

ANNUAL COUNCIL MEETING

AGENDA

16th May 2023

Red Kite Room,
New Shire Hall,
Alconbury Weald,
Huntingdon
PE28 4YE

Cambridgeshire County Council Notice of Meeting

The annual meeting of the County Council will be held in the Red Kite Room, New Shire Hall, Alconbury Weald, Huntingdon PE28 4YE on Tuesday 16th May 2023 at 10.30a.m.

Agenda

Apologies for Absence

1. Election of Chair of Council (oral)
2. Election of Vice-Chair of Council (oral)
3. Minutes – 21st March 2023 and Motions Log (pages 13-26)
[available at [County Council meeting 21/03/2023](#)]
4. Chair's Announcements (oral)
5. Report of the County Returning Officer (page 27)
6. Declarations of Interests (oral)
[\[Guidance for Councillors on declaring interests is available here\]](#)
7. Public Question Time (oral)

To receive and respond to questions from members of the public in accordance with Council Procedure Rule 9.3.
8. Petitions (oral)

To receive petitions from the public in accordance with Council Procedure Rule 9.4.

9. Item for determination from Strategy and Resources Committee (oral)

People Strategy 2023-2028

To consider the following recommendation arising from the Strategy and Resources Committee on 28th March 2023 (minute no.139 refers):

- to recommend the People Strategy for approval to Full Council.

Note: a copy of the report discussed by the Strategy and Resources Committee and the minutes of the meeting are available via the following link: [Strategy and Resources meeting 28/03/2023](#)

10. Constitution and Ethics Committee recommendations to Full Council - Proposed Changes to the Constitution (pages 28-72)
11. Committees – Allocation of seats and substitutes to political groups in accordance with the political balance rules (to follow)
12. Appointment of the Chairs and Vice-Chairs of Committees (to follow)
13. Appointments to Outside Organisations and Annual Report of representation on Outside Bodies 2022-23 (pages 73-180)
14. Cambridgeshire and Peterborough Combined Authority: Membership and other appointments (pages 181-184)
15. Approval of Calendar of County Council Meetings (oral)

To approve the following calendar of meetings:

- 18th July 2023
- 17th October 2023
- 12th December 2023
- 13th February 2024
- 16th February 2024 (Provisional)
- 19th March 2024
- 21st May 2024

16. Motions submitted under Council Procedure Rule 10

a) Motion from Councillor Firouz Thompson

This Council notes that:

- nannies and childminders play an important role within the childcare sector, offering flexible childcare for families.
- the local authority has a responsibility to:
 - (i) ensure sufficient and suitable quality early education and childcare places to enable parents to work, or to undertake education or training which could lead to employment.
 - (ii) secure sufficient and suitable early years and childcare places to meet predicted demand.
 - (iii) secure free early years provision for all 3 and 4 year olds, and the most vulnerable 2 year olds, of 570 hours per year.
- in the Spring budget, it was announced that there would be an increase in childcare support available to families. The additional support will be rolled out in the following stages:
 - (i) from April 2024, all working parents of 2-year-olds can access 15 hours per week.
 - (ii) from September 2024, all working parents of children aged 9 months up to 3 years old can access 15 hours per week.
 - (iii) from September 2025 all working parents of children aged 9 months up to 3 years old can access 30 hours free childcare per week.

This Council expresses concern that:

- some house builders place restrictive covenants on their properties which prohibit residents living within them from running a business from home including childcare.
- as a restrictive covenant does not expire, it will be applicable indefinitely, even if the building is sold and the ownership changes.
- whilst it is possible to have a covenant revoked, it is not guaranteed and therefore it is a risk to those looking to move, or to start a business, who may need to invest in training and resources prior to a decision being made.
- advice has been sought from legal teams who have highlighted the fact that any request to have a covenant revoked could be met with legal challenge as neighbouring properties will have been sold on the assumption that such covenants would be in place.

- data suggests that fewer childminders are operating on new developments despite evidence of demand for childcare.

This Council recognises the need to:

- be proactive and develop strong partnerships with District Councils and the Planning Departments to ensure that this issue is highlighted, and possible solutions explored.
- ensure regular communication with the Place Planning Team / Early Years Team at Cambridgeshire County Council to ensure any all issues are logged and can be explored further.

The Council therefore resolves to:

- make a recommendation to the District Councils that on strategic new developments, a condition of planning is that such restrictive covenants which are to be put in place state explicitly that childcare on domestic premises will be exempt, where there is an identified need which can be demonstrated.
- highlight the importance of such changes with developers and house builders to ensure that they are aware of the barrier that these covenants can cause.
- signpost childcare providers, and residents, to the appropriate support within the local authority when concerns are experienced.

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

b) Motion from Councillor Steve Count

Core Purpose: To directly compare the Cambridge Past, Present and Future (CPPF) on road proposal against the Greater Cambridge Partnership (GCP) largely segregated proposal and submit a report after consideration at Full Council in October as evidence to be considered by the relevant Transport and Works Act Order (TWAo) application.

This Council notes that:

- at its meeting on 21 March 2023 an amendment to ask the Chief Executive to have an impartial report prepared to directly compare the on-road bus prioritisation scheme and separate cycle scheme proposals, put forward by CPPF, (including the ability to liaise with CPPF should any clarifications be required) against the largely segregated busway and maintenance track GCP proposal, was lost and the unamended motion was passed by majority.
- this resulted in the GCP being granted the power to apply for a TWAo. This TWAo, due to the highly contested route chosen, is expected to go to public inquiry in late 2023.
- the debate at the Council meeting in March was seriously flawed from a factual perspective.

- there are many individual objections and representations on differing details of the Cambourne to Cambridge project, but the clearest largest individual publicly supported objection is that no direct comparison has been made between the GCP proposal and the CPPF proposal.
- the Council's Constitution states that "A motion or amendment in similar terms to one that has been rejected at a meeting of Council in the past six months cannot be moved unless the notice of motion or amendment is signed by at least a third of members. Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for six months".
- 22 members of the Council have e-mailed to support a motion to full council within the six-month time limit, which is similar to the amendment to reconsider the Cambourne to Cambridge alternative route proposed by CPPF.

This Council notes the following reasons to reconsider the amendment in the form of a motion:

- the government guidance for Transport and Works Act Orders states "The importance of meaningful pre-application consultation is [reinforced by the statutory procedure rules](#) which require a report summarising the consultations that have been carried out to accompany the application". Including the importance of consulting the local MPs.
- the need for this comparison to be made is supported by the local MP Anthony Browne whose opinion specifically carries weight regarding "Meaningful" pre-application consultation.
- as part of the consultation, another important opinion came from the superintendent of the American Cemetery, who also specifically and publicly requested the comparison be made.
- the guidance expressly points out "Effort devoted to removing or limiting objections before an inquiry opens will almost certainly pay dividends. Even where objectors are unlikely to withdraw their objections, if the matters in dispute can be narrowed down before the inquiry, and agreed statements of common ground produced, this is likely to lead to a more efficient (and hence less costly) public inquiry".

This Council asks:

- i) the Chief Executive to have an impartial report prepared to directly compare the on-road bus prioritisation scheme and separate cycle scheme proposals, put forward by CPPF, (including the ability to liaise with CPPF should any clarifications be required) against the largely segregated busway and maintenance track, the GCP proposal. The report to be produced, using latest available data and officers' professional judgement to include direct comparisons between the two schemes for:
 - 1. A matrix to compare.
 - I. Both legs of return journey times, to and from Cambourne to:
 - (a) The West Cambridge Campus, (b) The Addenbrooke's bio medical campus, (c) The Cambridge Science Park (d) CB1

employment area and (e) the historic city centre, using public transport.

- II. Both legs of the return journey time for general traffic, to the destinations described in (I) above.
- III. All journey times to comprise of peak am, inter-peak and peak pm assessments.

- 2. Estimated Capital costs.
- 3. Estimated impact on the County Council finances for future maintenance costs.
- 4. Delivery timescales and a judgement on which powers would be required to deliver each scheme, in particular whether any elements of the GCP Cambourne to Cambridge (C2C) scheme will require powers other than those conferred by the TWAO and whether both schemes need powers of Transport and Works Act orders.
- 5. The difference in the ecological impacts of constructions that would therefore need to be mitigated.
- 6. Impact on Carbon net zero targets, considering both embodied and operational impacts.
- 7. The benefit cost ratio (BCR) for both schemes and a value for money judgement for both.
- 8. Anticipated impact and timescales on both schemes should the A428 and A11 be connected directly at or adjacent to the Girton Interchange.
- 9. Impact and timescales on both schemes and their BCR in relation to Government announcements in the March budget and in May regarding details of proceeding with the East West rail (EWR) proposal, noting that social benefits may not be double-counted, and the EWR will offer significantly larger Travel Time Savings to the Cambridge Biomedical Campus and CB1.
- 10. Officers' professional judgement on compliance with the Local plan 2018, in order to deliver the pace of growth outlined.

This Council further agrees to:

- ii) delegate to the Chief Executive, in consultation with Group Leaders, the right to add (but not subtract) any other further important points of comparison felt needed to be included in the report.
- iii) bring the completed comparison report back to Council in October 2023 to agree a final version to be submitted to the public inquiry.
- iv) publish as appendices to the report, all supporting evidence, calculations and reasoning behind any statements or figures used in the report.

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

c) Motion from Councillor Bryony Goodliffe

This Council notes that:

- care experienced people face significant barriers that impact them throughout their lives.
- despite the resilience of many care experienced people, society too often does not take their needs into account.
- care experienced people often face discrimination and stigma across housing, health, education, relationships, employment and in the criminal justice system.
- care experienced people may encounter inconsistent support in different geographical areas.
- as corporate parents, councillors have a collective responsibility for providing the best possible care and safeguarding for the children who are looked after by us as an authority.
- all corporate parents should commit to acting as mentors, hearing the voices of looked after children and young people and to consider their needs in any aspect of council work.
- Councillors should be champions of the children in our care and challenge the negative attitudes and prejudice that exists in all aspects of society.
- the Public Sector Equality Duty requires public bodies, such as councils, to eliminate unlawful discrimination, harassment, and victimisation of people with protected characteristics.

This Council therefore resolves that:

- it recognises that care experienced people are a group who are likely to face discrimination.
- it recognises that Councils have a duty to put the needs of disadvantaged people at the heart of decision-making through co-production and collaboration.
- future decision, services and policies made and adopted by the Council should be assessed through Equality Impact Assessments to determine the impact of changes on people with care experience, alongside those who formally share a protected characteristic.
- in the delivery of the Public Sector Equality Duty the Council includes care experience in the publication and review of Equality Objectives and the annual publication of information relating to people who share a protected characteristic in services and employment.
- this Council will treat care experience as if it were a Protected Characteristic.

