

ECONOMY AND ENVIRONMENT COMMITTEE



Cambridgeshire
County Council

Date: Thursday, 13 October 2016

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

CONSTITUTIONAL MATTERS

1. **Apologies for absence and declarations of interest**
Guidance on declaring interests is available at
<http://tinyurl.com/ccc-dec-of-interests>
2. **Economy and Environment Committee Minutes 1st September 2016** **5 - 24**
3. **Petitions**

DECISIONS

4. **Service Committee Review of Draft Revenue Business Planning Proposals for 2017-18 to 2021-22** **25 - 66**
5. **Finance and Resources Report to the end of August 2016** **67 - 96**

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|-----------|---|------------------|
| 6. | Councillor Appointment to Wisbech Access Strategy Steering Group | 97 - 102 |
| 7. | Economy and Environment Policy and Resources Agenda Plan | 103 - 108 |

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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Public speaking on the agenda items above is encouraged. Speakers must register their intention to speak by contacting the Democratic Services Officer no later than 12.00 noon

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 1st September 2016

Time: 10.00 a.m. to 10.58 a.m.

Present: Councillors: I Bates (Chairman), R Butcher (substitute for Councillor Harford), E Cearns (Vice-Chairman), J Clark, B Chapman (substitute for Councillor Mason), R Henson, D Jenkins, N Kavanagh, M McGuire, J Schumann, M Shuter and J Williams

Apologies: Councillors L Harford, A Lay and M Mason.

244. DECLARATIONS OF INTEREST

None

245. MINUTES

The minutes of the meeting held on 14th July were agreed as a correct record.

The Minutes action log was noted and the following issue raised:

‘Minute 189- Finance and Performance Report November 2015 - Land acquisition and licence agreements to allow construction to commence on Yaxley To Farcet cycleway / walkway’

Councillor McGuire highlighted that the last update on progress on the agreement as set out in the update had been on 4th August. He found that the local members were still having to chase up the officers in respect of receiving updates which the Committee had previously agreed should be on a fortnightly basis. While his understanding was that the necessary agreements with the landowners to enable building to commence was close to being finalised, the detail provided in the updates was often of a business sensitive nature that could not be passed on to the public. What was required was the local members being provided with a likely date when building work would commence so that information could be passed on to local residents. The Executive Director undertook that officers would write to the local members copying in the full committee with details of a projected start date **Action Graham Hughes**

246. PETITIONS

There were no petitions to be considered.

247. SERVICE COMMITTEE REVIEW OF THE DRAFT 2017-18 CAPITAL PROGRAMME

This report provided an overview of the Draft Business Plan Capital Programme for the Economy, Transport and Environment directorate as part of the process enabling the Council to alter and refine capital planning.

Sections 1 and 2 explained the purpose of the Strategy and included details of the

investment appraisal process undertaken on each capital scheme. This allowed schemes within and across all services to be ranked and prioritised against each other, taking account of the finite funding resources available and ensuring they aligned with the Council's priorities. The approval process would require review by General Purposes Committee in October with a further report coming back to service committees during November and December and a final report on the Budget to be considered in January.

Section 2.2 set out details of the Transformation Fund. Each transformation proposal is required to go through the same governance process to ensure appropriate challenge.

Section 3 provided details of the revenue implications with section 4 the summary of the revised draft Capital Programme by Service block showing projections over the next five years. This section detailed each Service Blocks' allocations, the funding sources to be used and provided an update on how each Service's borrowing had changed since the 2016-17 Capital Programme was set. As an oral update it was highlighted that in paragraph 3.3 the level of revenue debt charges for the next five years was limited to around £39m which was a correction of the figure stated in the report which showed a figure of £35m.

The revised draft Capital Programme for Economy, Transport and Environment (ETE) is as follows:

Capital Expenditure	2017-18 £'000	2018-19 £'000	2019-20 £'000	2020-21 £'000	2021-22 £'000	Later Yrs £'000
Economy, Transport and Environment	63,986	27,243	26,112	20,928	21,660	31,901

This was anticipated to be funded by the following resources:

Funding Source	2017-18 £'000	2018-19 £'000	2019-20 £'000	2020-21 £'000	2021-22 £'000	Later Yrs £'000
Grants	38,870	21,500	16,524	17,021	18,021	23,000
Developer Contributions	4,827	5,540	3,303	400	1,200	10,645
Other Contributions	9,758	0	0	0	0	0
Borrowing	5,682	4,321	7,265	3,537	3,269	8,901
Borrowing (Repayable)*	4,849	-4,118	-980	-30	-830	-10,645
Total	63,986	27,243	26,112	20,928	21,660	31,901

* Repayable borrowing nets off to zero over the life of each scheme and is used to bridge timing gaps between delivery of a scheme and receiving other funding to pay for it. The full list of ETE capital schemes was shown in appendix one to the report with Table 4 listing the schemes with a description and with funding shown against years. Table 5 set out the breakdown of the total funding of the schemes.

Changes to existing Economy and Environment Committee schemes, were set out as follows:

Ely Crossing

Project forecast is for delivery in late 2017. The procurement of a two-stage Design and Build contract has now been completed and a contractor appointed. The Department for Transport (DfT) has approved the Major Schemes Business Case (MSBC) and the release of Growth deal funding, based on the tender target price, on the condition that the construction target price on completion of the design does not reduce the current Benefit Cost ratio in the MSBC.

King's Dyke

Planning permission has been granted and the tender package prepared. Agreeing access to private land for ground investigation surveys has delayed the completion of the works information, but it is anticipated that this will be resolved in September 2016.

Investment in Connecting Cambridgeshire

This programme is expected to extend to the end of 2019/20 but still within the overall funding.

Members comments / questions included:

- In respect of paragraph 7.6 showing the new requirement for officer clearance on decision reports and noting that several, including Health, had been signed off with the wording "No Chris Malyon confirmed" further explanation was sought. It was explained that as this was the first round of reports requiring this new sign off process in some cases due to timing issues the Chief Finance Officer had agreed that they could go out signed in his name. For future meetings the sign off would be sought from the responsible implications contact officer. It was confirmed that for the same report going to the Highways and Community Infrastructure Committee later in September, clearances had been agreed.
- With respect to the Investment Appraisal process described in paragraph 1.4, it was queried whether there was any Member involvement in respect of the re-prioritisation of schemes. In response it was indicated that there was no current input, but details of the current procedure could be provided to all Members following the meeting. **Action Sarah Heywood.** The same Member queried whether there should be Member input and in further discussion it recognised that this was an issue that would need to be looked into further. It was explained that currently the Council was not at the maximum amount on the borrowing limit. The Vice Chairman added his support that Members should be involved and have the opportunity to support the Transformation Programme. Another Member

highlighted that the Assets and Investment Committee had undertaken workshops and had asked for a template to be produced for investments projects to help ensure a consistent approach.

- Several Members raised the issue of a Member Review being set up in respect of analysing completed cycle schemes, including the use of floating bus stops and the crossings created for them, to ensure they represented value for money and to give confidence to the public that best practice was being adopted. The Executive Director suggested that this could be an item on the next Spokes agenda to discuss the scope of the review and the proposals for appointing Members. **Action: Graham Hughes.** It was suggested Members should also be provided with details of the report already produced on floating bus stops. **Action Mike Davies**
- Page 46 Table 4 Capital Programme – With reference to B/C 4.024 Soham Station where no expenditure was shown until 2021-22 a query was raised whether this was linked to the Ely Junction discussions with Network Rail. In response it was explained that the line in the programme was currently more a marker for the scheme as it was not currently possible to provide a start date. Members were assured that ongoing discussions were being undertaken with East Cambridgeshire District Council and Network Rail over a host of issues, with the aim of delivering the scheme as early as possible. If greater progress was achieved, then the intention would be to move the scheme earlier in the programme.

Having commented on the draft proposals for the Economy, Transport and Environment's 2017-18 Capital Programme report,

It was resolved to:

- a) Note the overview and context provided for the 2017-18 Capital Programme for Economy, Transport and Environment.
- b) Endorse their development.
- c) To agree to spokes discussing setting up a Member Led Review to assess the success of recent cycleway schemes / floating bus stops and crossings.

248. FINANCE AND PERFORMANCE REPORT - JULY 2016

This report with the detail included in Appendix 1, provides the financial position for the whole of the ETE Service up to the end of July 2016.

The headlines set out in the covering report were as follows:

Revenue: As this stage of the financial year there were no significant variances and ETE was showing a £75k underspend forecast variance.

Reserves Schedule: Following endorsement from this Committee for the proposed use of ETE Reserves, the July General Purposes Committee had approved the retention of £2.452m of reserves for specified schemes in ETE. Of these reserves, £2.015m had been vired into revenue to be spent on the agreed schemes (detailed in 2.4 of the report). The residual £437K, relating to Community Transport and Cambridgeshire Future Transport, remained in reserves pending a decision on how it should be allocated.

Capital: The capital programme was forecast to be on target and £2.8m of the estimated £10.5m Capital Programme Variation has been met. King's Dyke had a forecast variance of -£2.6m. It was anticipated that additional slippage would start to appear to contribute further to the Capital Programme Variation in future months.

Of the fourteen performance indicators, two were currently red, two amber and ten were 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.

At year-end, the current forecast was that one performance indicator would be red, eight amber and five green.

It was highlighted that pages 72-73 showed the Capital Funding Variations with officers having reconfigured the programme to try to make the profile as realistic as possible.

Members Comments included:

- In respect of the Kings Dyke reconfiguration the Local Member present suggested that as the scheme was dependent on land acquisition, the report estimate of the opening being Summer 2017 was misleading to the public, as in his opinion its opening would not be achieved until 2018 and suggested the timetable required updating. In response the Executive Director stated that negotiations were likely to be concluded in the current month but agreed to go back to the Team for a revised timetable to be reported back to Members. Another Member requested that if the timetable was changed, reference should also be made to the original date. The Executive Director agreed this could be shown, but would require explanation on the reason for the revised date.

Action: Graham Hughes

- Page 76 - One Member making reference to the disappointing drop in bus patronage numbers (Performance Indicator titled 'local bus journeys originating in the Authority area') suggested that until 'City Deal' schemes were up and running to address the issue, other temporary measures should be considered to encourage greater participation including rationalising routes, better signage at Drummer Street bus station and repairing damaged bus shelters. In response,

and as a general point, it was explained that Cambridgeshire and parts of London had for the last 15 years bucked a national trend of declining bus passenger numbers and while the current drop was disappointing, it was not a significant drop. With City Deal proposals coming on stream, it was hoped that the decline would not be a long term. The Executive Director was happy to take back all the comments raised on bus issues with the operators to feed into future discussions to improve the bus experience for passengers.

- Page 76 – Guided Busway Passenger Figures - while congratulating officers on the increase in the numbers, one Member highlighted that currently the buses were often full and questioned how, once the Northstowe development started to be populated, the extra passenger numbers expected would be accommodated, and whether the bus company was including them in their future business plan proposals. In response it was explained that the County Council could not dictate on what was a commercial decision, but highlighted that there had been a doubling of bus capacity since the Guided Busway route was originally opened. He confirmed that the Stagecoach had a business plan to increase bus numbers further in response to increased demand, but that there might be an initial time-lag as they needed to see a recognised consistent upward trend in numbers before committing increased capital outlay in new, additional vehicles.
- Page 76 – Additional Jobs Created Performance Indicator – A Member queried whether more up to date figures were available as the current figures were only up to 30th September 2014. Officers agreed to look at this further and report back following the meeting. **Action: Graham Amis**
- Councillor Chapman a substitute Member at the meeting highlighted the need for a joined up approach to housing growth, employment opportunities and the need for sufficient public transport provision. He highlighted the issue of providing job opportunities locally in areas of large growth outside Cambridge to help reduce the number of people having to travel by car to seek employment in Cambridge. He suggested congestion could be decreased if bus routes were extended from Cambridge to the population growth areas, such as St Neots. He also suggested the need to extend the boundary of the City Deal beyond Cambourne. In response, the Chairman brought the Committee's attention to the work being undertaken with Highways England to look to improve the route between the Caxton Gibbet Roundabout and the Black Cat Roundabout with the expectation that works to expand to dual carriageways would commence by 2020. He also highlighted the role that the District and Town Councils had in encouraging / lobbying bus companies to increase the scope of their routes. The Executive Director highlighted the continued dialogue undertaken by the County Council to encourage bus companies, but as already explained, could not insist on their investment direction as these were commercial decisions. He also noted that a significant part of the A428 corridor was included within the City Deal area. The

expectation was that officers in the relevant authorities would continue to make the bus companies aware of where the high demand was predicted to come from, with the expectation that if they believed these would be profitable, the bus companies would increase investment.

Having reviewed and commented on the report:

It was resolved to note the report.

249. ECONOMY AND ENVIRONMENT COMMITTEE TRAINING PLAN

The Committee received details of the training programme already undertaken for the Committee, inviting Members to suggest future training requirements. As an update to the report the Business Workshop referred to had taken place on 24th August.

One Member who had already raised the issue in an earlier item suggested the need for a session on aspects of Capital Programme expenditure to provide Members with a better understanding of the different reasons / circumstances of why slippage occurred in some capital schemes which then led to the need to readjust their expected completion date. He suggested that the session should also provide examples of capital schemes which met their target completion date to be able to analyse the reasons.

Another Member suggested the need for a training session to explain to Members the legal complications and potential timescale issues that could arise on proposed developments that required the acquisition of additional land. It was agreed that this could be linked to the previous suggestion and covered as part of the same training session. Democratic Services were asked to contact the relevant officers and to then look for suitable dates. A proviso was that any presentation from Legal should be provided in simple, non legal lay person's language. **Action: Rob Sanderson / Emma Middleton** to make contact with Legal

The Vice-Chairman asked that if any Members had suggestion for additional training linked to the work of the Committee they should raise them at Spokes or take them up with Democratic Services or approach the Chairman or himself. He highlighted that the Council's Diversity Group were currently looking at suggesting revisions that could be made to Community Impact Assessments which would be helpful to the Transformation agenda.

It was resolved:

- a) to note the upcoming training session date as listed in Appendix one.
- b) Note the need to sign an attendance sheet when attending training sessions, so that Member's attendance is accurately recorded.
- c) To ask officers to look to setting up a training session around the Capital Programme:

- to provide examples of schemes where slippage had occurred and the reasons for their delay to help Member's understanding, as well as providing examples of those which had achieved their target date to see if good practice could be more widely applied to other schemes.
- legal implications of proposed developments on the acquisition of land and the potential timescales involved.

d) Democratic Services to clarify the correct dates of the forthcoming Spokes meeting.

250. APPOINTMENTS TO LOCAL ACCESS FORUM

This report sought to appoint to two vacancies on the Local Access Forum which were appointments within the gift of the Committee.

As an oral update since the report's publication adding to the information provided that Councillor Adrian Dent had expressed an interest to be considered to one of the two places, Councillor Mandy Smith had also now responded back to a further invitation from Democratic Services to ask that her name also be put forward for consideration by the Committee.

As no further expressions of interest were received,

It was resolved:

To approve the appointments of Councillor Dent and Councillor Smith to the two vacancies on the Local Access Forum.

251. ECONOMY AND ENVIRONMENT POLICY AND SERVICE COMMITTEE AGENDA PLAN

The following updates were orally reported:

13th October Meeting

The items listed after the 'Business Planning' Report are likely to be appendices with the exception of 'Fees and Charges' which will now be an appendix to the November Committee Business Planning Report and will be a key decision.

Cambourne West Planning Application and Draft Section 106 Heads of Terms - moved to the November Committee meeting.

Note: The Section 106 Allocations report update report is to be retitled "S106 Prioritisation of Schemes in St Neots".

Councillor Chapman who he was substituting for Councillor Mason, raised on his behalf the question of why the Busway defects issue which he had been promised would come back as a Committee report had not been included as a report item on the agenda plan for the Committee. It was explained that the report was scheduled for the

November General Purposes Committee as the appropriate Committee to receive the report. Democratic Services were requested to confirm this in writing to Councillor Mason. **Action: Rob Sanderson**

Another Member raised an issue of concern from his local residents in respect of the Department for Communities and Local Government inviting developers and local authorities to submit expressions of interest for proposals for garden villages, making reference to one made jointly between Huntingdonshire District Council and a local developer. He sought advice as to the best forum to discuss the issue. In response, the Executive Director suggested that the best way forward would be for a discussion item at a future E and E spokes meeting which could include a joint invitation being extended to the Highways and Community Infrastructure (H and CI) Committee as it overlapped with their responsibilities. He suggested a general discussion could be linked to an update on progress on Wisbech Garden Town which was supported by the County Council. The Vice Chairman suggested the Planning Authority should also be invited. **Action: Graham Hughes**

One Member highlighted that the October Spokes date on the agenda plan appeared to be incorrect. It was confirmed that the date should in fact be the 15th and not the 30th September. Democratic Services undertook to provide the correct spokes dates outside of the meeting. **Action Rob Sanderson**

It was resolved:

- a) to note the agenda plan as set out, subject to the changes orally reported.
- b) To agree to Spokes receiving a report on progress on the proposal for a Wisbech Garden Village, to include details of the wider issue of garden villages, which as a cross cutting issue should involve an invitation being extended to H and CI Spokes.
- c) Democratic Services to write to Councillor Mason confirming that the Guided Busway defects report would be presented to General Purposes Committee as the appropriate Committee to consider the issue.
- d) Democratic Services to clarify the correct dates of the forthcoming Spokes meeting.

