Rob Sanderson	Not applicable			
	Agenda Plan	Democratic Services	Not applicable			
12/04/18	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable		29/03/18	03/04/18
	Business Planning	Graham Hughes	Not applicable			
	Economy and Environment Committee Training Plan	Rob Sanderson	Not applicable			
	Agenda Plan	Democratic Services	Not applicable			
24/05/18	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable		10/05/18	15/05/18
	Business Planning	Graham Hughes	Not applicable			
	Economy and Environment Committee Training Plan	Rob Sanderson	Not applicable			
	Agenda Plan	Democratic Services	Not applicable			
To be programmed						
Kings Dyke Update/Appointment of Framework Contractor						
Reserved for Final Council approval: Local Transport Plan						

Notice made under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 in compliance with Regulation 5(7)

1. At least 28 clear days before a private meeting of a decision-making body, public notice must be given which must include a statement of reasons for the meeting to be held in private.
2. At least 5 clear days before a private meeting of a decision-making body, further public notice must be given which must include a statement of reasons for the meeting to be held in private, details of any representations received by the decision-making body about why the meeting should be open to the public and a statement of the Council's response to such representations.

Forward plan reference	Intended date of decision	Matter in respect of which the decision is to be made	Decision maker	List of documents to be submitted to the decision maker	Reason for the meeting to be held in private
.../...	[Insert Committee date here]		[Insert Committee name here]	Report of ... Director	The decision is an exempt item within the meaning of paragraph ... of Schedule 12A of the Local Government Act 1972 as it refers to information

Decisions to be made in private as a matter of urgency in compliance with Regulation 5(6)

3. Where the date by which a meeting must be held makes compliance with the above requirements impracticable, the meeting may only be held in private where the decision-making body has obtained agreement from the Chairman of the Council.
4. Compliance with the requirements for the giving of public notice has been impracticable in relation to the business detailed below.
5. The Chairman of the Council has agreed that the Committee may hold a private meeting to consider the business referred to in paragraph 4 above because the meeting is urgent and cannot reasonably be deferred for the reasons stated below.

Date of Chairman's agreement	Matter in respect of which the decision is to be made	Reasons why meeting urgent and cannot reasonably be deferred

For further information, please contact Quentin Baker on 01223 727961 or Quentin.Baker@cambridgeshire.gov.uk