- this Council formally calls upon all other bodies to treat care experience as a protected characteristic until such time as it may be introduced by legislation including:
 - (i) working to establish Cambridgeshire as a County where all local government treats our care leavers similarly.
 - (ii) calling on the City, towns, districts, parishes, Cambridgeshire and Peterborough Combined Authority and Greater Cambridge Partnership to also pass this motion to enable us all to work together to protect and provide for our care experienced young people.
- to continue proactively seeking out and listening to the voices of care experienced people when developing new policies based on their views.

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

d) Motion from Councillor Ros Hathorn

This Council notes that:

- there are enormous opportunities in Cambridgeshire to increase both the number of people who cycle for daily activities (such as part of a journey to school or work) and those who cycle for leisure and tourism.
- the footpaths and cycleways we have are extremely well designed and easy to use and the number and quality of connections grows all the time.
- it is not always straightforward to follow routes, find routes on maps or indeed find the maps themselves.
- it can also be a challenge to work out how user friendly cycle paths are.
- understanding the cycle network and how it connects to the public transport network is critical to supporting people who want to cycle more frequently.

This Council further notes the following actions are examples of things which could be done to increase understanding:

- developing an app.
- using County Council maps more effectively.
- putting QR codes on cycle paths.
- putting maps permanently on display in libraries and other community spaces.
- installing interpretation boards along cycle routes showing cycle paths and connections.
- boarding up redundant ticket machines in busway bus stops with cycle maps.
- offering cycling maps to community partners.

This Council therefore resolves to:

- call for joint work with the Combined Authority and Greater Cambridge Partnership to develop a clear action plan to make information about our cycle network and its links with public transport easily accessible and well used.
- work with officers and members with expertise in communities and communication alongside those with cycling expertise when developing the action plan.
- consider way marking signage and systems to create an easily identifiable way of following cycle routes.

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

e) Motion from Councillor Alan Sharp

Core Purpose: The condition of the highways, footpaths and cycleways in Cambridgeshire is completely unsatisfactory, therefore an urgent injection of resources and an improvement in the way repairs are carried out is proposed to help address the situation.

This Council notes that:

- the Joint Administration decided to ignore inflation meaning the total highways budget for maintenance was cut by £710k in real terms for this financial year.
- furthermore, since coming to power they have repeatedly rejected calls from the Conservatives to increase the budget by voting against its proposals.
- the result of this is plain to see and the public are clamouring for something to be done.
- this Council welcomes the additional indicative £3.617m increase in pothole funding (over and above the £8.329m expected and budgeted for) the Conservative Government has allocated through the Cambridgeshire and Peterborough Combined Authority (CPCA) to the County Council.
- whilst the Joint Administration is prepared to wait for the CPCA to advise the Council and Strategy and Resources Committee to allocate funds later on in the year, the Conservatives propose an immediate allocation to boost the highways, footpaths and cycleways maintenance budgets (Hereafter called the highways maintenance budget).
- this early action will help accelerate planning for expenditure in the Summer months when preventative action is more effective than delayed actions leading to reactive pothole filling.
- making this decision at full Council now also prevents the Joint Administration from allocating this welcome increase to the highway's maintenance budget to simply paying off debt, which it chose to use the increased money for last year.

This Council also recognises:

- the need to bring to the attention of the Chief Executive the often-repeated claims by members of the public that repairs are not of an acceptable standard.
- there is little to be gained by an increase in allocation of funding without an assurance the money will be well spent.
- the need to ask the Chief Executive to treat this matter as one of the highest importance and take personal oversight to ensure that the organisation effectively spends highways maintenance monies.

This Council agrees that:

- the roads and footpaths are in an unacceptable state of repair.
- urgent action is required to address this situation and develop plans for the warmer months as early as possible in the year.

This Council recommends that the:

- Highways and Transport Directorate is informed that the full amount of the Government's pothole fund will be allocated to it for use as part of the highways' maintenance budget.
- Chief Executive allocate sufficient resources and take a specific interest in the quality and quantum of highways maintenance.
- Chief Executive deliver a draft action plan to members for improvements in dealing with Highways Maintenance at least one week prior to the July meeting of Council.

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

17. Questions

- (a) Cambridgeshire and Peterborough Combined Authority (pages 185-208)
and Overview and Scrutiny Committee
(Council Procedure Rule 9.1)
- (b) Written Questions (Council Procedure Rule 9.2) (oral)

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

Dated 5th May 2023

Emma Duncan
Monitoring Officer

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

The Council does not guarantee the provision of car parking on the New Shire Hall site. Information on travel options is available at: [Travel to New Shire Hall](#)

This meeting is streamed to the Council's website: [Council meetings Live Web Stream - Cambridgeshire County Council](#)

For more information about this meeting, please contact Michelle Rowe at the County Council's Democratic Services on Cambridge (01223) 699180 or by email at: michelle.rowe@cambridgeshire.gov.uk

Full Council Motion Log

This is the updated Motion Log as of 5 May 2023. It captures the actions arising from motions agreed at meetings of Full Council and updates Members on the progress in complying with delivery of the necessary actions.

Motions from Full Council on 9 November 2021					
Minute No.	Motion	Responsible Officer	Action	Update	Status
34 a)	Councillor Mark Goldsack (Protecting homes and property from unnecessary surface water)	Executive Director of Place and Sustainability	Use the audit and local plans to predict which systems will be overwhelmed and to incorporate that into planning discussions with local planning authorities.	<p>Update: 5 May 2023</p> <p>The Flood and Highways teams are working together to tackle the known local flood locations. The Safe and Dry programme is progressing, with 52 of the 62 schemes completed. Some require further work and this is in hand. A second Safe and Dry programme is being identified for the 2023/24 financial year from the schemes prioritised using the Highways Infrastructure Resilience Assessment Modelling (HIRAM) tool. A new programme of grip clearing has been established following the allocation of £300k to highways drainage.</p> <p>The larger and more significant flood risk locations are being investigated with a view to engaging with relevant agencies to explore solutions. As an example, the Council is working jointly with Anglian Water to implement sustainable drainage within the</p>	Ongoing

				highway to reduce surface water entering combined/foul networks. These measures will be replicable in other locations across the county.	
		Executive Director of Place and Sustainability	Commit to the people of Cambridgeshire that anywhere small bore pipework is causing an issue it will be addressed by carrying out an assessment of a fully costed of a programme of works to either replace the small-bore soak away pipework, with appropriate higher bore pipe work solutions that bring immediate relief and also future proof as predicted or supply full details of alternative solutions in those areas with fully costed plans of actions that will mitigate and protect property in areas of known puddling. Consideration of solutions and costs for addressing surface water flooding issues to go through the Council's ongoing business planning process.	Update: 13 April 2023 The Safe and Dry programme and Highways Drainage maintenance schemes is addressing the highways flooding issues in priority order as finances and resources allow. The specific solution at each location is determined through the site investigation and scheme design process. Designs for new and replacement systems incorporate capacity to help mitigate increased rainfall duration and intensity.	Complete
34 d)	Councillor Lucy Nethsingha (Free school meals)	Service Director: Education	Work with partners to set up a funding scheme to support children and young people whose families are on Universal Credit or free school meals to have reduced cost access to out of school activities, in order to support them to reach their educational and personal potential.	Update: 5 May 2023 At the meeting of the Children and Young People Committee on 8 March 2023, it was agreed that the allocated funding for the Household Support Fund 2023/24 be used to support the ongoing enhanced level of holiday voucher schemes for families on low	Complete

				income. Parental feedback has shown how valuable this support is at the current time. The funding ensures that the Council can continue to fund £180 per eligible child across the 2023/24 financial year, whilst maintaining its spend on the wider support school for vulnerable adults and pensioners. The Council intends to use a small element of the funding to continue with its library auto enrolment project.	
Motions from Full Council on 10 May 2022					
Minute No.	Motion	Responsible Officer	Action	Update	Status
76 e)	Councillor Lucy Nethsingha (Waste recycling)	Executive Director of Place and Sustainability	A briefing note be written and circulated to members of the Environment and Green Investment Committee looking at the ways in which the Council can continue to work with RECAP (Recycling Cambridgeshire and Peterborough) to support increased re-cycling, working closely with district and other partners.	Update: 5 May 2023 Officers are continuing to explore potential funding routes. A briefing note will be redrafted following these discussions, taking account of the wider waste work currently being undertaken, which will then be circulated to members of the Environment and Green Investment Committee.	Ongoing

Motions from Full Council on 19 July 2022

Minute No.	Motion	Responsible Officer	Action	Update	Status
87 a)	Councillor Hilary Cox Condron (Junk food advertising)	Head of Procurement and Commercial	<p>Strategy and Resources Committee to:</p> <p>Consider phasing out all forms of junk food advertising in County Council assets, such as roundabouts. The Council will aim to instead use the advertising space to promote health promoting products, which may mitigate any loss of income.</p> <p>Publish an advertising strategy that includes the Council's position on junk food, and consideration to environmentally damaging products (including industrially farmed animal products) in the context of the Council's net zero strategy, in addition to the exclusions currently included within the policy - such as gambling, alcohol and violence.</p> <p>Investigate the possibility of a County wide Low Carbon Policy for advertising and sponsorship, and model any resulting financial impact.</p>	<p>Update: 5 May 2023</p> <p>The market testing phase of the roundabouts' sponsorship contract is now complete, and the Highways Maintenance team is beginning to build the specification for the procurement, based on the response to that market testing, the requirements of the advertising and sponsorship contract, and existing contract delivery. Meetings are planned over the coming months with the Procurement team to confirm the procurement route and final procurement documents.</p>	Ongoing