Chairman
13th October 2016

ECONOMY AND
ENVIRONMENT
COMMITTEE

Minutes - Action Log



This is the updated action log as at 4th October 2016 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 15 TH JULY 2015 COMMITTEE					
Minute No.	Report Title	Action to be taken by	Action	Comments	Status
140.	NORTHSTOWE PHASE 2 – SECTION 106 HEADS OF TERMS – resolution b) Delegation on making any minor changes	Juliet Richardson	A delegation was agreed giving the Executive Director of Economy, Transport and the Environment in consultation with Chairman and Vice Chairman of the Committee the authority to make changes to the Section 106 agreements prior to signing.	An update provided on 28 th September suggesting that the S106 was close to being signed off. South Cambridgeshire District Council were awaiting information on starter homes compared to affordable homes.	ACTION ONGOING

MINUTES OF THE 19TH JANUARY 2016 COMMITTEE

186.	CHERRY HINTON HIGH STREET – APPROVAL TO CONSTRUCT – POLICY GUIDANCE TREE REPLACEMENT	Richard Lumley	<p>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> <p>At the March Committee meeting several Members made reference to incidents of trees being cut down in conservation areas where replacements had not been provided and where the parish council had not received prior notice or guidance on replacement. Members considered that specific policy guidance was required on tree replacement that could be provided to individuals / parish councils, including what species of trees could be planted in their place, (to ensure no damage to highways / footways) for final decision by Highways and Community Infrastructure Committee.</p>	<p>An e-mail was sent to Members of the Committee on 25th February 2016 explaining that the County Council did not have a specific policy on replacement of trees.</p> <p>In response to the issues raised at the March Committee, the April Committee meeting was informed that officers in ETE were working to finalise a County Council Policy on the maintenance / replacement of trees. Final approval of the Policy will be included as part of the annual Highways infrastructure Asset Management Plan (HIAMP) review. An update provided on 14th July has reported that the draft Policy document has been the subject of some initial consultation.</p> <p>Officers had consequently met with Councillor Bailey who has particular concerns regarding tree replacement. As a result there have been two further drafts of the tree management policy the latest of which was e-mailed to Cllr Bailey on 30th September.</p> <p>Subject to further comments, the timetable would be for the policy approval to be wrapped up as part of the annual HIAMP review (along with a number of other operational policies). This review is scheduled for 14 February Highways and Community Infrastructure Committee and will therefore come to</p>	ACTION ONGOING
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				December Spokes (currently scheduled for 6 th December).	
Minute No.	Report Title	Action to be taken by	Action	Comments	status
189.	FINANCE AND PERFORMANCE REPORT – NOVEMBER 2015 a) land acquisition and licence agreements to allow construction to commence on Yaxley to Farcet cycleway / walkway.	Bob Menzies / Ian Wilson Strategy and Estates	It was agreed an update on the current position would be sought from Legal and a written response provided outside of the meeting to the Norman Cross local Councillors (Councillors McGuire and Henson). At the April Committee meeting it was agreed that Cllrs Henson and McGuire and the Chairman (Cllr Bates) and Vice-Chairman (Cllr Cearns) should receive fortnightly updates on progress.	The latest update was provided on 30 th September from Ian Wilson indicating he had met that day with the tenant's surveyor on site and believed an agreement could be reached with regards to the maintenance of the ditch, fence and an adjustment to the compensations.	ACTION ONGOING

MINUTES OF THE 19TH APRIL 2016 COMMITTEE

Minute No.	Report Title	Action to be taken by	Action	Comments	status
207.	ADULTS LEARNING AND SKILLS REVIEW REPORT	Bob Menzies / Emma Middleton	It was agreed that it would be useful for those Members interested to visit one of the learning centres to be combined with a future Spokes meeting held at one of the centres in Fenland, followed by a visit to the surrounding area to help increase Member's local knowledge.	March Library has been booked for the Spokes meeting on 10 th January.	ACTION COMPLETED

Minutes of the 24th May 2016 Committee

Minute No.	Report Title	Action to be taken by	Action	Comments	status
218.	ENERGY INVESTMENT STRATEGY PRIORITIES	Sheryl French	<p>Members requested that officers undertake further research and E and E Spokes should receive a discussion paper on the renewable agenda to cover issues such as:</p> <ul style="list-style-type: none"> • Wind technology advances and what other partner authorities views were including details of district councils of their planning policies 		
			<ul style="list-style-type: none"> • Energy produced from waste <p>A separate one page factual briefing note identifying the possible locations for fracking in Cambridgeshire.</p>	<p>A Corporate Energy Strategy has been suggested by SMT under which wind turbines and energy from waste will likely to be addressed. An item has been included for initial discussion at E and E spokes on 6th October</p> <p>A one page update on Fracking was sent to members on an email dated 7th September.</p>	ACTION COMPLETED

<u>Minute No.</u>	<u>Report Title</u>	<u>Action to be taken by</u>	<u>Action</u>	<u>Comments</u>	<u>Status</u>
224.	ECONOMY AND ENVIRONMENT COMMITTEE TRAINING PLAN B) Neighbourhood Planning and Infrastructure Bill	Bob Menzies / Rob Sanderson / Dawn Cave	There was a suggestion that Members required a briefing on the new Neighbourhood Planning and Infrastructure Bill announced in the Queen's Speech on 18 th May and the potential impact this could have on the work of the Council and its district partner, as well as a progress update on the Total Transport Project". In discussion it was suggested that both these would be more appropriate as topics at future Member seminars.	Due to the number of priority topics taking precedence it had not been possible to arrange a slot on either the early Summer or September member seminar. Officers were still looking to utilise a slot on a future seminar but the 7 th October or 18 th November member seminars had been ruled out as being too early and priority being given to Budget planning items. A slot for The Total Transport has been added to the March 2017 seminar.	ACTION ONGOING

MINUTES OF THE 9th JUNE 2016 COMMITTEE

<u>Minute No.</u>	<u>Report Title</u>	<u>Action to be taken by</u>	<u>Action</u>	<u>Comments</u>	<u>Status</u>
231.	ALTERNATIVE FUNDING ARRANGEMENTS FOR CAMBRIDGE PARK AND RIDE SERVICES	<u>Paul Nelson / Graham Hughes</u>	As an additional Resolution it was agreed to ask officers to undertake work on alternative funding arrangements and prepare a comprehensive list on the issues raised in the debate and to circulate the list for initial comments to the Members of the Committee to ensure all options have been identified.	The list was sent out on an email dated 7 th September 2016	ACTION COMPLETED.

Minute No.	Report Title	Action to be taken by	Action	Comments	Status
247	SERVICE COMMITTEE REVIEW OF THE DRAFT 2017-18 CAPITAL PROGRAMME a) Investment Appraisal process	Sarah Heywood	With respect to the Investment Appraisal process described in paragraph 1.4, it was queried whether there was any Member involvement in respect of the re-prioritisation of schemes. In response it was indicated that there was no current input, but details of the current procedure could be provided to all Members following the meeting.	The Current procedure was sent in an e-mail from Sarah Heywood the next day Friday 2nd September.	ACTION COMPLETED
	b) Member Review being set up in respect of analysing completed cycle schemes,	G Hughes / Bob Menzies	The issue was raised regarding whether there was the need for Member Review in respect of analysing completed cycle schemes, including the use of floating bus stops and the crossings created for them, to ensure they represented value for money and to give confidence to the public that best practice was being adopted. The Executive Director suggested that this could be an item on the next Spokes agenda to discuss the scope of the review and the proposals for appointing Members. Action: Graham Hughes.	This was discussed at the 9th September spokes meeting. The following points were raised in discussion: <ul style="list-style-type: none"> • It is important to learn lessons and also to improve Member communication. Local Members should be informed of developments to projects in their areas. This could be incorporated into this issue. • It is very early to be reviewing projects, as it is early days in the process of creating a cycling network. There is a danger that this could cause slower progress. We need to ensure that we have the medium and long term in view, not the short term political arena. • Looking at where things have gone wrong in the past and altering processes could speed things up. 	

				<p>Officers can also set benchmarks to monitor projects against and go back to residents with that.</p> <ul style="list-style-type: none"> • A Member-led review could be worthwhile doing but not in a way which would hold things up. <p>Mike Davies was tasked with guiding Members about terms of reference, with points about what would be useful and what wouldn't be helpful.</p> <p>Spokes action- Spokes to go to their groups and see who is interested and find nominations. Inform Bob Menzies of this within a fortnight (by 29 September).</p>	Bob Menzies to provide oral update on nominations received
	- c) Report on floating bus stops		<p>It was suggested Members should also be provided with details of the report already produced on floating bus stops.</p> <p>Action Mike Davies</p>	This was sent in an email dated 7 th September	ACTION COMPLETED
248.	FINANCE AND PERFORMANCE REPORT	Graham Amis	<p>Page 76 – Additional Jobs Created Performance Indicator – A Member queried whether more up to date figures were available as the current figures were only up to 30th September 2014. Officers agreed to look at this further and report back following the meeting.</p>	<p>An e-mail was sent By Democratic Services on 28th September indicating that Graham Amis the relevant officer had checked and confirmed that the information presented to Committee was the latest available at the time of that report. The information is published by the Office for National Statistics (ONS) as part of the Business Register and Employment Survey (BRES). 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</p>	ACTION COMPLETED

				<p>economy for each site that they operate an appears to be collected on a bi-annual basis.</p> <p>The next update was a due the same day 28th September 2016 and would be included in Future Finance and Performance Reports.</p>	
249.	ECONOMY AND ENVIRONMENT COMMITTEE TRAINING PLAN	Rob Sanders on/ Emma Middleton	A Member suggested the need for a training session to explain to Members the legal complications and potential timescale issues that could arise on proposed developments that required the acquisition of additional land. It was agreed that this could be linked to the previous suggestion and covered as part of the same training session. Democratic Services were asked to contact the relevant officers and to then look for suitable dates. A proviso was that any presentation from Legal should be provided in simple, non legal lay person's language.	This was still subject of ongoing discussion with Legal. As there was nothing to report on the Training Plan it had not been included on the current agenda.	ACTION ONGOING
251.	ECONOMY AND ENVIRONMENT POLICY AND SERVICE COMMITTEE AGENDA PLAN	Rob Sander-son	On behalf of Councillor Mason, a question was raised asking why the Busway defects issue had not been included on the agenda plan for the Committee. It was explained that the report was scheduled for the November General Purposes Committee as the appropriate Committee to	An e-mail was sent to Councillor Mason on 5 th September and is attached at Appendix 1 to this Action Log.	ACTION COMPLETED

	a) Busway Defects Reporting		receive the report. Democratic Services were requested to confirm this in writing to Councillor Mason.		
	b) Garden Villages	Action: Graham Hughes	An issue of concern was raised in respect of the Department for Communities and Local Government inviting developers and local authorities to submit expressions of interest for proposals for garden villages, The Executive Director suggested that the best way forward would be for a discussion item at a future E and E spokes meeting linked to an update on progress on Wisbech Garden Town which could include a joint invitation being extended to the Highways and Community Infrastructure (H and CI) Committee as it overlapped with their responsibilities.	A report is scheduled to come forward to the Economy and Environment Spokes meeting on 1 st November.	ACTION ONGOING
	c) E and E Spokes dates	Action Rob Sanders-on	One Member highlighted that the October Spokes date on the agenda plan appeared to be incorrect. It was confirmed that the date should be the 15 th and not the 30 th September. Democratic Services undertook to provide the correct spokes dates outside of the meeting.	An email was sent following the meeting. The agenda plan has subsequently been updated.	ACTION COMPLETED

Dear Councillor Mason

At the Economy and Environment Committee last Thursday, Councillor Chapman your substitute, raised an issue on your behalf querying why the above was not included on the Forward Agenda Plan for the Economy and Environment Committee. At the meeting the Chairman requested that Democratic Services respond to you outside of the meeting on the designated route for the above report and asked that all Members of the Committee and Group Leaders be copied in.

You will recall that we had a telephone conversation regarding this issue the previous week which made reference back to the response you had received from Councillor Bates on 4th August. This was in response to the oral question on the timing and scheduling of meetings about reports into defects in the Cambridgeshire Guided Busway that you had raised at the July Council meeting. I set out the response again which was as follows

“Thank you Councillor Mason for your question at Full Council concerning the Busway. Most of the points raised were answered by Cllr Count. As Cllr Count said, this is a complex issue and getting the information right is absolutely vital. The current expectation is that the report, which hasn't yet been finalised, will be considered by General Purposes Committee on the 29th November, and Group Leaders prior to that. This is currently being added to the forward agenda plan. The report is also planned to be discussed with Economy Transport and Environment (ETE) Spokes on the 1st November. I hope this assures you this will be discussed by Members as soon as it can.

Further to this, just to confirm that the forward plan referred would be General Purposes Committee as opposed to the Economy and Environment Committee. This is to avoid reports going to more than one committee and for an issue to only go to the Committee which would be making a decision / has the remit to discuss the issue. You are of course very welcome to attend the General Purposes Committee and to request to speak as an interested local member. If you do wish to speak on 29th November please contact Michelle Rowe.

Yours Sincerely

Rob Sanderson
Democratic Services Officer
Telephone 01223699181
Email: rob.sanderson@cambridgeshire.gov.uk

Agenda Item No: 4**SERVICE COMMITTEE REVIEW OF DRAFT REVENUE BUSINESS PLANNING PROPOSALS FOR 2017/18 TO 2021/22**

To: **ECONOMY AND ENVIRONMENT**

Meeting Date: **13 October 2016**

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

Chris Malyon, Chief Finance Officer

Electoral division(s): **All**

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

Purpose: **This report provides the Committee with an overview of the draft Business Plan revenue proposals for Economy Transport and Environment that are within the remit of the Economy and Environment Committee.**

Recommendation: **a) It is requested that the Committee note the overview and context provided for the 2017/18 to 2021/22 Business Plan revenue proposals for the Service.**

b) It is requested that the Committee comment on the draft revenue savings proposals that are within the remit of the Economy and Environment Committee for 2017/18 to 2021/22.


<i>Officer contact:</i>	
Name:	Graham Hughes
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1. OVERVIEW

1.1 The Council's Business Plan sets out how we will spend our money to achieve our vision and priorities for Cambridgeshire. Like all Councils across the country, we are facing a major challenge. Our funding is reducing at a time when our costs continue to rise significantly due to inflationary and demographic pressures, which are greater than others due to being the fastest growing county in the country.

1.2 The Council has now experienced a number of years of seeking to protect frontline services in response to reducing Government funding. Looking back, we have saved £68m in the last two years and are on course to save a further £41m this year (2016/17). As a result, we have had to make tough decisions over service levels during this time. Over the coming five years those decisions become even more challenging. That is why this year the Council has adopted a new approach to meeting these financial challenges, which builds upon the outcome-led approach that was developed last year.

1.3 The Council last year established the strategic outcomes it will be guided by throughout the Business Planning process, which are outlined on the right. Early in the process this year, a number of Transformation Programmes have been established to identify the specific proposals that will meet these outcomes within the resources available to the Council.

Outcomes	
Older people live well independently.	
Places that work with children help them to reach their full potential.	
People lead a healthy lifestyle and stay healthy for longer.	
People with disabilities live well independently.	
People live in a safe environment.	
The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents.	
People at risk of harm are kept safe.	

1.4 These Transformation Programmes are the lens through which this year's Business Planning Process has been approached, and will feature in the material considered by Members in workshops and Committees. There are 11 Programmes, made up of "vertical" service-based Programmes, and "horizontal" cross-cutting Programmes:

1. Adult Services	2. Children's Services	3. Economy, Transport and Environment	4. Corporate and LGSS	5. Public Health
6. Finance and Budget Review				
7. Customers and Communities				
8. Assets, Estates and Facilities Management				
9. Commissioning				
10. Contracts, Commercial and Procurement				
11. Workforce Planning and Development				

- 1.5 In July 2016 General Purposes Committee considered and endorsed a report which summarised the role that the new approach to transformation has played so far this year. In particular, this table captured precisely how transformation – in line with the Council’s strategic outcomes – will contribute towards balancing the budget:

Base Budget		Year 0
Review of Outturn		
Corporately agreed changes to	Inflation	X
	Demography	X
	Capital Financing	X
	Service Pressures	X
		Year 1
Base budget (new business plan)		
Projected Resource Envelope		A
Savings Challenge		$Y1 - A = B$
Transformation Programme		
“Horizontal” Cross-cutting programmes	X	
“Vertical” Service-based programmes	X	
Total Transformation Proposals		C
Revised Savings Challenge		$B - C = D$
Savings Challenge applied to Budgets		E

- 1.6 Within this new framework, the Council continues to undertake financial planning of its revenue budget over a five year timescale which creates links with its longer term financial modelling and planning for growth. This paper presents an overview of the proposals being put forward as part of the Council’s draft revenue budget, which are relevant to this Committee.
- 1.7 Funding projections have been updated based on the latest available information to provide a current picture of the total resource available to the Council. At this stage in the year, however, projections remain fluid and will be reviewed as more accurate data becomes available.
- 1.8 The Committee is asked to endorse these initial proposals for consideration as part of the Council’s development of the Business Plan for the next five years. Draft proposals across all Committees will continue to be developed over the next few months to ensure a robust plan and to allow as much mitigation as possible against the impact of these savings. Therefore these proposals may change as they are developed or alternatives found.