		Chief Executive	Work collaboratively with District Councils to have a joined-up approach to this issue via the Cambridgeshire Public Service Board, given that Districts have responsibility for applying national planning policy on advertising planning restrictions.	<p>Update: 20 April 2023</p> <p>The Chief Executive presented this item to the Cambridgeshire and Peterborough Public Service Board (CPPSB) on 26 October 2022. It was agreed that the district councils would look at their current advertising practice around fast food and provide updates at a future meeting.</p> <p>The Chief Planning Officer at Huntingdonshire District Council carried out some work with partners and presented a paper on the topic to the CPPSB on 28 February 2023. It was highlighted that there were several practical limitations to pursuing this via the planning process; this was broadly agreed by board members. Consequently this work has been progressed as far as able with partners, at present.</p>	Complete
87 b)	Councillor Mark Goldsack (speed limits)	Executive Director of Place and Sustainability	Produce a report for a future meeting of the Highways and Transport Committee on principles for the location of buffer zones, on how the process for local applications can be simplified and promoted to applicants, and on options for facilitating the installation of buffer zones where locally supported, whether through the LHI process or by other means. detailing a review of all National Speed Limit access roads that lead into 30MPH road inhabited areas.	<p>Update: 30 January 2023</p> <p>The report will be presented to the Highways and Transport Committee in July 2023, as part of a wider speed strategy report.</p>	Ongoing

87 d)	Councillor Ros Hathorn (travel infrastructure)	Executive Director of Place and Sustainability	<p>The Highways and Transport service to:</p> <p>Prioritise developing active travel specific maintenance measures within the Highways Operational Standards (HOS) and explore ways in which ongoing maintenance requirements can be removed as a barrier to good scheme design.</p> <p>Undertake a review of the highway hierarchy used to deliver the asset management maintenance programme to ensure it reflects active travel growth and the ambitions of the Council.</p>	<p>Update: 5 May 2023</p> <p>Work on an active travel network maintenance hierarchy is underway. The hierarchy will help ensure that the needs of active travel users are more fully considered in maintenance decisions.</p> <p>Highways Maintenance have engaged a specialist consultant to support the development of maintenance hierarchy for active travel. Work commenced in late March and is expected to take six months to complete. The active travel maintenance hierarchies will enable maintenance activities to better support active travel across the road, footway and cycleway networks and associated highways assets. Proposed changes to any sections of the Highway Operational Standards will be undertaken following the hierarchy work. Currently the onsite dynamic user risk assessments used by Local Highway Officers and Safety Inspectors help ensure the Council considers active travel users when making maintenance decisions relating to minor defects.</p>	Ongoing
87 e)	Councillor Alex Beckett (Pavement parking)	Executive Director of Place and Sustainability	<p>Prepare a paper for Strategy and Resources Committee proposing a group of pilot areas in Cambridge City for TRO implementation, outlining the costs required to implement.</p>	<p>Update: 30 January 2023</p> <p>At the request of the Vice-Chair of the Strategy and Resources Committee at the Chair and Vice-Chair meeting held on 3 January 2023, it was agreed that the Highways and Transport service should prepare a report for the Highways and</p>	Ongoing

				Transport Committee detailing a group of pilot areas in Cambridge City for Traffic Regulation Order (TRO) implementation, and outlining the costs required to implement. It is important that the relevant committee considers the pilot arrangements first, and a pavement parking item has therefore been added to the Highways and Transport Committee's agenda plan for the meeting on 4 th July 2023.	
		Executive Director of Place and Sustainability	Strategy and Resources Committee to assess this paper and provide a budget for implementation and enforcement of this work to prevent informal pavement parking within the city.	Please see above.	Ongoing
		Executive Director of Place and Sustainability	Highways and Transport Committee to assess the impact of this trial upon its implementation.	Please see above.	Ongoing

		Executive Director of Place and Sustainability	If successful, the highways department should expand this work and bring a further paper to Highways and Transport Committee for all urban areas within Cambridgeshire with informal pavement parking, when it is appropriate to do so (mindful that Civil Parking Enforcement powers are needed to locally enforce the TRO).	Please see above.	Ongoing
--	--	--	---	-------------------	---------

Motions from Full Council on 13 December 2022

108 c)	Councillor Alex Bulat (Asylum seekers and migrants)	Executive Director of Strategy and Partnerships	Develop a local, county-wide 'Place of Safety' pledge, which supports the right of all to seek services, advice, support and representation without fear of adverse consequences.	Update: 5 May 2023 The pledge was developed and presented in a report to the Communities, Social Mobility and Inclusion Committee on 23 March 2023.	Complete
		Executive Director of Strategy and Partnerships	Refer the development of the pledge to the Communities, Social Mobility and Inclusion Committee, asking it to ensure the pledge is succinct, legal, and available in a form (or forms) that are suitable for both councillors, local MPs and partner organisations.	Please see above.	Complete

	Executive Director of Strategy and Partnerships	Encourage the Council's partners not to participate in maintaining a 'hostile environment' by providing data to the Home Office that may be used for detention and deportation purposes, (except where this is a legal obligation).	Update: 5 May 2023 The report presented to the Communities, Social Mobility and Inclusion Committee outlined that a letter would be sent to key partners to request that they do not participate in creating or maintaining a hostile environment.	Ongoing
	Executive Director of Strategy and Partnerships	Join (and encourage our partners to join), the NRPF network, a national network of local councils and experts safeguarding the welfare of destitute families.	Update: 5 May 2023 The report presented to the Communities, Social Mobility and Inclusion Committee confirmed that the Council is a member of the network.	Complete
	Executive Director of Strategy and Partnerships	Work collaboratively with partners to ensure that all residents, irrespective of their immigration status, can access appropriate voluntary and/or statutory support to meet their basic needs for healthcare, housing, and support during the cost-of-living crisis.	Update: 5 May 2023 The report presented to the Communities, Social Mobility and Inclusion Committee confirmed that the Council would work alongside key partners to ensure all residents can access appropriate support.	Complete
	Executive Director of Strategy and Partnerships	Work collaboratively with the ESOL (English for speakers of other languages) Local Planning Partnerships recently established by the Combined Authority. Both North and South Partnerships are chaired by Cambridgeshire County Councillors, and the Partnerships bring together providers and experts with significant expertise on	Update: 5 May 2023 The report presented to the Communities, Social Mobility and Inclusion Committee on confirmed that officers from across the Council are members of, and engage with the ESOL partnerships.	Complete

			supporting asylum seekers with English language learning.		
		Executive Director of Strategy and Partnerships	Work closely with the LGA to share best practice on asylum seeker resettlement support, increase coordination in the East of England and put pressure on central Government to allocate resources especially in the most disadvantages areas.	Update: 5 May 2023 The report presented to the Communities, Social Mobility and Inclusion Committee confirmed that the Council sends officer representation to the Local Government Association (LGA) East of England Strategic Migration Partnership (SMP), working with other upper tier authorities to share knowledge and best practice about refugee and asylum issues.	Complete
		Executive Director of Strategy and Partnerships	Join the City of Sanctuary Local Authority Network - Building a culture of hospitality for people seeking sanctuary.	Update: 5 May 2023 The Communities, Social Mobility and Inclusion Committee agreed to the Council signing the City of Sanctuary pledge and continuing to work towards becoming an awarded Council of Sanctuary member.	Ongoing
		Executive Director of Strategy and Partnerships	Request officers explore the development of a 'City of Sanctuary' type charter for use at countywide level, providing a short assessment to a future meeting of the Communities, Social Mobility and Inclusion Committee.	Please see above.	Complete

		Executive Director of Strategy and Partnerships	Establish a member-role of 'Migrant Champion'. This symbolically important role would be the public face and embodiment of the County Council's approach to and campaigning on migrant, asylum seeker and refugee issues rather than a contact point for these groups in the community or a link to any particular council service.	Update: 5 May 2023 The Communities, Social Mobility and Inclusion Committee agreed the role description of Migrant Champion and appointed Councillor Alex Bulat to the role.	Complete
Motions from Full Council on 21 March 2023					
132 a)	Councillor Lorna Dupré (Voter ID)	Chief Executive	The Chief Executive to write to the Secretary of State for Levelling Up, Housing and Communities to express concerns that this new requirement will prevent large numbers of people from participating in elections with young people and BAME communities being particularly likely to be disenfranchised.	Update: 5 May 2023 A letter was sent to the Parliamentary Under Secretary of State for Faith and Communities on 11 April 2023, given the postholder's responsibility for Elections policy. The letter was also shared with Members for their information. A response from the Parliamentary Under Secretary of State, Baroness Scott, is awaited. A copy of the letter submitted by the Chief Executive was circulated to all County Councillors.	Complete
		Executive Director of Strategy and Partnerships	Assist the district councils to implement these measures to prevent electors from being disenfranchised including supporting their work in promoting how people can apply for voter ID if they do not have suitable ID already.	Update: 5 May 2023: Promotion activities were undertaken through the Council's Communications team across all the Council's social media platforms and via targeted newsletters, and also directly with service users via front-facing teams, such as Children's Targeted Support.	Complete

				Libraries and open access buildings are displaying promotional information.	
		Head of Communications and Information	Share publicity materials about the new requirement for voter identification and the risk that electors may be disenfranchised.	<p>Update: 5 May 2023</p> <p>Information and links to Electoral Commission materials were shared with parish councils via the March issue of Cambridgeshire Matters, and also to staff at the Council who work directly with specific groups that may find themselves disadvantaged. The County Council's social media channels also continued to promote and support the relevant publicity materials. This was continued until the election date.</p>	Complete
		Executive Director of Strategy and Partnerships	Raise awareness of this through our community facing services such as our Libraries, Think Communities, Registration, Skills and our Adults and Children's Early Help teams so that users of council services, who may be particularly at risk of losing their right to vote, are made aware of the requirement to apply for identification papers in order to vote.	<p>Update: 5 May 2023</p> <p>Voter ID information has been shared with community-facing service areas, along with a request for information to be displayed and shared with residents directly when a service has regular one to one contact with them.</p>	Complete
		Executive Director of Strategy and Partnerships	Work with partners including parish councils to increase awareness of the change in legislation and the new barriers to electoral participation.	<p>Update: 5 May 2023</p> <p>Information was shared across the Local Resilience Forum to warn and inform the group, in order to reach internal audiences in the public sector in Cambridgeshire, as well as the groups they work with who might be</p>	Complete

				affected. It was also featured in the March issue of Cambridgeshire Matters, which is sent to all parish and town council clerks, with links to downloadable information.	
		Executive Director of Strategy and Partnerships	Make an offer to our district colleagues to support voter ID application facilitation by commissioning libraries, so that staff, volunteers and IT equipment can be made available to assist residents in successfully completing applications for voter identification certification.	Update: 5 May 2023 An offer to commission support was made by the libraries service to district councils where elections were due to take place in 2023. To date, this offer was not taken up.	Complete
132 c)	Councillor Alex Bulat (Abuse and intimidation of Councillors)	Chief Executive	Endorse the “Debate Not Hate” LGA awareness-raising campaign and share the toolkit with councillors, officers and relevant stakeholders (Debate Not Hate - Campaign Toolkit).	Update: 5 May 2023 The Chief Executive endorsed and shared the “Debate Not Hate” campaign and toolkit with officers and Members on 23 March 2023.	Complete
		Democratic Services Manager	Work with the police to provide training for councillors on how to respond - or not respond - to abusive emails, social media and written communication related to council matters.	Update: 5 May 2023 The Democratic Services Manager is in contact with a former Cambridgeshire Police Officer to provide a half-day training session to Members.	Ongoing
		Director of Legal and Governance	The Constitution and Ethics Committee to consider a live action plan to mitigate the risks of intimidation and abusive behaviours towards members and officers, ensuring safety is	Update: 5 May 2023 The action plan is on the agenda plan for the meeting of the Constitution and Ethics Committee on 20 June 2023.	Ongoing

			prioritised while they fulfil council duties.		
--	--	--	---	--	--

County Returning Officer's Report

I, STEPHEN MOIR, Returning Officer for the Electoral Divisions in the County of Cambridgeshire, DO HEREBY CERTIFY that on the 4th day of MAY 2023, being the day appointed for the by-election for the Arbury Division and the Soham South and Haddenham Division in the County of Cambridgeshire, I caused one County Councillor to be elected for the Arbury Division and one County Councillor to be elected for the Soham South and Haddenham Division within the said County and that the name of the persons elected for these Electoral Divisions are set out below.