2. BUILDING THE REVENUE BUDGET

- 2.1 Changes to the previous year’s budget are put forward as individual proposals for consideration by committees, General Purposes Committee and ultimately Full Council. Proposals are classified according to their type, as outlined in Appendix B, accounting for the forecasts of inflation, demography, and service pressures, such as new legislative requirements that have resource implications, as well as savings.

- 2.2 The process of building the budget begins by identifying the cost of providing a similar level of service to the previous year. The previous year's budget is adjusted for the Council's best forecasts of the cost of inflation, the cost of changes in the number and level of need of service users (demography) and proposed investments. Should services have pressures, these are expected to be managed within that service where possible, if necessary being met through the achievement of additional savings or income. If it is not possible, particularly if the pressure is caused by legislative change, pressures are funded corporately, as agreed at General Purposes Committee (GPC) in July. It should be noted, however, that there are no additional resources and therefore this results in an increase in the level of savings that are required to be found across all Council Services. The total expenditure level is compared to the available funding and where there is insufficient to cover expenditure, the difference is the savings requirement to be met through transformation projects in order to balance the budget.
- 2.3 The budget proposals being put forward include revised forecasts of the expected cost of inflation following a detailed review of inflation across all services at an individual budget line level. Inflation indices have been updated using the latest available forecasts and applied to the appropriate budget lines. Inflation can be broadly split into pay, which accounts for inflationary costs applied to employee salary budgets, and non-pay, which covers a range of budgets, such as energy, waste, etc. as well as a standard level of inflation based on government Consumer Price Index (CPI) forecasts. All inflationary uplifts require robust justification and as such general inflation was assumed to be 0%. Key inflation indices applied to budgets are outlined in the following table:

Inflation Range	2017-18	2018-19	2019-20	2020-21	2021-22
Standard non-pay inflation	1.7%	2.2%	2.0%	2.0%	2.0%
Other non-pay inflation (average of multiple rates)	2.8%	1.9%	1.9%	2.1%	2.0%
Pay (admin band)	1.0%	1.0%	1.0%	1.0%	1.0%
Pay (management band)	0.0%	1.0%	1.0%	1.0%	1.0%
Employer pension contribution (average of admin and management band)	3.2%	2.8%	1.9%	2.7%	2.7%

- 2.4 Forecast inflation, based on the above indices, is as follows:

Service Block	2017-18	2018-19	2019-20	2020-21	2021-22
Children, Families and Adults (CFA)	2,251	2,915	2,619	2,747	2,770
Economy, Transport and Environment (ETE)	795	875	840	867	832
ETE (Waste Private Finance Initiative)	856	811	881	888	903
Public Health	14	24	22	22	21
Corporate and Managed Services (CS)	398	353	383	446	482
LGSS Operational	93	282	240	274	267
Total	4,407	5,260	4,985	5,244	5,275

- 2.5 A review of demographic pressures facing the Council has been undertaken. The term demography is used to describe all anticipated demand changes arising from increased numbers (e.g. as a result of an ageing population, or due to increased road kilometres) and increased complexity (e.g. more intensive packages of care as clients age). All services are required to absorb the financial pressure of the general increase in population, estimated to be 1.4% in 2017-18. The remaining demographic pressures calculated are:

Service Block	2017-18 £'000	2018-19 £'000	2019-20 £'000	2020-21 £'000	2021-22 £'000
Children, Families and Adults	6,741	6,937	6,812	7,299	7,347
Economy, Transport and Environment (ETE)	195	200	206	211	217
Public Health	0	0	0	0	0
Corporate and Managed Services	23	24	25	25	25
Total	6,959	7,161	7,043	7,535	7,589

- 2.6 The Council is facing some cost pressures that cannot be absorbed within the base funding of services. Some of the pressures relate to costs that are associated with the introduction of new legislation and others as a direct result of contractual commitments. These costs are included within the revenue tables considered by service committees alongside other savings proposals and priorities:

Service Block / Description	2017-18 £'000	2018-19 £'000	2019-20 £'000	2020-21 £'000	2021-22 £'000
CFA: Fair Cost of Care and Placement Costs	0	0	1,500	2,500	0
CFA: Impact of National Living Wage on Contracts	3,269	3,509	3,500	3,277	0
CFA: Local Housing Allowance limits - impact on supported accommodation	0	0	412	595	199
CFA: Children's Social Care Establishment	355	0	0	0	0
CFA: Independent Review Officers and Child Protection Chairs	261	0	0	0	0
CFA: Children Innovation and Development Service	289	50	0	0	0
CFA: Multi Systemic Therapy (MST)	368	63	0	0	0
ETE: Libraries to serve new developments	0	0	0	49	0
ETE: Reinstatement of funding for non-statutory concessionary fares	125	0	0	0	0
Corporate Services (CS): Apprenticeship Levy	500	0	0	0	0
CS: Demography	3,405	3,389	3,469	3,535	3,589
CS: Contract mitigation	0	1,500	500	0	0
CS: Renewable energy - Soham	183	4	5	4	5

CS: Increased Revenue Costs for WAN upgrades	63	0	0	0	0
CS: Increased Revenue Costs for WAN upgrades in Libraries	123	0	0	0	0
CS: Corporate Office IT Assets	300	0	0	0	0
Professional and Management Pay Structure - combined	441	0	0	0	0
Impact of National Living Wage on CCC employee costs (combined)	4	18	74	174	174
Total	9,686	8,533	9,460	10,134	3,967

- 2.7 The Council recognises that effective transformation often requires up-front investment and has considered both existing and new investment proposals that we fund through additional savings during the development of this Business Plan. To this end a Transformation Fund has been created, through a revision to the calculation of the Council's minimum revenue provision (MRP). The table below outlines investments by service. Note that these figures are absolute.

Transformation Workstream	2016-17 £'000	2017-18 £'000	2018-19 £'000	2019-20 £'000	2020-21 £'000	2021-22 £'000
Adults Services	146	541	245	0	0	0
Finance & budget review	0	87	0	0	0	0
Customer & communities	100	0	0	0	0	0
Assets, estates & facilities management	46	51	22	0	0	0
Commissioning	363	929	366	27	0	0
Workforce planning & development	0	536	0	0	0	0
Total	655	2,144	633	27	0	0
Cumulative	655	2,799	3,432	3,459	3,459	3,459

3. SUMMARY OF THE DRAFT REVENUE BUDGET

- 3.1 In order to balance the budget in light of the cost increases set out in the previous section and reduced Government funding, savings or additional income of £29.0m are required for 2017-18, and a total of £99m across the full five years of the Business Plan. The following table shows the total amount necessary for each of the next five years, separating Public Health in 2017-18 as it is ring-fenced:

Service Block	2017-18 £'000	2018-19 £'000	2019-20 £'000	2020-21 £'000	2021-22 £'000
Council	-28,374	-21,159	-17,242	-19,075	-11,997
Public Health	-606	-	-	-	-
Total	-28,980	-21,159	-17,242	-19,075	-11,997

- 3.2 There are also a number of risks which are not included in the numbers above, or accompanying tables. These will be incorporated (as required) as the Business Plan is developed. Estimates are given below where possible.

	2017-18 £'000	Risk
Vacancy Savings	1,000	Services are required to meet a target each year for staffing savings resulting through turnover of staff, for example through holding vacancies. As organisational changes are implemented, the ability/capacity to deliver this saving on an on-going basis will be reduced.
Dedicated Schools Grant funding	4,300	This potential pressure is the result of a consultation on national funding reforms.
Business rates revaluation	-	The Business Rates re-valuation is due to take effect from 1st April 2017, which could see significant rises in business rate liabilities in some areas and for some types of property.
Pension triennial review	-	The pension fund is being re-valued in 2016-17, with consultation documents due in November. Updates to assumptions following this will be incorporated during the development of the Business Plan.
Housing	-	A comprehensive 10-year pipeline of development projects has now been identified and a capital funding request has therefore been included in the Draft Business Plan. The figures are still being refined however, with the initial projections expected to be confirmed during Autumn 2016. Due to the nature of the schemes the revenue impact could be significant.
Total	5,300	

- 3.3 In some cases services have planned to increase locally generated income instead of cutting expenditure. For the purpose of balancing the budget these two approaches have the same effect and are treated in the same way.
- 3.4 This report forms part of the process set out in the Medium Term Financial Strategy (MTFS) whereby the Council updates, alters and refines its revenue proposals in line with new savings targets. New proposals are developed by services to meet any additional savings requirement and all existing schemes are reviewed and updated before being presented to service committees for further review during November and December.
- 3.5 Delivering the level of savings required to balance the budget becomes increasingly difficult each year. Work is still underway to explore any alternative savings that could mitigate the impact of our reducing budgets on our front line services, and Business Planning proposals are still being developed to deliver the following:

Service Block	2017-18 £'000	2018-19 £'000	2019-20 £'000	2020-21 £'000	2021-22 £'000
Council	-6,104	-3,749	-8,919	-11,785	-11,268
Public Health	-103	0	0	0	0
Total	-6,207	-3,749	-8,919	-11,785	-11,268

- 3.6 The level of savings required is based on a 2% increase in Council Tax, through levying the Adults Social Care precept in all years it is available (up to and including 2019-20), but a 0% general Council Tax increase. This assumption is built into the MTFS which was discussed by GPC in July. For each 1% more or less that Council Tax is changed, the level of savings required will change by approximately +/-£2.5m.
- 3.7 There is currently a limit on the increase of Council Tax of 2% and above, above which approval must be sought in a local referendum. It is estimated that the cost of holding such a referendum would be around £100k, rising to as much as £350k should the public reject the proposed tax increase (as new bills would need to be issued). The MTFS assumes that the 2% and above limit on increases will remain in place for all five years.
- 3.8 Following October and November service committees, GPC will review the overall programme in December, before recommending the programme in January as part of the overarching Business Plan for Full Council to consider in February.

4. OVERVIEW OF ECONOMY AND ENVIRONMENT DRAFT REVENUE PROGRAMME

- 4.1 ETE, as the focus for the Council's place based services, provides a very wide and diverse range of services to the people and businesses of Cambridgeshire. Much of what is provided by the Directorate is experienced by residents on a daily basis.
- 4.2 A broad overview of the services provided by the Directorate includes highway maintenance and improvement, the delivery of all major transport infrastructure schemes, the management of a series of major contracts such as highways, waste and street lighting, tackling rogue and other illegal trading and providing business advice, delivery of non-commercial superfast broadband services, waste disposal, libraries and cultural services, planning, s106 negotiation, economic development, floods and water management, adult learning and skills, development of transport policy, funding bids, cycling, commissioning of community transport, operation of the Busway and the park and ride sites, and management of home to school, special needs and adults transport.
- 4.3 Over the past few years the actual amount of work within the Directorate has increased due to the particular nature of the services we provide. For example, programmes such as the Cycle City Ambition Grant have added to workload, as has the additional activity through the Council's £90m investment in highway maintenance. So essentially, although revenue budgets have decreased, more work is being undertaken with reduced capacity. This has been a necessary change and further opportunities for rationalisation are always being considered.

- 4.4 As noted above, transformation of the way we do things has been the main focus in developing new savings proposals for the new financial year. There are also a series of savings proposals that are already identified in the business plan and are due to be made in 2017/18
- 4.5 The full table of proposals can be found at appendix 1 and the associated Community Impact Assessments are contained in appendix 2 in draft form and these will be updated as the savings proposals develop. Appendix 1 takes account of a series of deleted, amended and new proposals which for ease, are also summarised in appendix 3. The main elements contained in appendix 3 are:
- the majority of the impacts of demography on services will in future need to be absorbed by those services as agreed by Members;
 - a small number of the proposals that had been identified and agreed by Members last year are now considered to be unachievable and these are listed;
 - a small number of proposals that had been identified last year are also now not expected to yield the level of savings expected and these are listed;
 - finally, with the emphasis this year on transformation of the way we do things as a Council, the table also contains the items that have been identified within ETE. This is the current list of proposals, but transformation is a continuous process and so it is expected that others will be identified going forward.
- 4.6 Given the level of savings required by the Council as a whole for 2017/18, appendix 1 contains all current and new proposals that are considered achievable. From the Community Impact Assessments in appendix 2 and discussions with Members, it is recognised that a number of the proposals in appendix 1, although technically achievable, are likely to have very significant impacts and thus may well be considered undesirable. Through consideration of this paper, Members are asked to consider the full list of savings proposals in appendix 1 and identify any savings that should be removed. Although the Council is not developing its Business Plan through the application of strict cash limits for each service, rather looking at the budget as a whole, Members should bear in mind that any savings removed will increase the pressure on the Council as a whole. Therefore, thought should also be given to what could replace removed savings.

5. NEXT STEPS

- 5.1 The proposals contained in this paper are only the first formal stage in developing the Council's Business Plan.
- 5.2 Subject to the views of Members at this Committee and the Highways and Community Infrastructure Committee, further development of the proposals contained here will be undertaken as part of the development of the Council's Business Plan as per the timetable below;

November	Service Committees will review draft proposals again, for recommendation to General Purposes Committee
December	General Purposes Committee will consider the whole draft Business Plan for the first time
January	General Purposes Committee will review the whole draft Business Plan for recommendation to Full Council
February	Full Council will consider the draft Business Plan

6. ALIGNMENT WITH CORPORATE PRIORITIES

Report authors should evaluate the proposal(s) in light of their alignment with the following three Corporate Priorities.

6.1 Developing the local economy for the benefit of all

Many of the services delivered by ETE are used by our residents on a daily basis and are vital in maintaining and developing the local economy. Well maintained roads and local public transport services where commercial companies can't provide buses are but two of the key elements of the work of ETE. If these current or transformed versions of these services are not available there will be a significant impact on our communities.

6.2 Helping people live healthy and independent lives

See wording under 6.1 above.

6.3 Supporting and protecting vulnerable people

See wording under 6.1 above.

7. SIGNIFICANT IMPLICATIONS

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

- Resource Implications – All implications are detailed in the Community Impact assessments (CIAs) at appendix 2
- Statutory, Legal and Risk – All implications are detailed in the CIAs at appendix 2
- Equality and Diversity – All implications are detailed in the CIAs at appendix 2
- Engagement and Communications - All implications are detailed in the CIAs at appendix 2
- Localism and Local Member Involvement –Members have been involved in the business planning process and attended a members workshop in August

- Public Health – All implications are detailed in the CIAs at appendix 2. Public Health colleagues are involved in discussions regarding the implications.