Electoral Division	Name Of Person Elected	Home Address	Description
Arbury	Michael Black	Address in Cambridge	Labour
Soham South and Haddenham	Bill Hunt	32 Cambridge Road Ely CB7 4HL	Conservative

Constitution and Ethics Committee recommendations to Full Council - Proposed Changes to the Constitution

To: Council

Meeting Date: 16th May 2023

From: Director of Legal and Governance and Monitoring Officer

Purpose: To consider proposed revisions to the Council's Constitution.

Recommendation: Council is asked to approve:

- a) the following proposed changes to the Constitution:
 - (i) a revised version of Chapter 5-2 (Officers' Code of Conduct), attached at Appendix 1 to this report;
 - (ii) amendments to Chapter 3B11 (Staffing and Appeals Committee), attached at Appendix 2 to this report;
 - (iii) amendments to Chapter 4-6 (Officer Employment Procedure Rules), attached at Appendix 3 to this report;
 - (iv) the inclusion of decision making principles in Article 12 (Decision Making), as set out in Section 2.3 of this report; and
 - (v) amendments to Chapter 3B7 (Audit and Accounts Committee), attached at Appendix 4 to this report.
- b) the Scheme of Delegation or such part of it as the Constitution determines it is for Council to agree (as set out in Part 3 of the Constitution).

Officer contact:

Name: Michelle Rowe
Post: Democratic Services Manager
Email: michelle.rowe@cambridgeshire.gov.uk
Tel: 01223 699180

Member contacts:

Names: Councillors Sebastian Kindersley and Alex Bulat
Post: Chair / Vice-Chair of Constitution and Ethics Committee
Email: skindersley@hotmail.com, alex.bulat@cambridgeshire.gov.uk
Tel: 01223 706398

1. Background

- 1.1 The Local Government Act 2000 requires all local authorities to have a constitution that contains the standing orders and the code of conduct, as well as any other information that the authority considers appropriate. Changes to the Council's Constitution are considered by the Constitution and Ethics Committee before being recommended to Full Council for approval.

2. Main Issues

2.1 Updates to the Officers' Code of Conduct

- 2.1.1 In March 2022, it was agreed by Full Council to incorporate the Officers' Code of Conduct into the Council's constitution in order to align with best practice and provide member-led oversight of the document.
- 2.1.2 A revised version of the Code of Conduct, attached at Appendix 1 to this report, changes the voice of the document from third person to first person, to emphasise that its primary purpose is as part of the contract of employment between the Council and its staff.
- 2.1.3 In January 2022, an internal audit report highlighted that the Council's Officer Code of Conduct (Chapter 5-2 of the Constitution) did not explicitly state when declarations of interest were required or when they should be reviewed. It is therefore proposed to include clarification that a declaration is required prior to appointment, prior to a person taking on a role or responsibility that could involve a conflict of interest and following a change in personal circumstance, with declarations of interest to be reviewed annually. Additional information has been included in Section 13 of the Code of Conduct detailing the related parties' declarations process undertaken by the Finance team to inform the annual statement of accounts.
- 2.1.4 The internal audit also recommended the incorporation of various hyperlinks into the Officers' Code of Conduct to improve ease of use. However, as the hyperlinks would be to the Council's private intranet, this would not align with open access guidance for public documents and they have therefore not been included.
- 2.1.5 Alongside the changes resulting from the internal audit report, it is also proposed to include the following amendments, as set out in Appendix 1:
 - (i) Incorporation of references to the Respect@Work Policy and Respect@Work Pledge, which outline an officer's role in creating a respectful working environment, committing to equality, diversity and inclusion;
 - (ii) Clarification of the expectation that managers will model the Council's values and behaviours, embedding these in teams and ensuring action aligns with the People Strategy; and
 - (iii) Clarification that in some cases a data breach may lead to enforcement action from the Information Commissioner's Office.

2.2 Role of the Staffing and Appeals Committee in the Appointment of the Council's Leadership Team Roles

2.2.1 At its meeting on 23 February 2023, the Staffing and Appeals Committee approved a proposal to clarify and redefine the scope of its responsibility in relation to senior appointments. Currently, the committee is required to appoint to all vacancies at or above service director level.

2.2.2 It is proposed that the committee instead undertakes appointment to key statutory roles, including all Tier 1, Tier 2 and statutory Tier 3 roles, including those listed below; while officers undertake appointments to all other roles:

- Chief Executive (statutory Head of Paid Service)
- Executive Director of Finance and Resources (statutory Section 151 Officer)
- Executive Director of Strategy and Partnerships
- Executive Director of Adults, Health and Commissioning (statutory Director of Adult Social Services)
- Executive Director of Children, Education and Families (statutory Director of Children's Services)
- Executive Director of Place and Sustainability
- Executive Director of Public Health
- Service Director: Legal and Governance (statutory Monitoring Officer)
- Service Director: Education (statutory Chief Education Officer)

2.2.3 This would reflect recent changes to the structure of the Council's leadership team and pay scales, while expediting the recruitment process.

2.2.4 Should these changes, as set out in Appendix 2 (Chapter 3B11 – Staffing and Appeals) and Appendix 3 (Chapter 4-6 – Officer Employment Procedure Rules), be approved, councillors would continue to be involved in other aspects of non-statutory appointments, as deemed appropriate by the Chief Executive, such as participation in cross party stakeholder panels.

2.2.5 The following delegation to all executive directors and directors, including the Executive Director of Finance and Resources/Section 151 Officer, has also been amended to align with this proposed change (additions in bold, removal in strikethrough):

To make all staff appointments below the level of ~~service~~ **executive** director, **except for any statutory roles**, and to determine the remuneration and conditions of service of each post within any guidance or instructions issued by the Assistant Director, HR Services.

2.2.6 Alongside these changes, the delegation to approve proposals from the Head of Paid Service in relation to the overall staffing structure/restructure of the Council has been removed from the Staffing and Appeals Committee Terms of Reference, in order to align with Paragraph 11.01 (d) of Article 11 (Officers) in the Constitution, which states:

The Head of Paid Service shall determine, subject to Council approval, and publicise a description of the overall departmental structure of the Council showing the management structure and deployment of officers.

2.3 Decision Making Principles.

- 2.3.1 The modular constitution published by the Institute of Local Government Studies suggested that local authorities should identify in their constitution the principles of decision making within their authority. While Article 12 (Decision Making) of the Council's Constitution currently has a heading for 'Principles of Decision Making' at Section 12.2, it does not subsequently list these principles.
- 2.3.2 The constitutions of city and district councils within Cambridgeshire, as well as neighbouring authorities, all express similar decision-making principles with minor variations. It is therefore proposed to adopt these standard principles as follows, incorporating some of the positive variations seen in the constitutions of other local authorities:

12.02 Principles of Decision Making

All decisions of the Council, or taken by or on behalf of the Council, will be made in accordance with the following principles:

- (a) Action taken must be proportionate to the desired outcome;
- (b) Professional advice from officers must be considered;
- (c) Respect for human rights, in line with equalities and human rights legislation, must be demonstrated;
- (d) There must be a presumption in favour of openness, in line with the Freedom of Information Act 2000;
- (e) There must be a clear aim and desired outcome; and
- (f) Alternative options must be considered alongside documented reasoning behind the decision made.

2.4 Terms of Reference of the Audit and Accounts Committee

- 2.4.1 A review of the Audit and Account Committee Terms of Reference (Chapter 3B-7 of the Constitution) was requested by the Audit and Accounts Committee at its meeting on 24 November 2022. The following changes were subsequently endorsed unanimously at its meeting on 9 February 2023:
- (i) To update the wording to reflect the greater level of detail set out in the Chartered Institute of Public Finance and Accountancy (CIPFA) Position Statement;
 - (ii) To grant the committee the ability to approve changes to the Anti-Fraud & Corruption Policy and Anti-Money Laundering Policy, in addition to the Whistleblowing Policy to which it can already approve changes. This would expedite the process of updating

these policies, as further approval from the Strategy and Resources Committee would not be required;

(iii) To explicitly state the committee's right to request reports and assurances from relevant officers.

(iv) To update references from 'Statement of Internal Control' to 'Annual Governance Statement', to reflect current terminology and practice.

2.4.2 The proposed changes are set out in full in Appendix 4 to this report (removals in strikethrough and additions in bold).

2.5 Scheme of Delegation

2.5.1 The Scheme of Delegation to Officers (Part 3D of the Council's Constitution) describes the extent and nature of the authority delegated to officers to undertake functions on behalf of the Council.

2.5.2 Section 1.2 (vi) of the Council Procedure Rules (Part 4.1 of the Council's Constitution) states that the annual meeting will agree the Scheme of Delegation or such part of it as the Constitution determines it is for Council to agree (as set out in Part 3 of the Constitution).

2.5.3 The Scheme of Delegation, attached at Appendix 5, includes updates that reflect the Council's recent organisational restructure, although these amendments have already been approved by the Chief Executive under the delegation authorised by Full Council on 19 July 2022.