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	Yes Name of Financial Officer: Sarah Hayward
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?	Yes Name of Officer: Tamar Oviatt-Ham
Have any engagement and communication implications been cleared by Communications?	Yes Name of Officer: Mark Miller
Are there any Localism and Local Member involvement issues?	Yes Name of Officer: Paul Tadd
Have any Public Health implications been cleared by Public Health	Yes Name of Officer: Tess Campbell

Source Documents	Location
Transformation Programme	https://cmis.cambridgeshire.gov.uk/ccclive/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/182/Committee/2/Default.aspx
Demography Update	https://cmis.cambridgeshire.gov.uk/ccclive/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/183/Committee/2/Default.aspx

Section 4 - B: Economy, Transport and Environment Services

October Committee

Table 3: Revenue - Overview

Budget Period: 2017-18 to 2021-22

Detailed Plans	Outline Plans
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Ref	Title	2017-18 £000	2018-19 £000	2019-20 £000	2020-21 £000	2021-22 £000	Transformation Workstream	Description
1	OPENING GROSS EXPENDITURE	86,483	84,563	83,066	84,027	85,931		
B/R.1.001	Base adjustments	-	-	-	-	-		Adjustment for permanent changes to base budget from decisions made in 2016-17.
B/R.1.005	Increased expenditure funded by additional income	-	-	-	-	-		0
B/R.1.007	Bus Service Operators Grant payable to the County Council	-273	-	-	-	-		Bus Service Operators Grant now payable to the County Council for use on Community transport
1.999	REVISED OPENING GROSS EXPENDITURE	86,210	84,563	83,066	84,027	85,931		
2	INFLATION							
B/R.2.001	Inflation	1,651	1,686	1,721	1,755	1,735		Some County Council services have higher rates of inflation than the national level. For example, this is due to factors such as increasing oil costs that feed through into services like road repairs. This overall figure comes from an assessment of likely inflation in all ETE services.
2.999	Subtotal Inflation	1,651	1,686	1,721	1,755	1,735		
3	DEMOGRAPHY AND DEMAND							
B/R.3.001	Maintaining our infrastructure	195	200	206	211	217		Population increase leads to more infrastructure being built, as well as increased use of existing infrastructure, requiring more maintenance.
B/R.3.002	Street Lighting	-	-	-	-	-		All demography increases based on the general population will be a pressure and will need to be absorbed within the Service. 2017-18 increase £77k.
B/R.3.003	Recycling Credits	-	-	-	-	-		All demography increases based on the general population will be a pressure and will need to be absorbed within the Service. 2017-18 increase £52k.
B/R.3.004	Growth in demand for Registration & Coroner Services	-	-	-	-	-		All demography increases based on the general population will be a pressure and will need to be absorbed within the Service. 2017-18 increase £7k.
B/R.3.006	Residual Waste	-	-	-	-	-		All demography increases based on the general population will be a pressure and will need to be absorbed within the Service. 2017-18 increase £96k.
B/R.3.007	PFI Contract Waste	-	-	-	-	-		All demography increases based on the general population will be a pressure and will need to be absorbed within the Service. 2017-18 increase £71k.
3.999	Subtotal Demography and Demand	195	200	206	211	217		

Section 4 - B: Economy, Transport and Environment Services

October Committee

Table 3: Revenue - Overview

Budget Period: 2017-18 to 2021-22

Detailed Plans	Outline Plans
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Ref	Title	2017-18 £000	2018-19 £000	2019-20 £000	2020-21 £000	2021-22 £000	Transformation Workstream	Description
4	PRESSURES							
B/R.4.005	Libraries to serve new developments	-	-	-	49	-	- Environment, transport & economy	Cost of running the Darwin Green library in North West Cambridge to serve the new community.
B/R.4.006	Reinstatement of funding for non-statutory concessionary fares	125	-	-	-	-		The County Council provides free bus travel for those with a concessionary pass which is more than required by Government. This funding provides concessionary fares for people with sight impairment to travel before 09.30am (the normal cut off for when concessionary passes can be used) and subsidises for concessions on community transport services. This was removed from the budget in 2016/17 but following consultation and the decision by Members, this is being reinstated to help people lead independent lives and access jobs and essential services.
B/R.4.007	Professional and Management Pay Structure	36	-	-	-	-		The revised management band pay structure was implemented in October 2016. The revised pay grades will not be inflated during 2017-18, as the inflation funding was factored into the available funding for the new pay structure. This pressure replaces inflation and funds the additional cost of the new pay structure expected to be incurred in 2017-18.
B/R.4.008	Impact of National Living Wage (NLW) on CCC Employee Costs	-	2	4	14	14		The extra cost of the National Living Wage on directly employed CCC staff.
4.999	Subtotal Pressures	161	2	4	63	14		
5	INVESTMENTS							
B/R.5.003	Street Lighting PFI	13	-	-	-	-	- Contracts, commercial & procurement	The street lighting PFI contract has allowed all of the Council's aging street lights to be replaced over a five year period. All lights have now been replaced and this money, which has been budgeted for in previous years, is to pay for the operation of additional lights that are now being installed in new developments.
B/R.5.103	Renegotiation of the Waste PFI contract	80	240	80	-	-		Transformation Fund investment relating to proposal B/R.6.302 which gives savings of up to £5m from 2019/20.
5.999	Subtotal Investments	93	240	80	-	-		
6	SAVINGS							
Cross Committee								
B/R.6.001	Senior management review in ETE	-250	-	-	-	-	- Workforce planning & development	0

Section 4 - B: Economy, Transport and Environment Services

October Committee

Table 3: Revenue - Overview

Budget Period: 2017-18 to 2021-22

Detailed Plans	Outline Plans
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Ref	Title	2017-18 £000	2018-19 £000	2019-20 £000	2020-21 £000	2021-22 £000	Transformation Workstream	Description
B/R.6.101	E&E Improve efficiency through shared county planning, minerals and waste service with partners	-25	-	-	-	-	- Commissioning	Reduced costs to the Council by sharing our services for minerals and waste planning applications with other Councils.
B/R.6.102	Improve efficiency through shared growth and development service with partners	-25	-	-	-	-	- Commissioning	Reduced costs to the Council by sharing our services with other councils to process major planning applications and negotiate financial contributions from developers that can be used to pay for essential infrastructure such as schools and roads.
B/R.6.104	Reduction in Passenger Transport support	-694	-	-	-	-	- Environment, transport & economy	There is no specific Government funding to support bus services that are not operated commercially, grants to dial a ride, subsidies for users of community car schemes or taxi card schemes. The Council spent £1.78 m on this last year. This proposal is to reduce this funding by £694,000. In making this reduction, we will work with communities and bus operators to encourage alternative provision so people can continue to access essential services and jobs and continue to live independently. The focus in the future will be on demand responsive and community led services that better meet the needs of individuals through, for example, the Total Transport work being introduced by the Council.
B/R.6.105	Reduce staff following reduction in provision of passenger transport services	-90	-	-	-	-	- Environment, transport & economy	The savings set out in proposal BR.6.104 would mean that less staff would be needed to arrange contracts for bus services.
B/R.6.106	Remove Transport and Infrastructure Policy and Funding services that are not self-funding	-20	-	-	-	-	- Environment, transport & economy	This services bids for and secures funding for Transport and Infrastructure from external grants, monitors and manages section 106 funding and the ETE capital programme, coordinates input to the Community Infrastructure Levy and provides programme management and support to the LEP growth deal. There is no statutory minimum level of service for this function but measures are in place to make this entirely self funding. There is a risk that less resource will reduce the amount of external grant funding secured.
B/R.6.107	Remove Transport and Infrastructure Policy and Funding services that are not self-funding	-30	-	-	-	-	- Environment, transport & economy	This function develops the long-term vision for transport and infrastructure for the county, including local transport plans. There is no statutory minimum level of service for this function, but measures are in place to make this entirely self-funding. There is a risk that less resource will impact on the ability to identify infrastructure requirements.
B/R.6.201	H&CI Centralise business support posts across ETE	-20	-	-	-	-	- Workforce planning & development	Costs will be reduced by centralising business support for the whole of ETE.

Section 4 - B: Economy, Transport and Environment Services

October Committee

Table 3: Revenue - Overview

Budget Period: 2017-18 to 2021-22

		Detailed Plans		Outline Plans			Transformation Workstream	Description
Ref	Title	2017-18 £000	2018-19 £000	2019-20 £000	2020-21 £000	2021-22 £000		
B/R.6.202	Upgrade streetlights to LEDs	-14	-	-	-	-	- Contracts, commercial & procurement	This will involve upgrading street light bulbs with LEDs where this offers good value for money, such as the energy savings are greater than the cost of conversion. This links to capital proposal B/C.3.109
B/R.6.203	Rationalise business support in highways depots to a shared service	-25	-	-	-	-	- Workforce planning & development	Move to shared service business support across the highway depots.
B/R.6.205	Replace rising bollards with cameras	-25	-	-	-	-	- Commissioning	The rising bollards in Cambridge are old and becoming increasingly expensive to maintain. This will save the annual maintenance cost of the bollards.
B/R.6.206	Switch off streetlights in residential areas between at least 2am and 6am	-30	-	-	-	-	- Environment, transport & economy	This approach is now widely adopted across England and research has shown that there is has been no significant impact on crime or safety. This figure is in addition to the £174k of savings for the street lighting switch-off that was included in 15-16 (£98k of additional funding will used to delay the switch-off until 2am).
B/R.6.207	Highways Services Transformation	-800	-500	-	-	-	- Contracts, commercial & procurement	The Council is replacing its existing contract for highway works such as road maintenance and pot hole filling. This will allow us to achieve greater value for money and reduce costs significantly while improving service quality.
B/R.6.208	Seek to transfer a number of smaller community libraries to community control.	-	-230	-	-	-	- Customer & communities	The proposal is to reduce the number of libraries directly run by the Council and increase community involvement. It is unlikely this work can be completed to the original timescale, therefore the associated saving will be deferred to 2018/19; there is no further option for meeting this original 17/18 saving within the service other than reducing the stock (book) fund (see below).
B/R.6.209	Reduce library management and systems support and stock (book) fund	-340	230	-	-	-	- Commissioning	One year reduction of £325k in spending on new library stock, together with further savings in deliveries and some IT systems support. Any further reduction in support would impact the ability of communities to take on their libraries and there is reputational risk in reducing the book fund.
B/R.6.210	Reduce Community Resilience and Development delivery work	-85	-	-	-	-	- Environment, transport & economy	There is no statutory requirement to deliver these functions (except in the library statutory duty to encourage 'both adults and children to make full use of the library service'), there are risks associated with the reduction of the prevention work for vulnerable people their carers and communities. There would be a significant impact on community resilience through ceasing the development of community led projects and networks to deliver local priorities
B/R.6.211	Road Safety projects & campaigns - savings required due to change in Public Health Grant	-84	-	-	-	-	- Commissioning	This is a removal of a one off Public Health grant. This has funded specific work and campaigns which have now ended and so the money is no longer required.
B/R.6.212	Transformation of Road Safety Services	-	-25	-50	-125	-	- Commissioning	0

Section 4 - B: Economy, Transport and Environment Services

October Committee

Table 3: Revenue - Overview

Budget Period: 2017-18 to 2021-22

Detailed Plans	Outline Plans
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Ref	Title	2017-18 £000	2018-19 £000	2019-20 £000	2020-21 £000	2021-22 £000	Transformation Workstream	Description
B/R.6.213	Move to full cost recovery for non-statutory highway works	-100	-100	-	-	-	Commissioning	Communities and Parish/Town Councils can pay for additional highway works such as traffic calming and yellow lines that are extra to the Council's normal work. The Council delivers these works but has not in the past recovered the full cost of delivery of schemes and officer time in preparing them will be charged.
B/R.6.214	Remove community grants	-15	-	-	-	-		These are grants given to a variety of local voluntary groups, which have previously been reduced. It is proposed that these should be removed completely which will have an impact on voluntary services dependent on public sector finance.
B/R.6.215	Reduce service levels in Archives	-75	-	-	-	-		Funding reduced to this level would see reduced opening hours and consolidation of the archive and is considered the lowest level of funding to avoid challenge from the National Archive and others. The statutory minimum level of service is to maintain the Council's historic record and make it available to the public.
B/R.6.302	GPC Renegotiation of the Waste PFI contract.	-1,000	-3,000	-1,000	-	-	Contracts, commercial & procurement	The Council has a contract with Amey to process and recycle the waste collected across Cambridgeshire. Through negotiation, the Council is seeking to reduce the cost of this contract.
B/R.6.999	Cross Committee Unidentified Savings	-	-	-	-	-		Savings to be identified during future years' Business Planning processes.
6.999	Subtotal Savings	-3,747	-3,625	-1,050	-125	-		
	TOTAL GROSS EXPENDITURE	84,563	83,066	84,027	85,931	87,897		
7	FEES, CHARGES & RING-FENCED GRANTS							
B/R.7.001	Previous year's fees, charges & ring-fenced grants	-26,531	-26,288	-26,119	-26,138	-26,157	Finance & budget review	Previous year's fees and charges for the provision of services and ring-fenced grant funding rolled forward.
B/R.7.002	Fees and charges inflation	-24	-19	-19	-19	-19	Finance & budget review	Additional income for increases to fees and charges in line with inflation.
B/R.7.004	Additional budgeted income	-	-	-	-	-	Finance & budget review	Adjustment for changes to fees, charges & ring-fenced grants from forecasts and decisions made in 2015-16.
B/R.7.100	Changes to fees & charges Increase income from digital archive services	-25	-	-	-	-	Environment, transport & economy	The Council currently charges for digital versions of documents from our archive. As more documents are being digitised each year, the Council expects income to increase.
B/R.7.109	Introduce a charge for commercial events using the highway	-10	-	-	-	-	Environment, transport & economy	Large commercial events that require closures of roads such as cycling and running races currently cost the council money to administer. In future, the cost of the Council's work will be recovered. This will not impact on small community events.

Section 4 - B: Economy, Transport and Environment Services

October Committee

Table 3: Revenue - Overview

Budget Period: 2017-18 to 2021-22

Detailed Plans	Outline Plans
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Ref	Title	2017-18 £000	2018-19 £000	2019-20 £000	2020-21 £000	2021-22 £000	Transformation Workstream	Description
B/R.7.110	Increase highways charges to cover costs	-5	-	-	-	-		This relates to a wide range of charges levied for use of the highway such as skip licences for example. All charges have been reviewed across ETE. Further targeted review and monitoring of charges will continue to ensure they remain relevant.
B/R.7.111	Introduce a highways permitting system	-140	-	-	-	-	Environment, transport & economy	This proposal will allow the Council to better control works on our roads being carried out by utility and other commercial companies through the use of permits. This will mean better coordination of road works, reduced delays and the ability to fine companies when they do not work efficiently on our roads.
B/R.7.117	Section 106 funding for Clay Farm Community Centre	-	35	-	-	-	Environment, transport & economy	Developer funding has been secured to contribute towards the running costs of the library and other County Council provision as part of the Clay Farm Community Centre in its first three years. The figure is to show in the Business Plan that this funding has come to an end and does not represent a reduction in service.
B/R.7.202	Changes to ring-fenced grants Change in Public Health Grant	174	153	-	-	-		Change in ring-fenced Public Health grant to reflect change of function and treatment as a corporate grant from 2018-19 due to removal of ring-fence.
B/R.7.204	Change in Bus Service Operators Grant	273	-	-	-	-		Ending of ring-fenced Bus Service Operators Grant devolved from the Department of Transport for bus services run under local authority contract.
7.999	Subtotal Fees, Charges & Ring-fenced Grants	-26,288	-26,119	-26,138	-26,157	-26,176		
	TOTAL NET EXPENDITURE	58,275	56,947	57,889	59,774	61,721		

FUNDING SOURCES								
8	FUNDING OF GROSS EXPENDITURE							
B/R.8.001	Budget Allocation	-58,275	-56,947	-57,889	-59,774	-61,721		Net spend funded from general grants, business rates and Council Tax.
B/R.8.002	Public Health Grant	-153	-	-	-	-		Funding transferred to Service areas where the management of Public Health functions will be undertaken by other County Council officers, rather than directly by the Public Health Team.
B/R.8.003	Fees & Charges	-16,416	-16,400	-16,419	-16,438	-16,457		Fees and charges for the provision of services.
B/R.8.004	PFI Grant - Street Lighting	-3,944	-3,944	-3,944	-3,944	-3,944		PFI Grant from DfT for the life of the project.
B/R.8.005	PFI Grant - Waste	-2,691	-2,691	-2,691	-2,691	-2,691		PFI Grant from DEFRA for the life of the project.
B/R.8.010	Adult Learning & Skills Grants	-2,380	-2,380	-2,380	-2,380	-2,380		External grant funding for Adult Learning & Skills.
B/R.8.011	Learning Centre grants	-302	-302	-302	-302	-302		Learning Centre grant funding.
B/R.8.012	National Careers grant funding	-402	-402	-402	-402	-402		Funding for National Careers.
8.999	TOTAL FUNDING OF GROSS EXPENDITURE	-84,563	-83,066	-84,027	-85,931	-87,897		

Section 4 - B: Economy, Transport and Environment Services

Table 3: Revenue - Overview
Budget Period: 2017-18 to 2021-22

		Detailed Plans		Outline Plans				
Ref	Title	2017-18 £000	2018-19 £000	2019-20 £000	2020-21 £000	2021-22 £000	Transformation Workstream	Description
MEMORANDUM: SAVINGS / INCREASED INCOME								
Savings		-3,747	-3,625	-1,050	-125	-		
Changes to fees & charges		-180	35	-	-	-		
TOTAL SAVINGS / INCREASED INCOME		-3,927	-3,590	-1,050	-125	-		

ECONOMY AND ENVIRONMENT COMMITTEE**COMMUNITY IMPACT ASSESSMENTS**

<u>Reference</u>	<u>Title</u>	<u>Page</u>
B/R.6.001	Senior Management Review	2
B/R.6.104	Reduction in Passenger Transport services	4
B/R.6.105	Reduce staff following reduction in provision of Passenger Transport services	7
B/R.6.106	Remove Transport and Infrastructure Policy and Funding services that are not self-funding	10
B/R.6.107	Remove Transport and Infrastructure Policy and Funding services that are not self-funding	12
B/R.6.201	Centralise business support posts across ETE	15

COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
ETE Cross-Directorate		Name: Graham Hughes Job Title: Executive Director Contact details: graham.hughes@cambridgeshire.gov.uk and 01223 715660 Date completed: 03/10/16 Date approved: 03/10/16
Proposal being assessed		
Senior Management Review		
Business Plan Proposal Number (if relevant)	B/R.6.004	
Aims and Objectives of the Service or Function affected		
<p>The services affected will be cross-directorate in the Economy, Transport and Environment (ETE) Directorate. ETE provides services across the county including highway maintenance and improvement, the delivery of all major transport infrastructure schemes, the management of a series of major contracts such as highways, waste and street lighting, tackling rogue and other illegal trading and providing business advice, delivery of non-commercial superfast broadband services, waste disposal, libraries and cultural services, planning, s106 negotiation, economic development, floods and water management, adult learning and skills, development of transport policy, funding bids, cycling, commissioning of community transport, operation of the Busway and the park and ride sites, and management of home to school, special needs and adults transport</p>		
What is the proposal?		
<p>This is a review of senior management in ETE to reduce cost and simplify structures, as well as sharing services with partners. The objective is not to affect the front line services delivered by ETE.</p>		
Who will be affected by this proposal?		
<p>.</p> <p>This proposal will affect staff working within ETE at senior levels and is intended not to impact directly on front line services.</p>		
What positive impacts are anticipated from this proposal?		
<ul style="list-style-type: none"> • Reduction of cost • Simplification of structures 		
What negative impacts are anticipated from this proposal?		
<p>Potential negative impacts from less senior staff resource although through the associated simplification of processes, this impact can be minimised.</p>		
Are there other impacts which are more neutral?		

None

Impacts on specific groups with protected characteristics

Specific consideration should be given as to whether the proposal has a particular or disproportionate impact on any of the groups listed below.

Please consider each characteristic and tick to indicate any where there will potentially be a disproportionate impact (positive or negative) from implementation of the proposal. Do not tick the boxes if the impact on these groups is the same as the impact on the community as a whole (described in the above sections)

Impact	Tick if disproportionate impact
Age	
Disability	
Gender reassignment	
Marriage and civil partnership	
Pregnancy and maternity	
Race	

Impact	Tick if disproportionate impact
Religion or belief	
Sex	
Sexual orientation	
Rural isolation	
Deprivation	

Details of Disproportionate Impacts on protected characteristics and how these will be addressed

If any of the boxes above have been ticked to indicate that people with the protected characteristics will be affected more than other people then use this section to describe that impact and any measures which will be put in place to mitigate those potential impacts

There will not be any disproportionate impact on protected characteristics.

Version Control

Version no.	Date	Updates / amendments	Author(s)
V1	03.10.16	CIA Completed	Graham Hughes

COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport and Environment (ETE) Passenger Transport		Name: Paul Nelson Job Title: Acting Head of Passenger Transport
Proposal being assessed		Contact Details: (01223) 715608 Paul.Nelson@cambridgeshire.gov.uk
Reduction in Passenger Transport services		Date completed: 19 July 2015 Updated: 26 September 2016 Date approved:
Business Plan Proposal Number (if relevant)	B/R.6.104	
Aims and Objectives of the Service or Function affected		
<p>The Passenger Transport service provides passenger transport services to a wide range of clients across the county. This is primarily through subsidised bus services where commercially viable services cannot be provided but are considered to be needed. It also includes financial support for the community transport sector through direct grants, subsidising the cost of using community car schemes and taxicard schemes.</p> <p>The Cambridgeshire Future Transport (CFT) and Total Transport projects are designed to better integrate the commissioning and delivery of transport and to:</p> <ul style="list-style-type: none"> • Provide more efficient and tailored passenger transport services to meet community needs. • To pool budgets from different providers of transport and thus allow for more efficient overall provision. • To provide a more simple and integrated means of gaining information about passenger transport services. <p>The CFT programme has been running since 2012 and has successfully changed the model of public transport investment in Cambridgeshire.</p> <p>From 2015/16, the local bus budget and all other funding towards community transport has been considered under one budget heading. This reflects the common objective of the (formerly) separate funding streams being used to help residents and visitors to Cambridgeshire access; employment, education and training, public and leisure services.</p>		
What is the proposal?		
<p>The following budget reductions are required based on the proposals in the 2016/17 Business Plan:</p> <p>It is proposed to review the effectiveness of CFT provision and withdraw services as appropriate, to remove the allocation of grants to community transport operators, to withdraw the 15p per mile subsidy to community car users and withdraw the taxicard scheme. The total budget reduction programmed for 2017/18 is £694k.</p>		
Who will be affected by this proposal?		

All users of contracted local bus services, community car schemes, taxicard scheme and community transport. The proposal is countywide and will particularly impact on the elderly, disabled, lower income groups and isolated communities.

What positive impacts are anticipated from this proposal?

This proposal will deliver a saving of £694k.

What negative impacts are anticipated from this proposal?

Please see the list of disproportionate impacts below. In general the proposal will remove or severely reduce the opportunity for residents to travel and risks isolating users of these services so they are unable to access education, work and other services.

Are there other impacts which are more neutral?

Impacts on specific groups with protected characteristics

Specific consideration should be given as to whether the proposal has a particular or disproportionate impact on any of the groups listed below.

Please consider each characteristic and tick to indicate any where there will potentially be a disproportionate impact (positive or negative) from implementation of the proposal. Do not tick the boxes if the impact on these groups is the same as the impact on the community as a whole (described in the above sections)

Impact	Tick if disproportionate impact
Age	X
Disability	X
Gender reassignment	
Marriage and civil partnership	
Pregnancy and maternity	X
Race	

Impact	Tick if disproportionate impact
Religion or belief	
Sex	
Sexual orientation	
Rural isolation	X
Deprivation	X

Details of Disproportionate Impacts on protected characteristics and how these will be addressed

Age

The elderly form a disproportionate share of the users of community transport and supported rural bus services. The withdrawal of services will have an impact on their ability to access shops and local services and engage in social activities.

Disability

Community transport services are used by those unable to drive. A reduction in support for community transport services will have an impact on their ability to access shops and local services and engage in social activities.

Pregnancy and maternity

Some pregnant women are unable to drive as a result of pregnancy. The withdrawal of services will have an impact on their ability to access shops and local services and engage in social activities.

Deprivation

Community transport services are used by those without access to a car. The withdrawal of services will have an impact on their ability to access shops and local services and engage in social activities.

Rural communities: Reducing public and community transport funding will mean fewer services provided and journey choice reduced.

Access to employment and education and training

Again, transport choice will be reduced.

Isolation

Individuals within communities may feel isolated if their regular bus service to the nearest service centre (particularly in more rural areas) is removed as a consequence of these proposed savings.

Where users cannot travel or afford increased cost there will be an impact on the Council's outcomes of:

'Older people live well independently' as they will not be able to travel to essential services such as shopping and health;

'People with disabilities live well independently' as they will not be able to travel to essential services such as health and shopping, as well as removing opportunity to work;

'People lead a healthy lifestyle' as older people in particular will become more housebound.

There is the risk of Impact on public health and wellbeing through people's inability to travel; organisational reputation through withdrawing this ability to travel; and other services and/or external partners such as health and social care where there could be a need to travel to residents rather than residents travelling to services, as well as the social care implications of increased isolation.

Version Control

Version no.	Date	Updates / amendments	Author(s)
V1.0	19/11/2015	CIA completed	Paul Nelson
V1.1	26/09/2016	CIA updated for 2017/18	Paul Nelson
V1.2	29/09/2016	Minor amendments	Briony Davies

COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport and Environment (ETE) Passenger Transport		Name: Paul Nelson Job Title: Acting Head of Passenger Transport Contact Details: (01223) 715608 Paul.Nelson@cambridgeshire.gov.uk Date completed: 19 October 2015 Updated: 26 September 2016 Date approved:
Proposal being assessed		
Reduce staff following reduction in provision of Passenger Transport services		
Business Plan Proposal Number (if relevant)	B/R.6.105	
Aims and Objectives of the Service or Function affected		
<p>The Passenger Transport service provides passenger transport services to a wide range of clients across the county. This is primarily through subsidised bus services where commercially viable services cannot be provided but are considered to be needed. It also includes financial support for the community transport sector through direct grants, subsidising the cost of using community car schemes and taxicard schemes.</p> <p>The Cambridgeshire Future Transport (CFT) and Total Transport projects are designed to better integrate the commissioning and delivery of transport and to:</p> <ul style="list-style-type: none"> • Provide more efficient and tailored passenger transport services to meet community needs. • To pool budgets from different providers of transport and thus allow for more efficient overall provision. • To provide a more simple and integrated means of gaining information about passenger transport services. <p>The CFT programme has been running since 2012 and has successfully changed the model of public transport investment in Cambridgeshire.</p> <p>From 2015/16, the local bus budget and all other funding towards community transport has been considered under one budget heading. This reflects the common objective of the (formerly) separate funding streams being used to help residents and visitors to Cambridgeshire access employment, education and training and public and leisure services</p>		
What is the proposal?		
<p>Proposed reductions in local bus services, community car schemes and taxicard schemes would enable appropriate staff reductions. If proposal B/R.6.208 is not implemented then staff will be required to continue to deliver the service.</p> <p>Please note the impact of the service changes are considered in the Community Impact Assessment for proposal B/R.6.104</p>		
Who will be affected by this proposal?		
<p>.</p> <p>This particular proposal will affect the staff in the Passenger Transport team.</p> <p>Please note the impact of the service changes are considered in the Community Impact Assessment for proposal B/R.6.104</p>		
What positive impacts are anticipated from this proposal?		
<p>The proposal will save £90k.</p>		

What negative impacts are anticipated from this proposal?
<p>If the proposal is progressed separately from proposal B/R.6.208 then there will be insufficient staff resource to manage local bus services; assist community transport operators; manage concessionary fares on community transport services and process community car claims.</p>
Are there other impacts which are more neutral?

Impacts on specific groups with protected characteristics

Specific consideration should be given as to whether the proposal has a particular or disproportionate impact on any of the groups listed below.

Please consider each characteristic and tick to indicate any where there will potentially be a disproportionate impact (positive or negative) from implementation of the proposal. Do not tick the boxes if the impact on these groups is the same as the impact on the community as a whole (described in the above sections)

Impact	Tick if disproportionate impact
Age	
Disability	
Gender reassignment	
Marriage and civil partnership	
Pregnancy and maternity	
Race	

Impact	Tick if disproportionate impact
Religion or belief	
Sex	
Sexual orientation	
Rural isolation	
Deprivation	

Details of Disproportionate Impacts on protected characteristics and how these will be addressed
<p><i>If any of the boxes above have been ticked to indicate that people with the protected characteristics will be affected more than other people then use this section to describe that impact and any measures which will be put in place to mitigate those potential impacts.</i></p>

Version Control

Version no.	Date	Updates / amendments	Author(s)

V1.0	06/11/2015		Paul Nelson
V1.1	26/09/2016		Paul Nelson
V1.2	26/09/2016	Minor changes	Briony Davies

COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport and Environment (ETE) Transport and Infrastructure Policy and Funding (TIPF)		Name: Jeremy Smith Job Title: Head of Transport and Infrastructure Policy and Funding Contact Details: (01223) 715483 Jeremy.Smith@cambridgeshire.gov.uk Date completed: 27 September 2015 Updated: 27 September 2016 Date approved:
Proposal being assessed		
Remove Transport and Infrastructure Policy and Funding services that are not self-funding.		
Business Plan Proposal Number (if relevant)	B/R.6.106	
Aims and Objectives of the Service or Function affected		
<p>The Transport Infrastructure Policy & Funding Service (TIPF) has two key elements related to Transport and Infrastructure planning and Funding and Innovation:</p> <p>The Transport & Infrastructure Strategy part undertakes transport and infrastructure planning for the longer term. This provides an evidence base to underpin future investment decisions on transport infrastructure. The Service also develops business cases and early scheme development work, particularly related to City Deal and Growth Deal projects. This work is essential support in addressing the challenge of planning for and delivering an infrastructure capable of supporting Cambridgeshire's sustained economic growth to ensure the economy prospers to the benefit of all.</p> <p>Related to this, TIPF undertakes a key Statutory Duty to prepare, maintain and review the Local Transport Plan, and ensure that all key stakeholders are consulted when amending the LTP. Our LTP and policy focus is on promoting sustainable transport and creating the right conditions for growth and encourage people to use public transport and walk/cycle and supports in leading a healthy active lifestyle within a safe and accessible environment.</p> <p>The Funding and Innovation part of TIPF manages the Capital Programme and co-ordinates and bids for external funding and investment to support in delivering Cambridgeshire's Plans and priorities. Work also includes S106 developer contribution monitoring and management of the Cambridgeshire Sub Regional Model to support with assessing impacts of planned development. The Team also works to support the LEP Transport Panel and provides programme, technical and Accountable Body support to ensure that the Growth Deal Transport Programme is well managed and monitored and delivers the agreed outputs expected.</p>		
What is the proposal?		
It is proposed to remove the £45,000 revenue (£25,000 during 2016/17 and £20,000 during 2017/18) which supports ETE's funding bidding function. This means that in future there won't be a dedicated resource for co-ordinating and bidding for external funds. This is expected to lead to a reduction in the amount of external grant funding likely to be secured. This will impact particularly on our capacity to deliver infrastructure priorities and support future growth and prosperity of our County, and testing more innovative approaches or learning from our partners.		
Who will be affected by this proposal?		
It is difficult to be precise about the impact of the proposed cut, as by their nature, bidding opportunities occur at the discretion of the funding partner. However, opportunities that have previously (and are currently) being bid for or supported have ranged across the ETE work area, geographically have covered much of the county, and demographically have been targeted at many different groups.		
What positive impacts are anticipated from this proposal?		
Not applicable.		
What negative impacts are anticipated from this proposal?		
Opportunities to supplement budgets in future years will be reduced due to reduced capacity to bid when opportunities present. When bids need to be made, resource will not be available to support or lead bidding processes, and will need to be fully resourced within services, pulling resource away from core tasks.		
Are there other impacts which are more neutral?		
No		

Impacts on specific groups with protected characteristics

Specific consideration should be given as to whether the proposal has a particular or disproportionate impact on any of the groups listed below.

Please consider each characteristic and tick to indicate any where there will potentially be a disproportionate impact (positive or negative) from implementation of the proposal. Do not tick the boxes if the impact on these groups is the same as the impact on the community as a whole (described in the above sections)

Impact	Tick if disproportionate impact
Age	
Disability	
Gender reassignment	
Marriage and civil partnership	
Pregnancy and maternity	
Race	

Impact	Tick if disproportionate impact
Religion or belief	
Sex	
Sexual orientation	
Rural isolation	X
Deprivation	

Details of Disproportionate Impacts on protected characteristics and how these will be addressed

There won't be a dedicated resource for co-ordinating and bidding for external funds, and making a compelling case for funding. This is expected to impact particularly on our capacity to deliver improvements and invest in improving accessibility, particularly in the more remote areas outside the main growth locations, where the business case for investment is typically less strong.

Version Control

Version no.	Date	Updates / amendments	Author(s)
V1.0	27/09/2016		Jeremy Smith
V1.1	28/09/2016	Minor changes	Briony Davies

COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport and Environment (ETE) Transport and Infrastructure Policy and Funding (TIPF)		Name: Jeremy Smith Job Title: Head of Transport and Infrastructure Policy and Funding Contact Details: (01223) 715483 Jeremy.Smith@cambridgeshire.gov.uk Date completed: 27 September 2016, Date approved:
Proposal being assessed Remove Transport and Infrastructure Policy and Funding services that are not self-funding.		Date completed: 27 September 2016, Date approved:
Business Plan Proposal Number (if relevant)	B/R.6.107	
Aims and Objectives of the Service or Function affected		
<p>The Transport and Infrastructure Policy and Funding service, (TIPF), undertakes work relating to two key elements:</p> <ul style="list-style-type: none"> Transport and Infrastructure Strategy Funding and Innovation. <p>The Transport and Infrastructure Strategy team undertakes transport and infrastructure planning for the longer term, providing an evidence base to underpin future investment decisions and a policy basis against which funding can be negotiated. The team:</p> <ul style="list-style-type: none"> Prepares, maintains and reviews the Cambridgeshire Local Transport Plan, (LTP), as required by statute. Produces more detailed transport strategy documents, covering areas of the county, that set out specific transport needs with a particular focus on planned growth. These documents are developed alongside the District and City Council's Local Plans. Links transport activities with the wider strategic objectives of the Council, of government, and of local partners, including in relation to planning, education, health and wellbeing, and community safety. Develops Major Scheme Business Cases for large transport projects and carries out early scheme development work, particularly in relation to the City Deal and Growth Deal programmes. This work is essential in addressing the challenge of planning for and delivering an infrastructure capable of supporting Cambridgeshire's sustained economic growth and ensuring that the economy prospers to the benefit of all. <p>The Funding and Innovation team manages the Council's Capital Programme and co-ordinates and bids for external funding and investment to support the delivery of Cambridgeshire's plans and priorities. The work of the team includes:</p> <ul style="list-style-type: none"> S106 developer contribution monitoring. Management of the Cambridgeshire Sub Regional Model and the Council's other transport models, which are used to support the assessment of the transport impacts of planned development. Supporting the Local Enterprise Partnership (LEP) Transport Panel and providing programme, technical and Accountable Body support to ensure that the Growth Deal Transport Programme The Transport Infrastructure Policy & Funding Service (TIPF) has two key elements related to Transport and Infrastructure planning and Funding and Innovation: 		

What is the proposal?
<p>The Transport and Infrastructure Strategy team is already more than 80% capital funded, using Local Transport Plan (LTP) Integrated Transport Block (ITB) grant funding from Government and other external grant funding to deliver agreed priority projects such as those in the City Deal and City Deal or Growth Deal programmes.</p> <p>The change proposed is to remove all remaining revenue funding for the Transport and Infrastructure Strategy team (£35,000 reduction in 2016/17 and the remaining £30,000 removed in 2017/18) and to make the team entirely self-funding using:</p> <ul style="list-style-type: none"> • ITB capital funding (which has reduced by 50% in recent years) for Local Transport Plan work. • City Deal/ Growth Deal funding for development work on major projects in these programmes, and for relevant programme management work. <p>This means:</p> <ul style="list-style-type: none"> • There will be much less scope to undertake scheme or strategy development work outside of areas where grant funding is already available. General policy development work would need to reduce very significantly as this is a revenue function. • ITB funding would focus on the review, monitoring and updating of the LTP to comply with the basic statutory duty. • Unless Service Level Agreements can be agreed, the scope to undertake significant work in support of the District and City Council's Local Plans will be limited. <p>There would be no revenue to develop new County/ District wide strategies or Market Town Transport Strategies; this could have broader implications in terms of supporting Local Plans and identifying infrastructure needed to support and mitigate growth, and also in identifying what funding is to be secured from developers towards this. There are real risks therefore that less funding will be secured towards infrastructure and that the network will be under even more pressures. There would also be little or no funding for developing the pipeline of projects or feasibility studies or business cases, and this combined with loss of bidding function could have significant implications for the Council in delivering more aspirational aims to improve accessibility across the County longer term.</p> <p>If policies and plans are not developed and funding bids are not submitted, there will be far less funding for new cycle ways, bus or road improvements. The impacts could be significant and impact into the long term, with a real risk that improvements will not be delivered or barriers addressed and the outcomes that the County Council is seeking related to creating the right conditions for economic growth may not be successfully achieved.</p>
Who will be affected by this proposal?
What positive impacts are anticipated from this proposal?
Not applicable.
What negative impacts are anticipated from this proposal?
See details of disproportionate impacts below.
Are there other impacts which are more neutral?
No

Impacts on specific groups with protected characteristics

Specific consideration should be given as to whether the proposal has a particular or disproportionate impact on any of the groups listed below.