2.5.4 The delegations related to Shared Services, which were previously listed separately, have been included under those authorised to the Executive Director of Finance and Resources (Section 151 Officer), in order to align the constitution with that of the other constituent authorities of the Shared Services.

2.5.5 Formatting and grammatical changes have also been implemented to ensure the Scheme of Delegation is consistent with the rest of the constitution.

3. Constitution and Ethics Committee

3.1 Constitution and Ethics Committee met on 2 May 2023 and considered and recommended unanimously to full Council the proposed revisions set out in Section 2 of this report.

4. Appendices

- 4.1 Appendix 1 – Cambridgeshire County Council Constitution, Officers' Code of Conduct
- 4.2 Appendix 2 – Cambridgeshire County Council Constitution, Staffing and Appeals Committee Terms of Reference (tracked changes)
- 4.3 Appendix 3 – Cambridgeshire County Council Constitution, Officer Employment Procedure Rules (tracked changes)
- 4.4 Appendix 4 – Cambridgeshire County Council Constitution, Audit and Accounts Committee Terms of Reference (tracked changes)
- 4.5 Appendix 5 – Cambridgeshire County Council Constitution, Scheme of Delegation (tracked changes)

5. Source Documents

- 5.1 [The Council's Constitution](#)
- 5.2 [Audit and Accounts Terms of Reference Review Report – Audit and Accounts Committee Meeting, 09 February 2023](#)
- 5.3 [Constitution and Ethics Committee meeting 02/05/2023](#)

Officers' Code of Conduct

1. Introduction

- 1.1 The Code of Conduct defines the standards of behaviour we expect of all our employees. If you do not understand it or how to comply with it, you must ask your line manager to explain it to you.
- 1.2 The intention of the Code of Conduct is to helpfully set out the broad principles of how we should do things – it is not an exhaustive list of what you can and cannot do. The Code of Conduct is enforced through our disciplinary procedure.

2. Behave professionally

- 2.1 We expect all employees to interact and work with the public and colleagues in an appropriate and professional way at all times.
- 2.2 We expect you to engender public trust and confidence in the Council and not to bring the organisation into disrepute. This includes action outside of work that is relevant to your job role or that may undermine public confidence in you to carry out your role. You must not knowingly publish or post anything, including on social media that could damage the reputation of the Council.
- 2.3 We expect you to co-operate with your manager and comply with all lawful management instructions.
- 2.4 You are expected to work in a professional manner with all councillors regardless of their political affiliation. If you have or enter into a close personal relationship with an elected member you need to disclose this (see Section 11).

3. Act with honesty and integrity

- 3.1 We expect you to communicate openly and honestly with your line manager about your work.
- 3.2 We expect you to submit accurate claims for expenses and allowances – claiming only for payments, which you are entitled to receive. If you receive any payment in error, for example an overpayment of salary or expenses, you must notify your manager as soon as possible.
- 3.3 You must keep accurate records of your working time where this is required.
- 3.4 You must not order goods for your own personal use through a Council account. You are not permitted to use your position to obtain a discount for goods or services unless this is part of our recognised employee discount scheme.

4. Act lawfully

- 4.1 You must comply with the law in all aspects of your work.
- 4.2 You are required to immediately notify your manager in writing if you are arrested, cautioned, charged or convicted of any crime at any point during your employment. Your manager will assess whether this information has any impact on your job role.
- 4.3 If you suspect that someone is breaking the law you must report this - speak to your line manager in the first instance. Alternatively, you should contact internal audit or raise your concerns using the Whistleblowing Policy.
- 4.4 If your role involves working in / managing children or adult services, you must inform your manager immediately if you are barred for any reason. If you are working in early years childcare, or working with / managing later years childcare (for children up to the age of 8 outside the school day), you must tell your manager immediately if you are disqualified from working with children or if someone who lives or works in your household becomes barred.

5. Respect equality and diversity

- 5.1 Respecting the equality and diversity of the public that we serve and your colleagues is very important. We expect you to act in accordance with our Respect@Work policy, put our Respect@Work pledge into practice, and promote our commitment to equality and diversity at all times.
- 5.2 You must not discriminate against any individual on the basis of their protected characteristic(s) (i.e. because of their age, disability, race, religion or belief, gender, sexual orientation, gender reassignment, pregnancy or maternity leave or because of a person's marital or civil partnership status).
- 5.3 You should appropriately challenge any discriminatory behaviour that you witness – and seek support from your line manager in the first instance.

6. Contact with the media

- 6.1 You must not make statements to the media on behalf of the Council unless it is your job to do so. All media enquiries should be referred to the Communications Team.

7. Fulfil your safeguarding responsibilities

- 7.1 We are committed to safeguarding children and vulnerable adults and it is essential that you fully comply with our safeguarding policies and procedures. This includes adhering to specific local rules and procedures that apply in your area of work. If you have any concerns about any aspects of safeguarding you must raise these with your line manager in the first instance. Alternatively, you should raise any safeguarding concerns using the Whistleblowing Procedure.

8. Handle information securely

- 8.1 We have specific rules on data security, outlined in Information Management and Governance Framework, which you need to read and familiarise yourself with. You are required to comply with these rules when handling information. You must not access or use any information obtained in the course of your employment for personal gain.

9. Comply with all policies, rules and procedures

- 9.1 You are required to act in accordance with all of our policies and procedures and comply with local rules that are in place in your area of work, including:

- All IT policies
- Health and safety policy and procedures (including the Alcohol and Drugs policy and the Smoke Free Environment Policy)
- Anti-Money Laundering and Anti-Fraud and Corruption Policy
- All employment policies

10. Fulfil your management responsibilities

- 10.1 If you have line management responsibility, you must make sure your employees are aware of the Code of Conduct and address any breaches as soon as these occur.
- 10.2 We expect you to model our values and behaviours and embed these within your team, ensuring that your team's work is aligned with our People Strategy.
- 10.3 We expect you to proactively manage any employment issues that arise in your team in accordance with our employment policies.
- 10.4 You are responsible for proactively managing your team's performance and promptly addressing any performance issues that arise.
- 10.5 You must not be involved in making significant decisions that involve a relative, partner or friend. You are not permitted to line manage a partner or family member.

11. Declare relevant interests

- 11.1 You are required to declare any private interests that you have and any work that you undertake elsewhere in accordance with the table below.

Situation	Action required	When to declare
-----------	-----------------	-----------------

Situation	Action required	When to declare
Undertaking private work (paid or unpaid)	<p>All employees must complete the Code of Conduct Declaration Form before doing any private work.</p> <p>Employees on a P Grade (or equivalent) and above must also discuss with their Head of Service the potential impact of additional work on their role with us, and agree how any potential negative impact will be avoided.</p>	<p>Prior to appointment or before taking on private work.</p> <p>The declaration must be updated if the nature of the private work is due to change.</p> <p>Confirm information is up to date annually.</p>
Undertaking consultancy work for another organisation	<p>Obtain permission from your Head of Service prior to undertaking consultancy work by completing the Code of Conduct Declaration Form.</p>	<p>Before taking on a consultancy role.</p> <p>The declaration must be updated if the nature of the consultancy work changes.</p> <p>Confirm information is up to date annually.</p>
<p>Potential conflicts of interest.</p> <p>Examples include:</p> <ul style="list-style-type: none"> • Involvement with clubs and societies that we work with or fund. • Involvement with organisations that provide similar services to the Council. • Directorships including with companies that are involved with or funded by the Council. 	<p>Declare any interests that you have outside of work and discuss with your line manager and agree how any conflicts can be avoided.</p> <p>You must also declare if your partner or a close relative has a potential conflict of interest (e.g. if your partner is involved with an organisation that is tendering for work with the Council).</p> <p>To do this please complete the Code of Conduct Declaration</p>	<p>Prior to appointment or prior to taking on a responsibility that could be a potential conflict of interest.</p> <p>The declaration must be updated if the nature of the potential conflict of interest changes.</p> <p>Confirm information is up to date annually.</p>

Situation	Action required	When to declare
<ul style="list-style-type: none"> Relationships with elected members. 	Form.	

12. Declare gifts and hospitality

- 12.1 You must declare any gifts and hospitality that you are offered as detailed in the table below. If you have any doubts about whether you should accept a gift or offer of hospitality, you should speak to your line manager. There may be specific local rules that apply in your team e.g. to protect vulnerable service users who may feel obliged to give a gift.

Situation	Action required
Offered a token gift (value of £25 or lower)	<p>Check with your manager if this can be accepted.</p> <p>Complete the Gifts and Hospitality Declaration Form.</p>
Offered a gift that is more than a token gift (value of £25 or above)	<p>Do not accept.</p> <p>Return gifts that have already been received.</p> <p>Make a declaration by completing the Gifts and Hospitality Declaration Form.</p>
Offers of hospitality	<p>You may attend a function in an official capacity (for example, a conference related to your job role).</p> <p>Decline any invitations that are primarily or only for social purposes (and that could be viewed as trying to influence your decision making). Make a declaration by completing the Gifts and Hospitality Declaration Form.</p>

13. Related parties declarations

- 13.1 We are required to disclose material transactions with related parties within our Statement of Accounts. To inform this process, the Finance Team requires all senior managers (i.e. Tier 1, 2 and 3 of the organisation) to complete a related parties declaration each year. If a senior manager does not have anything to declare, they need to submit a nil return. Related parties declarations are made available to our external auditors.

14. Data Protection

- 14.1 Any data collected and processed as part of employing and managing employees is held securely. It is accessed by, and disclosed to, individuals only for the purposes of completing that specific procedure; process or activity. Records are retained and destroyed in accordance with the organisations Retention Schedule.
- 14.2 Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the Data Protection Policy immediately. It may also constitute a disciplinary offence, which may be dealt with under the Disciplinary Procedure.
- 15. Further information
 - 15.1 Employees with questions about the Code of Conduct should speak to their line manager. Managers requiring further guidance should speak to the HR Advisory Team.

11. Staffing and Appeals Committee

Membership

Nine members of the Council. The Chair and Vice-Chair of the Staffing and Appeals Committee shall be selected and appointed by the Staffing and Appeals Committee.

When determining the remuneration policy for Cambridgeshire County Council employees, the committee shall be advised by the ~~Head of Paid Service~~ **Chief Executive** and the Assistant Director, HR Services, or their nominees. The committee may, having sought the advice of the Assistant Director, HR Services, choose to be advised by an external independent adviser.