Please consider each characteristic and tick to indicate any where there will potentially be a disproportionate impact (positive or negative) from implementation of the proposal. Do not tick the boxes if the impact on these groups is the same as the impact on the community as a whole (described in the above sections)

Impact	Tick if disproportionate impact
Age	
Disability	
Gender reassignment	
Marriage and civil partnership	
Pregnancy and maternity	
Race	

Impact	Tick if disproportionate impact
Religion or belief	
Sex	
Sexual orientation	
Rural isolation	X
Deprivation	X

Details of Disproportionate Impacts on protected characteristics and how these will be addressed

The proposed loss of revenue for the Transport and Infrastructure Strategy function means that the work focus will need to be more on scheme development and delivery related to the main capital funding streams which are currently the LTP Integrated Transport Block (ITB), City Deal and Growth Deal.

Policy development work will need to reduce very significantly as this is a revenue function, (unless funding secured through Service Level Agreements (SLAs) for work to support local plans). Funding such as through an SLA is far more likely to be achieved in urban areas that are experiencing growth than in the rural areas of the county.

Similarly, the focus on growth in many recent funding rounds has made it more difficult to focus bids for new funding on other issues such as deprivation. Strategy work in these areas has therefore been maintained through revenue funding, and scheme delivery has been maintained through the core LTP ITB budgets. The capital budget has been cut by over 50% and the reduction in the revenue budget will make it more difficult to focus funding bids on deprived areas.

Version Control

Version no.	Date	Updates / amendments	Author(s)
V1.0	27/09/2016		Jeremy Smith
V1.1	28/09/2016	Minor changes	Briony Davies

COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
ETE Cross-Directorate		Name: Tamar Oviatt-Ham Job Title: Business Development Manager – Policy and Business Development ETE Contact Details: (01223) 715668 Date completed: 29 September 2016 Date approved:
Proposal being assessed		
Centralise Business Support posts across Economy, Transport and Environment (ETE)		
Business Plan Proposal Number (if relevant)	B/R.6.201	
Aims and Objectives of the Service or Function affected		
Business support roles are present in all Services in ETE. They provide support to the Services on a range of tasks, some generic and others more specialised to the Service within which they are based.		
What is the proposal?		
A further review of Business Support roles across ETE will be carried out in order to ensure that Business Support roles across ETE services are fit for purpose and that efficiencies and saving can be made were appropriate. The savings figures for the business plan proposal are £20k in 2017/18.		
Who will be affected by this proposal?		
<p><i>A proposal may affect everyone in the local authority area or alternatively it might affect specific groups or communities, please describe</i></p> <ul style="list-style-type: none"> • <i>Whether the proposal covers all of Cambridgeshire or specific geographical areas</i> • <i>Which particular service user groups would be affected</i> • <i>Whether certain demographic groups would be affected more than others</i> • <i>Any other information to describe specifically who would be affected</i> <p>No effect on the community. Staff may be affected as part of the review.</p>		
What positive impacts are anticipated from this proposal?		
N/A.		
What negative impacts are anticipated from this proposal?		
N/A.		
Are there other impacts which are more neutral?		
N/A.		

Impacts on specific groups with protected characteristics

Specific consideration should be given as to whether the proposal has a particular or disproportionate impact on any of the groups listed below.

Please consider each characteristic and tick to indicate any where there will potentially be a disproportionate impact (positive or negative) from implementation of the proposal. Do not tick the boxes if the impact on these groups is the same as the impact on the community as a whole (described in the above sections)

Impact	Tick if disproportionate impact
Age	
Disability	
Gender reassignment	
Marriage and civil partnership	
Pregnancy and maternity	
Race	

Impact	Tick if disproportionate impact
Religion or belief	
Sex	
Sexual orientation	
Rural isolation	
Deprivation	

Details of Disproportionate Impacts on protected characteristics and how these will be addressed

If any of the boxes above have been ticked to indicate that people with the protected characteristics will be affected more than other people then use this section to describe that impact and any measures which will be put in place to mitigate those potential impacts

N/A

Version Control

Version no.	Date	Updates / amendments	Author(s)
V1	29.09.16		Tamar Oviatt-Ham

				Change since 2016-17 Business Plan					
Proposal type	Old Referenc	New Referenc	Title	2017-18 £000	2018-19 £000	2019-20 £000	2020-21 £000	2021-22 £000	Reason for change
DELETED PROPOSALS									
Demography	B/R.3.002		Street Lighting	-77	-77	-77	-77		Demography requirement removed as doesn't meet 1.4% threshold.
Demography	B/R.3.003		Recycling Credits	-52	-51	-51	-51		Demography requirement removed as doesn't meet 1.4% threshold.
Demography	B/R.3.004		Growth in demand for Registration & Coroners	-7	-6	-5	-5		Demography requirement removed as doesn't meet 1.4% threshold.
Demography	B/R.3.005		Impact of population growth on libraries and community hubs				-49		Now shown as a pressure - see below in new proposals
Demography	B/R.3.006		Residual Waste	-96	-104	-113	-119		Demography requirement removed as doesn't meet 1.4% threshold.
Demography	B/R.3.007		PFI Contract Waste	-71	-69	-68	-67		Demography requirement removed as doesn't meet 1.4% threshold.
Savings	B/R.6.103		Implementation of a self-funding model and rationalisation of management bands to increase road safety efficiency	100					Following further work it is considered that this level of commercial sponsorship cannot be achieved in year one. Hence this proposal is unachievable. This proposal has been superseded by new proposal B/R.6.212 which suggests securing sponsorship over a longer period of time starting 2018/19. However sponsorship in this area of work is notoriously difficult to secure so if that is not achievable the future of the service needs to be considered.
Savings	B/R.6.106		Downscale the team managing the streetlighting PFI contract	30					Saving unachievable as this was made in 2016/17 by team reorganisation
Savings	B/R.6.999		Unidentified Savings	1,135	2,391	2,041	982		New savings identified. Budget gap is currently held corporately
Savings	B/R.7.108		Enforce more bus lanes over a greater time period	100					Saving unachievable. It was expected that the level of non compliance would be greater than it actually is. Drivers are no obeying restrictions which is the purpose of the policy.
AMENDED PROPOSALS									
Demography	B/R.3.001	B/R.3.001	Maintaining our Infrastructure	32					Demography proposal updated
Savings	B/R.6.201	B/R.6.101	Improve Efficiency through shared county planning, minerals and waste service with partners	50					Saving reduced from £75k as unachievable
Savings	B/R.6.202	B/R.6.102	Improve Efficiency through shared growth and development service with partners	50					Saving reduced from £75k as unachievable
Savings	B/R.6.117	B/R.6.207	Highway Services Transformation	-500					Additional saving required from the new highways contract
Savings	B/R.6.119	B/R.6.208	Seek to transfer a umber of smaller community libraries to community control	230	-230				Saving deferred a year and to be covered by one off reduction in the book fund

APPENDIX A

[illegible]

NEW PROPOSALS

[illegible]

APPENDIX A

				Change since 2016-17 Business Plan					Reason for change
Proposal type	Old	New	Title	2017-18	2018-19	2019-20	2020-21	2021-22	

FINANCE AND PERFORMANCE REPORT – August 2016

To: **Economy and Environment Committee**

Meeting Date: **13th October 2016**

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

Electoral division(s): **All**

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

Purpose: **To present to Economy and Environment Committee the
August 2016 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 August
2016.**

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 report attached as **Appendix A**, 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 August 2016.
- 2.2 **Revenue:** At this stage of the financial year there are no significant variances and ETE is showing a £93K forecast underspend.
- 2.3 **Capital:** The capital programme is forecast to be on target and £4.1m of the estimated £10.5m Capital Programme Variation has now been met. King's Dyke has an in-year forecast variance of -£2.6m and Connecting Cambridgeshire is forecasting a -£1.1m variance as the planned expenditure has been re-profiled. It is anticipated additional slippage will start to appear to contribute further to the Capital Programme Variation in future months.
- 2.4 E&E Committee has fourteen **performance indicators** reported to it in 2016-17. Of these fourteen performance indicators, two are currently red, two are amber, and ten are green. The indicators that are currently red are:
- 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), eight will be amber and five 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.

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	Yes Sarah Heywood
Has the impact on Statutory, Legal and Risk implications been cleared by LGSS Law?	Yes Virginia Moggridge
Are there any Equality and Diversity implications?	Yes Tamar Oviatt-Ham
Have any engagement and communication implications been cleared by Communications?	Yes Mark Miller
Are there any Localism and Local Member involvement issues?	Yes Paul Tadd
Have any Public Health implications been cleared by Public Health	Yes Tess Campbell

SOURCE DOCUMENTS

Source Documents	Location
None	

Economy, Transport and Environment (ETE) - Finance and Performance Report – August 2016 for Economy and Environment Committee

1. SUMMARY

1.1 Finance

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

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

Monthly Indicators	Red	Amber	Green	Total
Current status this month	2	3	9	14
Current status last month	2	2	10	14
Year-end prediction (for 2016/17)	1	8	5	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 (August) £000	Forecast Variance - Outturn (August) %
4	Executive Director	661	22	4	4	1
+234	Infrastructure Management & Operations	57,982	-1,681	-8	+248	0
-232	Strategy & Development	13,023	-1,127	-20	-345	-3
0	External Grants	-9,699	155	-6	0	0
+7	Total	61,967	-2,631	-10	-93	0

The service level budgetary control report for August 2016 can be found in [appendix 1](#).

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

2.2 Significant Issues

There are no new significant issues to report.

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 August 2016.

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

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

There are no virements recorded in August 2016

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

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.

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.

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 & Environment (E&E) 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 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.

b) 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.

a) Economy & Environment

Adult Learning & Skills

- The number of people starting as apprentices – academic year-to-date (to April 2016)

Provisional figures for the number of people starting as apprentices up to the end of April 2016 is 3,280, compared with 3,140 for the same period in 2015 - an increase of 4.5%.

Economic Development

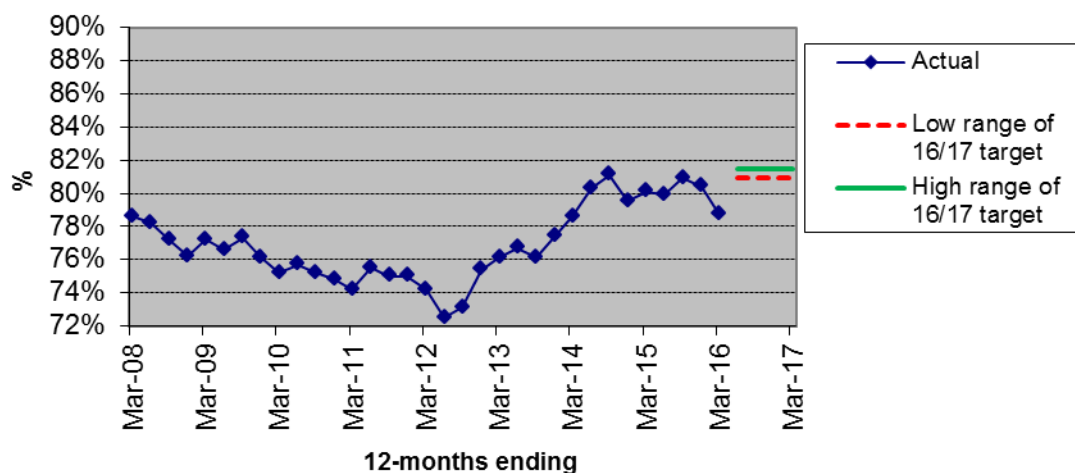
- The percentage of 16-64 year-old Cambridgeshire residents in employment: 12-month rolling average (to March 2016)

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

The 12-month rolling average decreased slightly from 80.4% in December 2015 to 78.7% in March 2016, which is below the 2016/17 target range of 80.9% to 81.5%. 23.3% of these jobs are part-time.

Due to economic uncertainty the target remains challenging.

**% of 16-64 year-old Cambridgeshire residents in employment:
12-month rolling average**



- 'Out of work' benefits claimants – narrowing the gap between the most deprived areas (top 10%) and others (at February 2016)

The 2016/17 target of $\leq 11.5\%$ is for the most deprived areas (top 10%).

Latest figures published by the Department for Work and Pensions show that, in February 2016, 11.5% of people aged 16-64 in the most deprived areas of the County were in receipt of out-of-work benefits, compared with 5.1% of those living elsewhere in Cambridgeshire.

At 6.4 percentage points the gap is the same as last quarter and is narrower than the May 2014 baseline of 7.2 percentage points.

b) ETE Operational Indicators

Complaints and representations – response rate

- Percentage of complaints responded to within 10 days (July 2016)

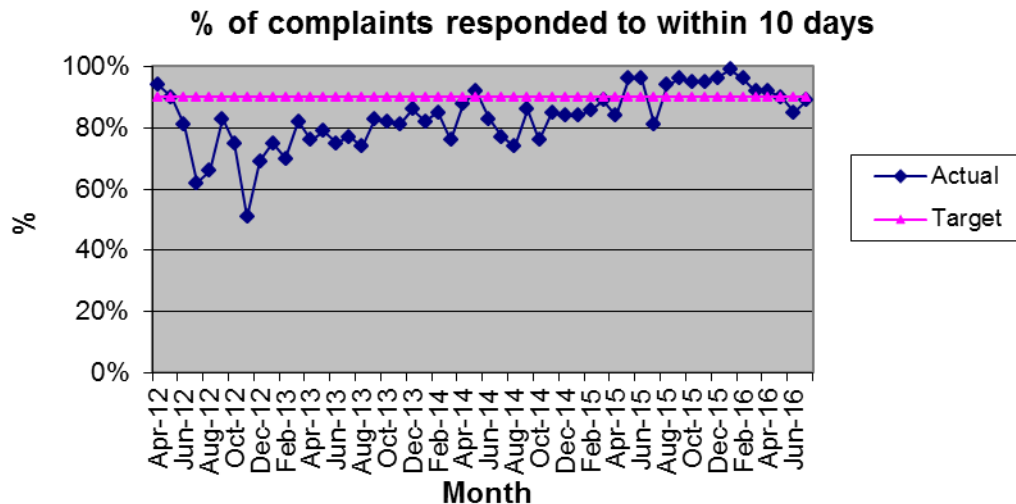
Seventy-six complaints were received in July. Eighty-nine percent of these were responded to within 10 working days compared with 85% in June.

The majority of complaints for Infrastructure Management & Operations were for Local Infrastructure & Street Management (43).

Community & Cultural Services' performance has improved significantly since June following new procedures put in place.

Fifteen out of the 16 complaints received by Strategy & Development were for Passenger Transport and all were responded to within 10 days.

The year-to-date figure is currently 89%.



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 August 2016)

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

There were 10 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 10 applications were determined on time.

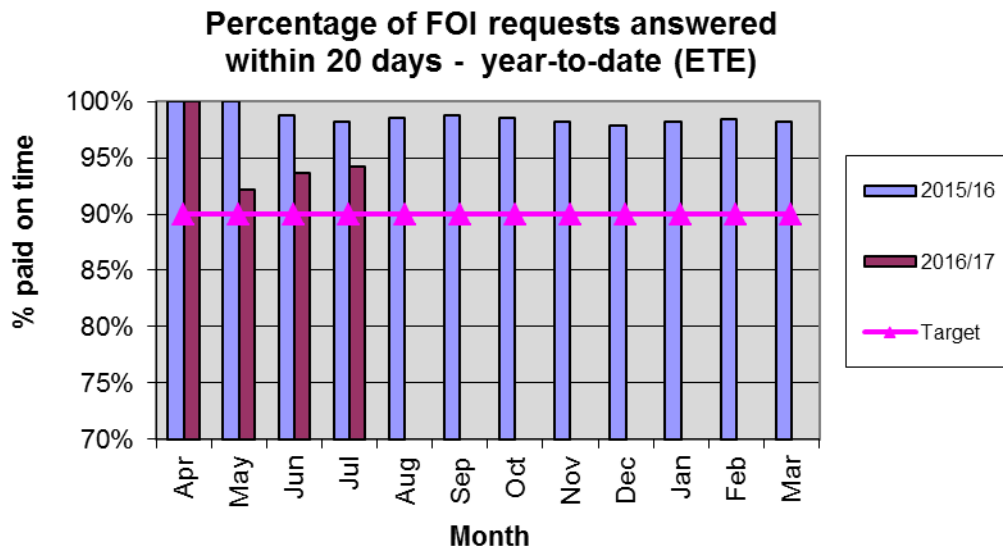
b) ETE Operational Indicators

Freedom of Information (FOI) requests

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

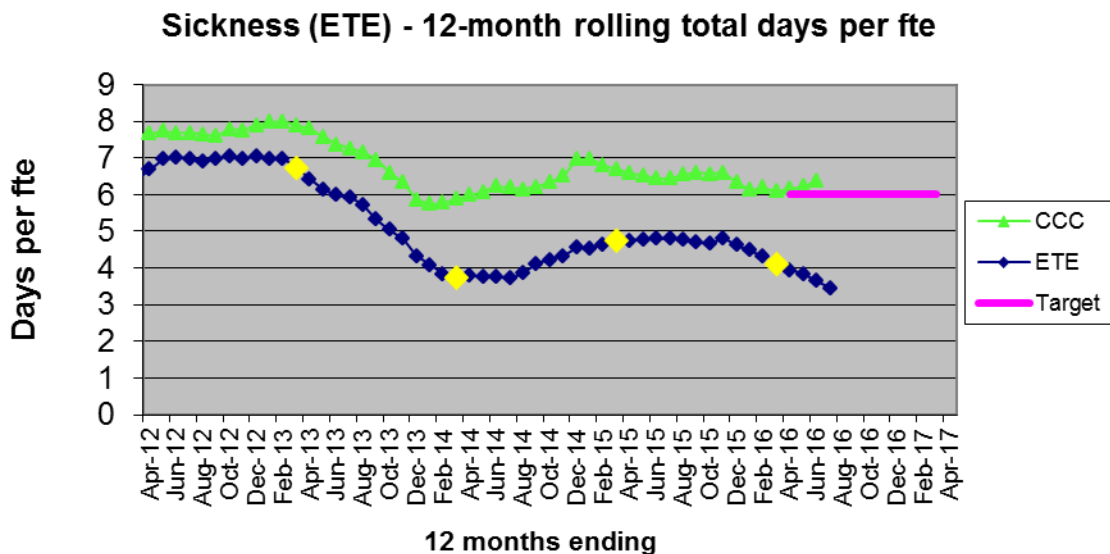
Twenty-five Freedom of Information requests were received during July and 24 of these were responded to on-time.

One hundred and three Freedom of Information requests have been received since April and 94% of these have been responded to on-time.



Staff sickness

- Economy, Transport & Environment staff sickness per full time equivalent (f.t.e.) - 12-month rolling average (to July 2016)
The 12-month rolling average has fallen to 3.46 days per full time equivalent (f.t.e.) which is below (better than) the 6 day target.



During July the total number of absence days within Economy, Transport & Environment was 99.8 days based on 568 staff (f.t.e) working within the Service. The breakdown of absence shows that 54.4 days were short-term sickness and 45.4 days long-term sickness.

4.5 Contextual indicators (new information)

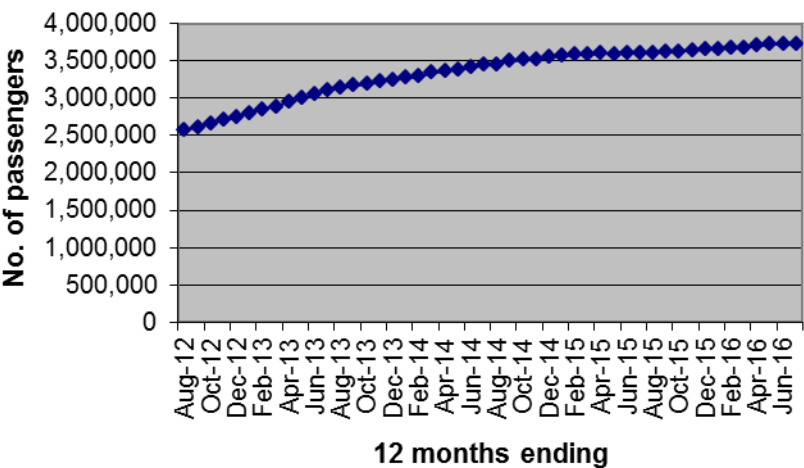
a) Economy & Environment

Passenger Transport

- Guided Busway passenger numbers (July 2016)

The Guided Busway carried around 313,000 passengers in July, and there have now been over 16.4 million passengers since the Busway opened in August 2011. The 12-month rolling total is 3.7 million.

Guided Busway passengers: 12-month rolling total



APPENDIX 1 – Service Level Budgetary Control Report

Forecast Variance - Outturn July £'000	Service	Current Budget for 2016-17 £'000	Expected to end of August £'000	Actual to end of August £'000	Current Variance £'000 %	Forecast Variance - Outturn August £'000 %
	Economy, Transport & Environment Services					
+10	Executive Director	232	294	309	+15 +5	+10 +4
-6	Business Support	428	230	238	+8 +3	-6 -1
0	Direct Grants	0	0	0	0 +0	0 0
4	Total Executive Director	661	524	547	+22 +4	+4 +1
	Directorate of Infrastructure Management & Operations					
+0	Director of Infrastructure Management & Operations	144	59	57	-3 -4	+0 +0
+37	Waste Disposal including PFI	34,115	12,459	11,487	-972 -8	+37 +0
	Highways					
+0	- Road Safety	681	274	227	-47 -17	+0 +0
+45	- Traffic Manager	-515	-12	140	+152 -1,294	+45 -9
+70	- Network Management	1,050	499	481	-18 -4	+70 +7
+0	- Local Infrastructure & Streets	2,759	1,774	1,790	+17 +1	+0 +0
+0	- Winter Maintenance	1,448	76	73	-3 -3	+0 +0
+0	- Parking Enforcement	0	-668	-662	+6 -1	+0 +0
-31	- Street Lighting	9,745	3,131	2,311	-820 -26	-31 -0
+100	- Asset Management	807	372	488	+115 +31	+100 +12
+0	- Highways other	2,158	1,739	1,836	+97 +6	+0 +0
+6	Trading Standards	739	305	337	+32 +11	6 +1
	Community & Cultural Services					
-5	- Libraries	3,477	1,529	1,301	-227 -15	-4 -0
+0	- Community Resilience	707	169	72	-97 +0	-31 -4
+11	- Archives	447	144	221	+77 +53	+5 +1
+0	- Registrars	-550	-228	-229	-1 +0	+50 -9
+0	- Coroners	769	321	329	+8 +2	+0 +0
0	Direct Grants	-6,872	-1,711	-1,695	16 +0	0 22
+234	Total Infrastructure Management & Operations	51,110	20,231	18,565	-1,665 -8	+248 +0
	Directorate of Strategy & Development					
+0	Director of Strategy & Development	142	59	56	-2 -4	+0 +0
+0	Transport & Infrastructure Policy & Funding	361	141	179	+38 +27	0 +0
	Growth & Economy					
+0	- Growth & Development	589	228	184	-44 -19	+0 +0
+0	- County Planning, Minerals & Waste	331	53	34	-19 -36	+0 +0
+0	- Enterprise & Economy	-0	-0	-10	-10 +0	+0 +0
+0	- Mobilising Local Energy Investment (MLEI)	0	0	0	+0 +0	+0 +0
-5	- Growth & Economy other	550	493	56	-437 -89	-114 -21
+0	Major Infrastructure Delivery	0	342	343	+2 +0	+0 +0
	Passenger Transport					
+73	- Park & Ride	304	572	705	+133 +23	+68 +22
-300	- Concessionary Fares	5,619	1,919	1,537	-382 -20	-300 -5
+0	- Passenger Transport other	2,513	1,059	937	-123 -12	+0 +0
	Adult Learning & Skills					
+0	- Adult Learning & Skills	2,615	841	591	-250 -30	+0 +0
+0	- Learning Centres	0	22	-19	-41 +0	+0 +0
+0	- National Careers	0	0	10	+10 +0	+0 +0
0	Direct Grants	-2,827	-1,167	-1,028	139 +0	0 0
-232	Total Strategy & Development	10,196	4,562	3,574	-988 -22	-345 -3
+7	Total Economy, Transport & Environment Services	61,967	25,317	22,686	-2,631 -10	-93 -0

	MEMORANDUM							
£'000	Grant Funding	£'000	£'000	£'000	£'000	%	£'000	%
0	- Public Health Grant	-327	-74	-58	+16	+0	+0	+0
0	- Street Lighting - PFI Grant	-3,944	-986	-986	+0	+0	+0	+0
0	- Waste - PFI Grant	-2,691	-673	-673	+0	+0	+0	+0
0	- Bus Service Operators Grant	-302	-302	-302	+0	+0	+0	+0
0	- Adult Learning & Skills	-2,435	-843	-704	+139	+0	+0	+0
+0	Grant Funding Total	-9,699	-2,878	-2,723	155	-5	0	+0

APPENDIX 2 – Commentary on Forecast Outturn Position

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

Service	Current Budget for 2016/17 £'000	Current Variance		Forecast Variance - Outturn	
		£'000	%	£'000	%
Waste Disposal including PFI	34,115	-972	-8	+37	0
The current variance is partly due to outstanding recycling credit payments due to District councils and payments due to the contractor in respect of costs in 2015/16.					
Traffic Manager	-515	+152	-1,294	+45	-9
Section 74 charges are not meeting the expected income target. This is a charge made to anyone who overstays their allotted time when carrying out works on the highway. Companies have not been overstaying their work dates as much as in previous years.					
Network Management	1,050	-18	-4	+70	+7
The forecast overspend is due to costs for grass cutting being greater than expected.					
Street Lighting	9,745	-820	-26	-31	0
The current variance is due to delays in invoicing for energy charges and also invoicing for the main Street Lighting contract.					
Asset Management	807	+115	+31	+100	+12
The 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	3,477	-227	-15	-4	0
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.					
Registrars	-550	-1	0	+50	-9
The increased income target is unlikely to be met as statutory fees have not increased this year.					
Growth & Economy Other	550	-437	-89	-114	-21

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	+133	+23	+68	+22
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The forecast out-turn is due to less income expected from operator access fees than originally budgeted.

Concessionary Fares	5,619	-382	-20	-300	-5
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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.

Adult Learning & Skills	2,615	-250	-30	0	0
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Spend is currently behind profile for a number of reasons including staffing vacancies, payments being held back until projects have been completed and holdback on contractor payments until exam results are known.

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 for Business, Innovation & Skills	-649
Non-material grants (+/- £30k)		-29
Total Grants 2016/17		9,699

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 August 2016	2,015	
Non-material virements (+/- £30k)		
Current Budget 2016/17	61,967	

APPENDIX 5 – Reserve Schedule

Fund Description	Balance at 31st March 2016 £'000	Movement within Year £'000	Balance at 31st August 2016 £'000	Forecast Balance at 31st March 2017 £'000	Notes
General Reserve					
Service carry-forward	3,386	(2,015)	1,371	0	Account used for all of ETE
Sub total	3,386	(2,015)	1,371	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	(0)	578	600	
Guided Busway Liquidated Damages	2,783	(406)	2,377	1,483	This is being used to meet legal costs if required.
Waste and Minerals Local Development Fra	22	0	22	0	
Proceeds of Crime	355	(24)	331	300	
Waste - Recycle for Cambridge & Peterborough (RECAP)	250	(12)	238	225	Partnership accounts, not solely CCC
Fens Workshops	56	0	56	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	0	28	0	
Archives Service Development	234	0	234	234	
Other earmarked reserves under £30k - IMO	10	0	10	0	
Other earmarked reserves under £30k - S&D	30	10	41	30	
Sub total	6,631	(431)	6,200	4,919	
Short Term Provision					
Travellers	43	0	43	0	
Mobilising Local Energy Investment (MLEI)	669	0	669	0	
Sub total	712	0	712	0	
Capital Reserves					
Government Grants - Local Transport Plan	0	10,288	10,288	0	Account used for all of ETE
Government Grants - City Deal	17,779	20,000	37,779	30,372	
Government Grants - S&D	(348)	2,106	1,758	0	
Government Grants - IMO	0	0	0	0	
Other Capital Funding - S&D	10,819	1,365	12,185	10,000	
Other Capital Funding - IMO	1,232	7	1,239	200	
Sub total	29,482	33,767	63,249	40,572	
TOTAL	40,429	31,321	71,750	45,741	

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 (August)	Forecast Spend - Outturn (August)	Forecast Variance - Outturn (August)	Total Scheme Revised Budget	Total Scheme Forecast Variance
£'000		£'000	£'000	£'000	£'000	£'000	£'000
	Integrated Transport						
400	- Major Scheme Development & Delivery	200	41	200	0	200	0
482	- Local Infrastructure Improvements	685	116	685	0	682	0
594	- Safety Schemes	594	12	594	0	594	0
345	- Strategy and Scheme Development work	508	58	508	0	345	0
1,988	- Delivering the Transport Strategy Aims	2,467	190	3,147	680	2,378	0
478	- Cambridgeshire Sustainable Transport Improvements	548	67	237	-311	478	0
23	- Air Quality Monitoring	23	0	23	0	23	0
15,461	Operating the Network	15,924	2,617	15,375	-549	15,919	0
	Infrastructure Management & Operations Schemes						
6,000	- £90m Highways Maintenance schemes	6,000	3,870	6,012	12	90,000	0
0	- Pothole grant funding	973	100	973	0	973	0
60	- Waste Infrastructure	219	19	219	0	5,279	0
2,161	- Archives Centre / Ely Hub	1,799	71	1,799	0	4,200	0
1,122	- Community & Cultural Services	1,502	-380	1,502	0	2,245	0
	Strategy & Development Schemes						
4,700	- Cycling Schemes	3,226	1,213	3,237	11	17,598	0
1,336	- Huntingdon - West of Town Centre Link Road	700	1	700	0	9,116	0
14,750	- Ely Crossing	5,500	92	5,500	0	36,000	0
0	- Chesterton Busway	0	3	0	0	0	0
2,110	- Guided Busway	500	108	500	0	151,147	0
12,065	- King's Dyke	3,421	17	800	-2,621	13,580	0
500	- Wisbech Access Strategy	672	147	511	-161	1,000	0
	- A14	100	0	100	0	25,200	0
1,439	- Other Schemes	967	546	930	-37	6,710	0
	Other Schemes						
5,600	- Connecting Cambridgeshire	4,860	2,102	3,767	-1,093	30,700	0
85	- Other Schemes	85	0	85	0	680	0
71,699		51,473	11,010	47,404	-4,069	415,047	0
	Capital Programme variations	-10,500		-6,431	4,069		
71,699	Total including Capital Programme variations	40,973	11,010	40,973	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.

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 is delaying 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 are working with the legal team and the land owner to agree access arrangements and it is anticipated that the ground investigation surveys and analysis will be completed in November. This has impacted on the programme and the 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)	September 2016
Publish Orders/objection period	October-November 2016
Agree Ground investigation access, complete survey and analysis report	November 2016
Tender issued	November/ December 2016
Tender return	February 2017
Works package award approved by E and E Committee	9 th March 2017
Detailed design	July 2017
Site mobilisation and construction	July 2017
Scheme open	March-July 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 Network Rail is aiming to mitigate this risk.