N.B. The Chair of the Staffing and Appeals Committee shall be authorised to approve the co-option of representatives from partner agencies onto the committee in a non-voting capacity, where this is considered relevant to the appointment being made.

Summary of Functions

The committee has delegated authority to exercise the Council's functions in respect of all matters, save those otherwise reserved to other bodies, relating to the employment of the Council's officers and contractors including determining the terms and conditions of employment.

Delegated Authority	Delegation/ Condition
<p>Authority to determine the policy regarding the remuneration of statutory and non-statutory chief officers (including deputies) of Cambridgeshire County Council; and to implement and make decisions pursuant to and in accordance with that policy.</p> <p>For the avoidance of doubt the term statutory and non-statutory chief /deputy chief officers has the same meaning as that contained in S.2 (6), (7) and (8) of the Local Government and Housing Act 1989.</p>	<p>Subject to the approval of Full Council where required</p>
<p>Authority to undertake the selection of and to appoint statutory and non-statutory chief/deputy chief officers and executive directors in accordance with the Council's Officer Employment Procedure Rules.</p> <p>For the avoidance of doubt the term statutory and non-statutory chief /deputy chief officers has the same meaning as that contained in S.2 (6), (7) and (8) of the Local Government and Housing Act 1989.</p>	<p>Subject to the approval of Full Council where required</p>
<p>Authority for making arrangements with other authorities for the placing of staff at the disposal of those authorities.</p>	<p>Chief Executive and executive</p>

Delegated Authority	Delegation/ Condition
(Section 113 of the Local Government Act 1972).	directors
Authority for the approval of pay, terms and conditions of service and training of employees except for approving the Annual Senior Officer Pay Policy Statement which is reserved to the Full Council.	Chief Executive
Authority to recommend to Council the Chief Officer Pay Policy Statement.	
Authority for oversight of the Council's functions in connection with employee relations including arrangements for consultation/ negotiation with trades unions.	
Authority to approve proposals from the Head of Paid Service in relation to the overall staffing structure/restructure of the Council.	Chief Executive
Authority to oversee the work of service appeals sub-committees and consider any matters put to them by the service appeals sub-committee.	

11.1 Service Appeals Sub-Committee

The Staffing and Appeals Committee shall establish service appeals sub-committees as required with the following membership and powers:

Membership

Any three members (including substitutes) of the Staffing and Appeals Committee, subject to political proportionality.

The Monitoring Officer, in consultation with the Chair of the Staffing and Appeals Committee, shall make arrangements for convening the sub-committee including invitation of members to form a service appeals sub-committee as and when required.

Summary of Functions

A service appeals sub-committee has delegated authority to hear and determine all appeals arising in relation to decisions made by the County Council in the course of its activities other than those undertaken by another body. The remit of the sub-committee includes appeals by service users.

Delegated Authority	Delegation/ Condition
Authority to determine appeals against the non-payment of discretionary awards to students.	
Authority to determine complaints about curriculum and related matters. under the terms of Section 409 of the Education Act 1996.	
Authority to determine appeals against decisions not to provide free or subsidised home to school or college transport.	
Authority to consider appeals in relation to the licensing of approved premises for marriages and other civil ceremonies.	
Authority to determine appeals against decisions of the authority to remove a person from acting as the local authority's representative on the governing body of a school or other educational establishment.	
Authority to act as Investigating and Disciplinary Committee (IDC) to consider and disciplinary issues in relation to the Chief Executive, Monitoring Officer or Section 151 Officer as detailed in the Disciplinary Procedure for Statutory Officers.	

Officer Employment Procedure Rules

1. Recruitment and Appointment

1.1 Declarations

- (i) The Council will draw up a statement requiring any candidate for appointment as an officer to state in writing the name and job title of any relative, friend or acquaintance employed by Cambridgeshire County Council.
- (ii) No candidate so related to a councillor or an officer will be appointed without the authority of the relevant chief officer or an officer nominated by them.

1.2 Seeking support for appointment

- (i) Subject to paragraph 1.2(iii), the Council will disqualify any applicant who directly or indirectly seeks the support of any councillor for any appointment with the Council. The content of this paragraph will be included in any recruitment information.
- (ii) Subject to paragraph 1.2(iii), no councillor will seek support for any person for any appointment with the Council.
- (iii) Nothing in paragraphs 1.2(i) and 1.2(ii) above will preclude a councillor from giving a written reference for a candidate for submission with an application for appointment.

2. Recruitment of Chief Executive, Executive Directors, and ~~Service Directors~~ **Statutory Roles**

2.1 Where the Council proposes to appoint a Chief Executive, executive director, or ~~service director~~ **any other statutory role** and it is not proposed that the appointment be made exclusively from among their existing officers, the Staffing and Appeals Committee will:

- (a) Draw up a statement specifying:
 - (i) The duties of the officer concerned;
 - (ii) Any qualifications or qualities to be sought in the person to be appointed;
 - (iii) The terms and conditions; and
 - (iv) The remuneration package.
- (b) Make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it.

- (c) Make arrangements for a copy of the statement mentioned in paragraph 2.1(a) to be sent to any person on request.

3. Appointment of Chief Executive, Monitoring Officer and Section 151 Officer

- 3.1 The Full Council will approve the appointment of the Chief Executive, Monitoring Officer and Section 151 Officer following the recommendation of such an appointment by the Staffing and Appeals Committee.
- 3.2 The Full Council may only make or approve the appointment of the Chief Executive, the Monitoring Officer or the Section 151 Officer where no well-founded objection has been made by any member of the Staffing and Appeals Committee.

4. Appointment of Executive Directors and ~~Service Directors~~ **Statutory Roles**

- 4.1 The Staffing and Appeals Committee of the Council will appoint executive directors and ~~service directors~~ **statutory roles, excluding the Chief Executive, Monitoring Officer and Section 151 Officer.**
- 4.2 An offer of employment as an executive director or ~~service director~~ **any other statutory role** shall only be made subject to satisfactory references and pre-employment checks.
- 4.3 For the purposes of these Procedure Rules, executive directors are those named in Article 11 **of the Constitution. Statutory roles, other than the Chief Executive, Section 151 Officer and Monitoring Officer, include:**
- (i) **Director of Adult Social Services;**
 - (ii) **Director of Children's Services;**
 - (iii) **Director of Public Health; and**
 - (iv) **Chief Education Officer.**

~~Service directors are senior managers who report directly to the executive directors and who are members of the Corporate Leadership Team of senior managers of the Council as determined by the Chief Executive from time to time.~~

- 4.4 Where a reorganisation affects the structure/numbers of executive directors and/or ~~service directors~~ **statutory** posts, posts in the new structure will be filled in line with the enabling process agreed at the time. Any competitive interviews will be carried out by the Staffing and Appeals Committee in accordance with the enabling process.

5. Other Appointments

5.1 Officers below ~~service~~**executive** director level.

The appointment of officers below ~~service~~**executive** director level (other than **the identified statutory roles and** assistants to political groups) is the responsibility of the **Chief Executive as the** Head of Paid Service or their nominee, and may not be made by councillors.

5.2 Assistants to Political Groups

Appointment of an assistant to a political group shall be made in accordance with the wishes of that political group and in line with legislative requirements.

6. Dismissal and Disciplinary Action

6.1 In the case of dismissals, the Staffing and Appeals Committee will hear the case against the **Chief Executive as** Head of Paid Service, Monitoring Officer and Section 151 Officer concerned, and the hearing will be conducted in accordance with the Council's Disciplinary Procedure.

6.2 In the following paragraphs:

- (i) "the 2011 Act" means the Localism Act 2011;
- (ii) "Section 151 Officer", "disciplinary action", "head of the authority's paid service" and "monitoring officer" have the same meaning as in regulation 2 of the Local Authorities (Standing Orders) (England) Regulations 2001;
- (iii) "independent person" means a person appointed under section 28(7) of the 2011 Act;
- (iv) "local government elector" means a person registered as a local government elector in the register of electors in the authority's area in accordance with the Representation of the People Acts;
- (v) "the panel" means a committee appointed by the authority under section 102(4) of the Local Government Act 1972 for the purposes of advising the authority on matters relating to the dismissal of relevant officers of the authority;
- (vi) "relevant meeting" means a meeting of the authority to consider whether or not to approve a proposal to dismiss a relevant officer; and
- (vii) "relevant officer" means the Section 151 Officer, head of the authority's paid service or monitoring officer, as the case may be.

6.3 A relevant officer may not be dismissed should the authority not comply with the procedure set out in the following paragraphs.

- 6.4 The authority must invite relevant independent persons to be considered for appointment to the panel, with a view to appointing at least two such persons onto the panel.
- 6.5 In paragraph 6.4, "relevant independent persons" means any independent person who has been appointed by the authority or, where there are fewer than two such persons, such independent persons as have been appointed by another authority or authorities as the authority considers appropriate.
- 6.6 Subject to paragraph 6.7, the authority must appoint to the panel such relevant independent persons who have accepted an invitation issued in accordance with paragraph 6.4 in accordance with the following priority order:
- (i) A relevant independent person who has been appointed by the authority and who is a local government elector;
 - (ii) Any other relevant independent person who has been appointed by the authority;
 - (iii) A relevant independent person who has been appointed by another authority or authorities.
- 6.7 An authority is not required to appoint more than two relevant independent persons in accordance with paragraph 6.6 but may do so.
- 6.8 The authority must appoint any panel at least twenty working days before the relevant meeting.
- 6.9 Before the taking of a vote at the relevant meeting on whether or not to approve such a dismissal, the authority must take into account, in particular—
- (i) Any advice, views or recommendations of the panel;
 - (ii) The conclusions of any investigation into the proposed dismissal; and
 - (iii) Any representations from the relevant officer.
- 6.10 Any remuneration, allowances or fees paid by the authority to an independent person appointed to the panel must not exceed the level of remuneration, allowances or fees payable to that independent person in respect of that person's role as independent person under the 2011 Act.

7. Appointment, Dismissal and Management of all other Employees

- 7.1 The appointment, dismissal and management of employees (except the Head of Paid Services, Monitoring Officer and Section 151 Officer) including disciplinary action will be carried out by properly authorised officers of the Council in line with the Recruitment and Selection Policy, other employment policies and procedures agreed by the Council and in compliance with statutory obligations.

- 7.2 Councillors will not be involved in the disciplinary or dismissal of any officer below ~~service~~ **executive** director level except where such involvement is necessary for any investigation or inquiry into alleged misconduct, though the Council's disciplinary, capability and related procedures, as adopted from time to time may allow a right of appeal to members in respect of dismissals.