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 (August) £'000	Forecast Funding Variance - Outturn (August) £'000
17,781	Local Transport Plan	17,789	17,789	0
2,682	Other DfT Grant funding	2,908	2,908	0
17,401	Other Grants	9,593	6,811	-2,782
5,691	Developer Contributions	5,685	5,528	-157
18,155	Prudential Borrowing	12,705	11,612	-1,093
9,989	Other Contributions	2,793	2,756	-37
71,699		51,473	47,404	-4,069
	Capital Programme variations	-10,500	-6,431	4,069
71,699	Total including Capital Programme variations	40,973	40,973	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 August 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	-1.4	Rephasing of Cambridge Cycling Infrastructure (£0.7m) & Huntingdon West of Town Centre (£0.6m), costs to be incurred in 2017/18

(Section 106 & CIL)		
Revised Phasing (Prudential Borrowing)	-2.7	Revised phasing of Guided Busway spend & Connecting Cambridgeshire
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
				Period	Actual				
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-Jul-2016	1,985	2,200	A	A	The provisional number of people completing courses in the most deprived wards during 2015/16 is 1,985. This is just below the aspirational end-of-year target of 2,000, but it is an increase from 750 the previous in year, so significant progress has been made. A targeted programme has already started, focusing on increasing the participation in these deprived areas.
Quarterly	Operating Model Outcome: The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents								
	The number of people starting as apprentices	High	↑	To 30-Apr-2016 (2015/16 academic year)	3,280	4,574	G	G	Provisional figures for the number of people starting as apprentices up to the end of April 2016 is 3,280, compared with 3,140 for the same period in 2015 - an increase of 4.5%.
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.
	% of take-up in the intervention area as part of the superfast broadband rollout programme	High	N/A	New indicator for 2016/17 To 30-Jun-2016 = 35.6%		Contextual		Figures to the end of June show that the average take-up in the intervention area has increased to 35.6% from 33.6% in March.	
Economic Development									
Quarterly	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				
	% of 16-64 year-old Cambridgeshire residents in employment: 12-month rolling average	High	↓	To 31-Mar-2016	78.7%	80.9% to 81.5%	A	A	<p>The latest figures for Cambridgeshire have recently been published by the Office for National Statistics (ONS).</p> <p>The 12-month rolling average decreased slightly from 80.4% in December 2015 to 78.7% in March 2016, which is below the 2016/17 target range of 80.9% to 81.5%. 23.3% of these jobs are part-time.</p> <p>Due to economic uncertainty the target remains challenging.</p>
	'Out of work' benefits claimants – narrowing the gap between the most deprived areas (top 10%) and others	Low	↔	Feb 2016	<p>Gap of 6.4 percentage points</p> <p>Most deprived areas (Top 10%) = 11.5%</p> <p>Others = 5.1%</p>	<p>Gap of <=6.5 percentage points</p> <p>Most deprived areas (Top 10%) Actual <=11.5%</p>	G	A	<p>The 2016/17 target of <=11.5% is for the most deprived areas (top 10%).</p> <p>Latest figures published by the Department for Work and Pensions show that, in February 2016, 11.5% of people aged 16-64 in the most deprived areas of the County were in receipt of out-of-work benefits, compared with 5.1% of those living elsewhere in Cambridgeshire.</p> <p>At 6.4 percentage points the gap is the same as last quarter and is narrower than the baseline (in May 2014) of 7.2 percentage points.</p>
Yearly	Operating Model Outcome: The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents								
	Additional jobs created	High	↑	To 30-Sep-2014	+14,000	+3,500	G	A	<p>The latest figures from the Business Register and Employment Survey (BRES) show that 14,000 additional jobs were created between September 2013 and September 2014 compared with an increase of 7,700 for the same period in the previous year.</p> <p>This information is published by the Office for National Statistics (ONS) as part of the BRES Survey. It is next due to be updated on 28th September 2016.</p>

Frequency	Measure	What is good?	Dir'n of travel ↑=good	Latest Data		2016/17 Target	Current status	Year-end prediction	Comments
				Period	Actual				
									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.
Passenger Transport									
Monthly	Operating Model Outcome: The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents								
	Guided Busway passengers per month	High	↑	Jul-2016	313,291		Contextual		The Guided Busway carried around 313,000 passengers in July, and there have now been over 16.4 million passengers since the Busway opened in August 2011. The 12-month rolling total is 3.7 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	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. The drop in performance is part of a national trend which the Department of Transport (DfT) have reported as a 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								

Frequency	Measure	What is good?	Dir'n of travel ↑=good	Latest Data		2016/17 Target	Current status	Year-end prediction	Comments
				Period	Actual				
	The percentage of County Matter planning applications determined within 13 weeks or within a longer time period if agreed with the applicant	High	↔	Aug-2016	100%	100%	G	G	<p>Seven County Matter planning applications have been received and determined on time since April.</p> <p>There were 10 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 10 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	↑	Oct 2014	Fenland = 84.5% Other excluding Cambridge = 89.1%	Fenland = 86.3%	G	A	<p>The Department of Transport has released data for 2014. These figures show that the gap has narrowed from 8.7% to 4.6% and that the percentage of adults who walk or cycle at least once a month in Fenland has increased from 81.1% to 84.5% since 2013.</p> <p>The percentage for the other districts (excluding Cambridge) has dropped slightly from 89.8% to 89.1%.</p> <p>The proposed target is for Fenland to increase to the current 89.8% average for the rest of Cambridgeshire (excluding Cambridge) over 5 years i.e. an underlying increase of 1.7% per year.</p>

Frequency	Measure	What is good?	Dir'n of travel ↑=good	Latest Data		2016/17 Target	Current status	Year-end prediction	Comments
				Period	Actual				
									Recognising that the indicator is measured via a sample survey, with associated random variation from one year to the next, the proposed target for 2015/16 relates to the underlying direction of travel.
Yearly	Operating Model Outcome: The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents								
	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	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. The target for 2016/17 is to reduce this to 4 minutes per mile.

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	↔	Jul-2016	96%	90%	G	G	Twenty-five Freedom of Information requests were received during July and 24 of these were responded to on-time. One hundred and three Freedom of Information requests have been received since April and 94% of these have been responded to on-time.
	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	↑	Jul-2016	89%	90%	A	A	Seventy-six complaints were received in July. Eighty-nine percent of these were responded to within 10 working days compared with 85% in June. The majority of complaints for Infrastructure Management & Operations were for Local Infrastructure & Street Management (43). Community & Cultural Services' performance has improved significantly since June following new procedures put in place. Fifteen out of the 16 complaints received by Strategy & Development were for Passenger Transport and all were responded to within 10 days. The year-to-date figure is currently 89%.
	Operating Model enabler: Having Councillors and officers who are equipped for the future								

Frequency	Measure	What is good?	Dir'n of travel ↑=good	Latest Data		2016/17 Target	Current status	Year-end prediction	Comments
				Period	Actual				
	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 Jul-2016	3.46 days per f.t.e.	6 days per f.t.e	G	G	<p>The 12-month rolling average has fallen to 3.46 days per full time equivalent (f.t.e.) which is below (better than) the 6 day target.</p> <p>During July the total number of absence days within Economy, Transport & Environment was 99.8 days based on 568 staff (f.t.e) working within the Service. The breakdown of absence shows that 54.4 days were short-term sickness and 45.4 days long-term sickness.</p>

**COUNCILLOR APPOINTMENT TO THE WISBECH ACCESS STRATEGY
STEERING GROUP**

To: **Economy and Environment Committee**

Meeting Date: **13 October 2016**

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

Electoral division(s): **Roman Bank and Peckover, Wisbech North, Wisbech South and
Waldersey**

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

Purpose: **To consider the establishment of a Wisbech Access
Strategy Steering Group and to appoint two
Cambridgeshire County Councillors to the Steering Group**

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

- i) approve the establishment of a Wisbech Access
Strategy Steering Group and**
- ii) appoint two County Councillors to the Wisbech
Access Strategy Steering Group.**

<i>Officer contact:</i>	
Name:	Jack Eagle
Post:	Lead Transport and Infrastructure Officer
Email:	Jack.Eagle@Cambridgeshire.gov.uk
Tel:	01223 703269

1. BACKGROUND

- 1.1 Through Growth Deal Funding £1 million has been allocated to the Wisbech Access Strategy. The announcement from Government stated:

“£1m has been allocated to Greater Cambridge Greater Peterborough LEP to support the development of a package of measures to support growth and regeneration, improve accessibility and address congestion in and around the town of Wisbech. Government will provide up to a further £10.5m for scheme delivery for the Wisbech Access Strategy, on condition that the development work results in an acceptable and deliverable package of transport measures.”

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/398855/13_Greater_Cambridge_Greater_Peterborough_Growth_Deal.pdf

- 1.2 Work on the Wisbech Access Strategy has already started and to date has been of a technical nature. The Strategy has now reached a stage where Councillors need to be involved as decisions need to be taken regarding schemes going forward views need to be sought regarding public engagement and consultation.

2. MAIN ISSUES

- 2.1 The Wisbech Access Strategy is made up of several elements and to date has consisted of the following technical work:

- Investigations into Wisbech Rail reconnection (GRIP 2 Study and Outline Business Case Complete)
http://www.cambridgeshire.gov.uk/info/20006/travel_roads_and_parking/68/transport_funding_bids_and_studies/3
- A47 Thorney to Wisbech Walton Highway- Initial Options Assessment (Study Complete)
http://www.cambridgeshire.gov.uk/info/20006/travel_roads_and_parking/68/transport_funding_bids_and_studies/2
- Wisbech Transportation Model update (ongoing)
- Wisbech Access Study- town (ongoing)

- 2.2 The Growth Deal allocated £1m for study work followed by a further £10.5m for scheme delivery of the Wisbech Access Strategy- on the condition that works results in an acceptable and deliverable package of measures. The proposed steering group would guide the development of the Wisbech Access Strategy and the schemes that would access the £10.5m

- 2.3 The scope of the Wisbech Access Study was agreed at the Greater Cambridge Greater Peterborough Shadow Local Transport Body Board Meeting on 15 December 2014
<http://www2.cambridgeshire.gov.uk/CommitteeMinutes/Committees/Committee.aspx?committeeID=69>.

- 2.4 The Wisbech Access Study is focused on the following areas in Wisbech:
- Cromwell Road and Elm High Road
 - Freedom Bridge Roundabout
 - Wisbech Bus Station

- New River Crossing – to west of the Town Centre
- New Western Link Road- to west of the Town Centre
- Wisbech Southern Access Road
- New A47 Junctions to access the Wisbech East and Wisbech South Development

- 2.5 The work in the above areas to date has been of a technical nature and no decisions other than technical ones have been taken. The project is reaching a stage where Councillor involvement is required. It is proposed that this is done through the creation of the Wisbech Access Strategy Steering group, an advisory group made up of two Councillors for each of the following organisations - Cambridgeshire County Council, Fenland District Council and Wisbech Town Council.
- 2.6 The details and terms of reference for the group will be agreed at the first meeting of the Steering Group. It is envisaged that the Steering Group will make recommendations to the County Council's Economy and Environment Committee and Fenland District Council's Cabinet, which would in turn make recommendations to the LEP Transport Body or Greater Cambridge Greater Peterborough LEP Board, the ultimate decision making body regarding Growth Deal Funding.
- 2.7 The proposed Steering Group will be aware of the aims of Wisbech 2020 Vision and can provide updates on progress of the Wisbech Access Strategy to the Wisbech 2020 group. The Wisbech Access Strategy will also help to deliver aspects of the Wisbech 2020 vision.
- 2.8 Members will be aware of the emerging Wisbech Garden Town proposal which is a long term plan for substantial growth and infrastructure in Wisbech. The Growth Deal funding for the Wisbech Access Strategy is to support the more immediate delivery of the growth allocated for Wisbech within the current Fenland District Council Local Plan but could also support the Garden Town proposal too. There will need to be co-ordination between the current and emerging plans to ensure that the opportunity of the growth deal funding is used to maximum effect.

3. ALIGNMENT WITH CORPORATE PRIORITIES

3.1 Developing the local economy for the benefit of all

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

- The primary focus of the Wisbech Access Strategy is to bring forward growth in the town. This is both housing and employment growth which would be to the benefit of all.
- Another aim of the Wisbech Access Strategy is to reduce congestion in the town which will have economic benefits

3.2 Helping people live healthy and independent lives

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

- The Wisbech Access Strategy will improve access in Wisbech which will assist with providing better links to employment, health and education.
- The Wisbech Access Strategy will ensure that consideration is given to sustainable forms of transport which have health benefits.

- The Wisbech Access Study is investigating improvements to the bus station in Wisbech which will help people live independent lives by improving access to bus services.

3.3 Supporting and protecting vulnerable people

There are no significant implications for this priority.

4. SIGNIFICANT IMPLICATIONS

4.1 The significant financial implications are contained within the main body of the report.

There are no other significant implications although Public Health have highlighted that through the work of the proposed Steering Group there will be public health implications and they will need to be consulted.

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	Yes Name of Financial Officer: Sarah Heywood, "The significant financial implications are contained within the main body of the report."
Has the impact on Statutory, Legal and Risk implications been cleared by LGSS Law?	Yes – no significant implications Name of Officer: Fiona McMillan
Are there any Equality and Diversity implications?	Yes- no significant implications Name of Officer: Tamar Oviatt-Ham
Have any engagement and communication implications been cleared by Communications?	Yes – no significant implications Name of Officer: Mark Miller
Are there any Localism and Local Member involvement issues?	Yes –no significant implications Name of Officer: Tamar Oviatt-Ham
Have any Public Health implications been cleared by Public Health	Yes –no significant implications Name of Officer: Tess Campbell

Source Documents	Location
Cambridgeshire Long Term Transport Strategy	http://www.cambridgeshire.gov.uk/info/20006/travel_road_s_and_parking/66/transport_plans_and_policies/5
Cambridgeshire Third Local Transport Plan	http://www.cambridgeshire.gov.uk/info/20006/travel_road_s_and_parking/66/transport_

	plans and policies
Wisbech Market Town Transport Strategy	http://www.cambridgeshire.gov.uk/info/20006/travel_roads_and_parking/66/transport_plans_and_policies/3
Wisbech Rail reconnection- GRIP 2 Study and Outline Business Case	http://www.cambridgeshire.gov.uk/info/20006/travel_roads_and_parking/68/transport_funding_bids_and_studies/3
A47 Thorney to Wisbech Walton Highway- Initial Options Assessment	http://www.cambridgeshire.gov.uk/info/20006/travel_roads_and_parking/68/transport_funding_bids_and_studies/2
Greater Cambridge Greater Peterborough Growth Deal	https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/398855/13_Greater_Cambridge_Greater_Peterborough_Growth_Deal.pdf
Fenland District Council Local Plan adopted 2014	http://www.fenland.gov.uk/core-strategy

ECONOMY AND ENVIRONMENT POLICY AND SERVICE COMMITTEE AGENDA PLAN

Published 3rd October 2016



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
13/10/16	Business Planning	Graham Hughes	Not applicable	2.00 p.m. Thursday 15 th September 2016	30/09/16	4/10/16
	Appx Business Planning Draft Consultation Report	Sarah Heywood	Not applicable			
	Appx Business Planning Draft Community Impact Assessments	Sarah Heywood	Not applicable			
	Appx Business Planning Revenue Business Plan Tables	Sarah Heywood	Not applicable			
	Councillor Appointment to Wisbech Access Strategy Steering Group	Jack Eagle	Not applicable			

Committee date	Agenda item	Lead officer	Reference if key decision	Spokes meeting date	Deadline for draft reports	Agenda despatch date
	Finance and Performance Report - September 2016	Sarah Heywood / David Parcell	Not applicable			
	Agenda Plan	Democratic Services	Not applicable			
10/11/16	Huntingdon Road Cycleway Phase 2- Proposed Cycling Improvements	Mike Davies	2016/036	2.30 p.m. 6th October 2016	27/10/16	1/11/16
	A10 Harston Proposed Walking and Cycling Improvements	Mike Davies	2016/043			
	Queen Edith's Way, Cambridge, Proposed Walking and Cycling Improvements (Will be a petition as well)	Mike Davies	2016/044			
	Transport Investment Plan (Includes S106 Prioritisation of Schemes in St Neots).	Elsa Evans	2016/056			
	Business Planning	Graham Hughes	2016/060			
	Business Planning - Fees and Charges appx	Paul Tadd	2016/060			
	Trumpington Road Phase 2, Cambridge, Proposed Walking and Cycling Improvements	Mike Davies	Not applicable			
	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable			
	Capital and Revenue Report	Sarah Heywood / Graham Hughes	Not applicable			

Committee date	Agenda item	Lead officer	Reference if key decision	Spokes meeting date	Deadline for draft reports	Agenda despatch date
	Bus Service from Newmarket Road to Park & Ride via Addenbrooke's	Paul Nelson	Not applicable			
	A Corporate Energy Strategy	Sheryl French	Not applicable			
	Economy and Environment Committee Training Plan	Emma Middleton	Not applicable			
	Agenda Plan	Democratic Services	Not applicable			
01/12/16	Transport Strategy for East Cambridgeshire	Jack Eagle	2016/057	9.30 a.m. Thursday 1 st November 2016	18/11/16	22/11/16
	Abbey Chesterton Bridge – Approval to Construct	Mike Davis	2016/064			
	Cambourne West Planning Application and Draft S106 Heads of Terms	Colum Fitzsimons	2016/034			
	Finance and Performance Report - October 2016	Sarah Heywood / David Parcell	Not applicable			
	Business Planning	Graham Hughes	Not applicable			
12/01/17	Park and Ride Funding	Paul Nelson	2017/007	3.00p.m. Tuesday 29 th November	21/12/16	3/1/17
	Integrated Transport Block - Delivering Transport Block Aims Allocation	Elsa Evans	2017/008			
	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
	Economy and Environment Committee Training Plan	Emma Middleton	Not applicable			
	Agenda Plan	Democratic Services	Not applicable			
<i>[09/02/17 Provisional Meeting] Time critical papers only</i>	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable		26/01/17	31/01/17
09/03/17	Kings Dyke Update/Appointment of Framework Contractor	Brian Stinton	2017/004		23/02/17	28/02/17
	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable			
	Economy and Environment Committee Training Plan	Emma Middleton	Not applicable			
	Agenda Plan	Democratic Services	Not applicable			
<i>[06/04/17] Provisional Meeting This date will be required due to the need to agree the Transport Block report</i>	Allocation of Integrated Transport Block and Residual Capital	Jeremy Smith	2017/005		23/03/17	28/03/17
01/06/17	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable		18/05/17	23/05/17

Committee date	Agenda item	Lead officer	Reference if key decision	Spokes meeting date	Deadline for draft reports	Agenda despatch date
	Economy and Environment Committee Training Plan	Emma Middleton	Not applicable			
	Agenda Plan	Democratic Services	Not applicable			
To be programmed						
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