7. Audit and Accounts Committee

Membership

Seven members of the Council.

The Audit and Accounts Committee shall be entitled to appoint up to three people at any one time as non-voting co-opted members of the committee. The committee shall determine whether the co-options shall be effective for a specified period, for specific meetings or for specific items. The committee may not co-opt any person who is an active member of any political party, defined as any person who engages in political activities which would not be permissible if that person was an officer holding a politically-restricted post within the Council. Co-options may only be made if the person co-opted has particular knowledge or expertise in the functions for which the committee is responsible.

The Committee will meet at least four times a year, and will maintain the technical capability to discharge the Audit and Accounts Committee responsibilities of the Council.

Summary of Functions:

- (a) To provide independent assurance of the adequacy of the risk management framework and the associated control environment.
- (b) To provide independent scrutiny of the authority's financial and non-financial performance to the extent that it affects the authority's exposure to risk and weakness of the control environment.
- (c) To ~~oversee the financial reporting process~~ **support the maintenance of effective arrangements for financial reporting and review the statutory statements of account and any reports that accompany them.**
- (d) To ~~review matters relating to~~ **monitor the effectiveness of the system of internal control, including arrangements for internal audit, external audit, financial management, ensuring value for money, risk management, governance, assurance statements, anti-fraud and anti-corruption arrangements supporting standards and ethics, and managing the authority's exposure to the risks of fraud and corruption.**
- (e) To enhance and promote the profile, status and authority of the internal audit function and to demonstrate its independence.
- (f) To contribute towards making the authority, its committees and departments more responsive to the audit function.
- (g) To review compliance with the relevant standards, codes of practice and corporate governance policies.

- (h) To consider the extent to which the authority's control environment is successful in achieving value for money.

Delegated Authority	Delegation / Condition
<p>Audit Activity:</p> <ul style="list-style-type: none"> (i) To approve the Internal Audit strategy and monitor its progress, overseeing the independence, objectivity and performance of the internal audit function and its conformance to professional standards. (ii) To approve, but not direct, Internal Audit's annual plan of work and monitor unscheduled work that could potentially divert audit resources away from a plan, and monitor performance against those plans, ensuring that there are no inappropriate scope or resource limitations. (iii) To consider the Annual Report and opinion of the Head of Audit and Risk Management and a summary of internal audit activity and the level of assurance it can give over the Council's corporate governance arrangements. (iv) To consider summary internal audit reports and the main issues arising, and seek assurance that action has been taken where necessary. (v) To consider reports dealing with the management and performance of the internal audit function. (vi) To consider reports from Internal Audit on agreed recommendations not implemented within reasonable timescales. (vii) To consider the Annual Audit Letter, relevant reports and the reports of those charged with governance. (viii) To consider specific reports as agreed with the external auditor to ensure agreed action is taken within reasonable timescales. (ix) To comment on the scope and depth of the external audit work and to ensure it gives value for money. (x) To liaise with Public Sector Audit Appointments Limited over the appointment of the Council's external auditor. (xi) To consider the opinion, reports and recommendations of inspection agencies relevant to the Council (such as Ofsted, the 	

Delegated Authority	Delegation / Condition
<p>Information Commissioner's Office, etc.), and their implications for governance, risk management or control, and monitor management action in response to the issues raised.</p> <p>(xii) To suggest work for internal and external audit.</p> <p>(xiii) To support effective arrangements for internal audit, promote the effective use of internal audit within the assurance framework, and to undertake an annual review of the effectiveness of the system of Internal Audit.</p> <p>(xiv) To support effective relationships between all providers of assurance, audits and inspections, and the organisation, encouraging openness to challenge, review and accountability.</p>	
<p>Regulatory Framework:</p> <p>(i) To maintain an overview of the Council's constitution in respect of contract procedure rules, financial regulations, codes of conduct etc.</p> <p>(ii) To review any issue referred to it by the Chief Executive, executive directors or any committee of the Council.</p> <p>(iii) To monitor the effective development and operation of risk management and corporate governance throughout the Council.</p> <p>(iv) To monitor Council policies on "raising concerns at work" and anti-fraud and anti-corruption policies, including the Council's complaints process, and to approve any changes regarding the Council's Whistle-blowing Policy, Anti-Fraud and Corruption Policy, Anti-Money Laundering Policy and associated arrangements.</p> <p>(v) To oversee the production of the Council's Statement of Internal Control Annual Governance Statement and recommend its adoption.</p> <p>(vi) To consider the arrangements for corporate governance, and assurance across the Council's full range of operations and collaborations with other entities, and to agree necessary actions to ensure compliance with best practice.</p> <p>(vii) To consider the Council's compliance with its own and published standards and controls.</p> <p>(viii) To report as appropriate to Full Council, relevant Policy and Service Committees and the Constitution and Ethics Committee on issues which require their attention or further action.</p>	

Delegated Authority	Delegation / Condition
<p>(ix) To bring to the attention of the Strategy and Resources Committee any issue which may warrant further consideration or review.</p> <p>(x) To receive and approve proposals regarding the Council's exercise of powers covered by the Regulation of Investigatory Powers Act.</p>	
<p>Accounts:</p> <p>(i) To review and approve the Annual Statement of Accounts.</p> <p>(ii) Specifically to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.</p> <p>(iii) To consider the External Auditor's Report to those charged with the governance issues arising from the audit of the accounts.</p>	
<p>Risk Management</p> <p>(i) To understand the risk profile of the Council and consider the effectiveness of the Council's risk management arrangements.</p> <p>(ii) To seek assurances that action is being taken on risk-related issues, with the right to request reports and seek assurances from relevant officers.</p> <p>(iii) To be satisfied that the Council's assurance accountability statements, including the Statement of Internal Control Annual Governance Statement, properly reflect the risk environment and any actions required to improve it, and demonstrate how governance supports the achievement of the authority's objectives.</p>	

Part 3D – Scheme of Delegation to Officers

1. Introduction

- 1.1 This section describes the extent and nature of the authority delegated to officers to undertake functions on behalf of Cambridgeshire County Council. The delegations are made by either the Full Council or one of its committees.

2. General Principles

- 2.1 The Chief Executive and the chief officers, where they consider it necessary and expedient, may authorise officers within their respective service directorates to undertake functions on their behalf. If such authorisations are made, the relevant chief officer shall prepare and maintain a written schedule of authorisations to be available for inspection by the Monitoring Officer and published on the Council's website.
- 2.2 Where an officer listed in this Scheme of Delegation is absent for any period, the Chief Executive may nominate in writing another officer to act in their place during their absence and shall make a record of all such nominations.
- 2.3 The chair of the relevant committee may request an officer not to exercise their delegated power in any particular case and, if so, a report will be taken to the next available meeting of this committee for consideration.
- 2.4 Chief officers shall agree with the chair and vice-chair of the relevant committee the nature and level of information the committee requires regarding the exercise of officers' delegated powers.
- 2.5 Chief officers shall exercise their delegated powers in accordance with any requirements of the Chief Executive.

3. General Delegation

- 3.1 The Chief Executive and chief officers/directors are authorised to discharge all the functions of the authority within their areas of responsibility as defined below and subject to the General Conditions and Limitations set out below.

4. Conditions Relating to the Exercise of Delegated Authority

- 4.1 The exercise of functions delegated to officers under this scheme must comply with:
- (a) Any legal requirement or restriction;
 - (b) Any relevant provision in the Council's Constitution;
 - (c) The Council's policy framework and any other plans and strategies approved by the Council;

- (d) The relevant in-year budget;
- (e) The Officers' Code of Conduct;
- (f) The Council's Financial and Contract Procedure Rules;
- (g) The requirements of the Openness of Local Government Bodies Regulations 2014 and any supporting guidance; and
- (h) All other relevant policies, procedures, protocols and provisions.

5. Limitations to the Exercise of Delegated Powers

5.1 Officers in the exercise of functions delegated by this scheme may not:

- (a) Make key decisions as defined in the relevant Council's Constitution unless it is specifically delegated to the officer. An officer making a key decision specifically delegated to them shall first consult with the chair and vice-chair of the relevant committee before exercising such delegation.
- (b) Change or contravene policies or strategies approved by the Council or its committees or joint committees in the absence of specific delegated authority to do so.
- (c) Create or approve new policies or strategies, in the absence of specific delegated authority to do so.
- (d) Take decisions to withdraw public services, in the absence of specific delegated authority to do so.
- (e) Take decisions to significantly modify public services without consulting the appropriate committee chair and vice-chair before exercising the delegated power.

6. Consultation

- 6.1 Where an officer takes a decision under delegated authority on a matter which has significant policy, service or operational implications or is known to be politically sensitive, the officer shall first consult with the appropriate committee chair and vice-chair before exercising the delegated powers.
- 6.2 If the committee chair and vice-chair do not agree with the proposed officer decision, the decision will be taken to the next meeting of the committee for consideration.
- 6.3 When exercising delegated powers, officers shall ensure that local members are kept informed of matters affecting their divisions.
- 6.4 If consultation involves a local member who does not agree with the proposed officer decision, the officer taking the decision will then consult the chair of the

relevant committee to see if agreement can be reached. If agreement cannot be reached, the decision will be taken to the next meeting of the committee for consideration.

7. Specific Delegations

7.1 Chief Executive

	Delegated Authority	Delegation / Condition
(a)	To act as Head of Paid Service for the purposes of the Local Government and Housing Act 1989.	
(b)	To exercise in cases of urgency, those functions delegated to the executive directors, service directors, assistant directors or heads of service and in cases of emergency all powers of the Council.	
(c)	To act as controller in war and to exercise all the powers of local government in the event of circumstances arising in which the County Council, or the committee to which emergency powers have been delegated, is unable to act.	
(d)	To take all operational decisions necessary to secure the provision of services and/or the discharge of statutory functions, including the power to enter into contracts, in accordance with approved policies and financial regulations across the County Council.	
(e)	In accordance with the procedure for taking urgent decisions contained in Part 4.4(a) of the Constitution, to make any decision normally reserved to committee or another officer.	
(f)	To hold to account executive directors for the performance of their directorates.	
(g)	To place items of business on agendas for formal member meetings.	
(h)	To approve pay, terms and conditions of service and training of employees, except for approving the annual Senior Officer Pay Policy Statement which is reserved to the Full Council.	
(i)	To determine the number, grade, title and nature of staff employed within the County Council.	
(j)	To take all operational decisions necessary to secure provision of services and discharge of statutory functions, including the power to enter into contracts in relation to the Chief Executive's support team, including support for Lord	In accordance with the approved policies and

	Delegated Authority	Delegation / Condition
	Lieutenant, Chair and Vice-Chair of Council.	the Financial Procedure Rules
(k)	To ensure compliance with statutory requirements relating to complaints made to the Council about its public health functions and, where necessary, action is taken in light of the outcome of such complaints. (Part 4, Regulation 22(1)(a), The NHS Bodies and Local Authorities (Partnership Arrangements, Care Trusts, Public Health and Local Healthwatch) Regulations 2012)	
(l)	To approve nominations to outside bodies, in consultation with Group Leaders, except where appointment to those bodies has been delegated to committees.	

7.2 All Executive Directors and Directors including the Executive Director of Finance and Resources/Section 151 Officer:

	Delegated Authority	Delegation / Condition
(a)	To make applications for planning permission in pursuance of Regulation 3 of the Town and Country Planning General Regulations 1992.	
(b)	To incur expenditure in emergencies under Section 138 of the Local Government Act 1972.	
(c)	To make all staff appointments below the level of service executive director, except for any statutory roles , and to determine the remuneration and conditions of service of each post within any guidance or instructions issued by the Assistant Director, HR Services.	
(d)	To dispense with any provision of the Contract Regulations, but only in accordance with the detailed requirements for exemptions set out in the Procurement Rules and/or Scheme of Financial Management up to a fixed sum (A7 below) or up to the EU threshold, and in consultation with the relevant committee chair and vice-chair.	
(e)	To approve, with the agreement of the Section 151 Officer, new revenue or capital schemes by Trading Units at no net cost to the Council.	

	Delegated Authority	Delegation / Condition
(f)	To exercise corresponding powers and duties as already delegated to officers of the Council within the Scheme of Delegation where these or similar powers and duties are included in revised acts, orders or regulations.	
(g)	To take all operational decisions necessary to secure the provision of services and/or discharge of statutory functions, including the power to enter into contracts, in accordance with approved policies and financial regulations or the purpose of this Scheme of Delegation, this shall include the power to authorise the sealing of contract documents including plans and schedules in the absence of specific committee authority.	
(h)	To determine the number, grade, title and nature of staff within their directorate and all other terms and conditions.	Subject to budget and in consultation with the Assistant Director of HR.
(i)	To hold officers to account for the performance of their service areas.	
(j)	To approve nominations to outside bodies, in consultation with the chair of the relevant committee (or in their absence the vice-chair).	

The following table identifies the finance limits of delegated powers that Full Council has issued to all executive directors for specific finance-related decisions:

A1	Capital virement	£250,000
A2	Revenue virement (including operational savings)	£175,000
A3	Debt write-off	£5,000
A4	Loans to other persons or organisations	£5,000
A5	Property transaction – capital value	£500,000
A6	Property transaction – annual rental	£150,000
A7	Loans and expenditure from funds	£300,000

7.3 Executive Director of Finance and Resources / Section 151 Officer

	Delegated Authority	Delegation / Condition
(a)	To approve any changes to the Scheme of Financial Management as may be necessary from time to time to reflect and take account of changes in legislation, guidance, Council policy, decisions of the Council and any drafting changes or	In consultation with the Chair of the Strategy and

	Delegated Authority	Delegation / Condition
	improvements. This shall not include any changes of substance.	Resources Committee. Not to be exercised if the Chair of the Strategy and Resources Committee objects to the proposed change.
(b)	To manage trust funds on behalf of CCC.	
(c)	The treasury management function including the management of debt and the borrowing and investment of money (excluding the Superannuation Fund).	
(d)	To approve the Council's banking facilities; arrangements for the signing and security of cheques, etc.	
(e)	Capital financing determinations under the Local Government and Housing Act 1989 where these may be made by an officer.	
(f)	To approve supplementary estimates of expenditure under Section 138 of the Local Government Act 1972 (emergencies or disasters affecting.	
(g)	To approve any detailed schemes of local financial management.	
(h)	To approve the implementation of local financial systems.	
(i)	Responsibility for the proper administration of the Pensions Service to safeguard the financial position of the Pension Fund (LGPS).	Where possible, in consultation with the Chair of the Pension Fund Committee (or, in their absence, the Vice-Chair).
(j)	To write off bad or irrecoverable debts or deficiencies relating to stores or property up to a maximum amount set	

	Delegated Authority	Delegation / Condition
	out in the Council's constitution or unlimited if the debtor is bankrupt/insolvent; unable to be traced; in prison and has no means to pay; or there is no, or uncertain liability.	
(k)	To make loans in furtherance of service objectives to other persons or organisations up to a maximum amount set out in the Council's constitution.	
(l)	To determine requests for the Council to act as co-guarantor for leases held by voluntary organisations and charities.	In consultation with the appropriate committee chair (or in their absence the vice-chair)
(m)	To authorise schools to plan for a deficit budget to finance exceptional purchases/ projects.	In consultation with the Executive Director of Children, Education and Families
(n)	To review and increase financial limits on an annual basis, taking account of inflation.	Subject to consultation with the appropriate committee chair (or in their absence the vice-chair)
(o)	To sign off grant claims.	
(p)	<p>To take all operational decisions necessary to secure the provision of services and/or discharge of statutory functions, including the power to enter into contracts, in relation to</p> <p>(i) Commercial Services, including:</p> <ul style="list-style-type: none"> • Acquisitions and investment; • Contract management; • Fees; • Charges and trading policy; and • Asset strategy <p>(ii) Shared Services, including:</p> <ul style="list-style-type: none"> • Governance • Programme Delivery Team <p>(iii) Customer Services, including:</p>	In accordance with the approved policies and the Financial Procedure Rules

	Delegated Authority	Delegation / Condition
	<ul style="list-style-type: none"> • The contact centre; and • Corporate reception sites (iv) Information Technology and Digital Service, including: <ul style="list-style-type: none"> • Council-wide strategy; and • Support for all business systems 	
(q)	Manage the Council's responsibilities in its capacity as lead authority (in conjunction with North Northamptonshire Council) in providing the following services to other councils in accordance with the Shared Services Agreement dated 16 April 2016 made between Cambridgeshire County Council, North Northamptonshire Council, West Northamptonshire Council and Milton Keynes Council: <ul style="list-style-type: none"> (i) Insurance Services; (ii) Accounts Payable and Finance Helpdesk; and (iii) Debt and Income. 	
(r)	Negotiate the Shared Services Plan required by the Shared Services Agreement and make recommendations to the councils party to that agreement as to the provision of financial and other resources.	
(s)	Authorise and manage delegations to other councils made in accordance with the Shared Services Agreement, including: <ul style="list-style-type: none"> (i) Internal Audit and Risk Management; (ii) Business Systems; (iii) Performance and Governance Services; (iv) HR transactions and payroll; and (v) Pensions. 	

7.4 Service Director: Legal and Governance (Statutory Monitoring Officer)

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

	Delegated Authority	Delegation / Condition
(a)	To make such amendments to the Constitution and related documents, as may from time to time become necessary to reflect and take account of changes in legislation, guidance, Council policy, decisions of the Council and any drafting changes or improvements. This shall not include any changes of substance.	In consultation with group leaders. Not to be exercised if any group leader objects to the proposed change.

	Delegated Authority	Delegation / Condition
(b)	To maintain an up-to-date version of the Constitution and will ensure that it is widely available for consultation by members, staff and the public.	
(c)	To report to the Council any proposal, decision or omission which they believe would give rise to unlawfulness or if any decision or omission has given rise to maladministration. Such a report will have the effect of stopping the proposal or decision being implemented until the report has been considered.	In consultation with the Head of Paid Service and Section 151 Officer
(d)	To act as the solicitor to the Council to provide advice on the scope of powers and authority for the Council to take decisions, maladministration, probity and governance issues, to all councillors and to support and advise councillors and officers in their respective roles.	In consultation with the Section 151 Officer
(e)	To act as the proper officer for the purposes of the Local Government Act 2000 and regulations made there under, except where legislation or the Scheme of Delegation names another officer.	
(f)	In cases of dispute, to decide upon a member's "need to know".	
(g)	<p>To contribute to the promotion and maintenance of high standards of conduct through provision of support to the Constitution and Ethics Committee. This will include making arrangements for the hearing of allegations against members concerning breaches of the Code of Conduct.</p> <p>To support the Constitution and Ethics Committee in ensuring the Council's Constitution is fit for purpose and in this role, shall keep it under review and make recommendations as to how it might be amended to better achieve the purposes set out in Article 1, The Constitution, or in response to changes in law.</p>	
(h)	In the case of allegations that a councillor has breached the Members' Code of Conduct, to conduct an initial assessment of complaint and make a decision as to whether the complaint warrants investigation or any other action.	In partnership with the Council's independent person.
(i)	Where allegations of breaches of the Members' Code of Conduct are referred for investigation, to make arrangements for the conduct of such investigations and	

	Delegated Authority	Delegation / Condition
	report the findings to the Constitution and Ethics Committee.	
(j)	To act as the proper officer for Access to Information and shall ensure that decisions of the Council and its committees, together with the reasons for those decisions, and relevant officer reports and background papers are made publicly available as soon as possible.	
(k)	To advise whether decisions of the Council and its committees are in accordance with the Budget and Policy Framework.	
(l)	To provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and Budget and Policy Framework issues to all councillors.	
(m)	To determine whether information should be exempt from disclosure under the provisions of Section 36 of the Freedom of Information Act 2000.	
(n)	To agree procedures for the conduct of all appeals heard by the Council's Service Appeals Sub-Committee.	
(o)	To agree procedures for the conduct of Council's Education Admission Appeals and Exclusion Reviews and the selection and appointment of members to Council's appeals panels.	
(p)	To make applications for the grant of Letters of Administration for the use and benefit of children in the care of CCC.	
(q)	To determine whether an application for planning permission is required for Council Matters (Minerals and Waste); and to determine whether planning permission is required in respect of development to be carried out by the Council.	
(r)	To manage legal services, including externally commissioned legal advice.	
(s)	To obtain information or serve statutory notices to ascertain the legal interest of any person in land.	
(t)	To authorise the institution, defence, withdrawal, compromise or any other action relating to claims or legal proceedings at common law or under any enactment, statutory instrument, order or bylaw conferring functions upon the authorities or in respect of functions undertaken by	

	Delegated Authority	Delegation / Condition
	the authorities.	
(u)	To authorise officers to prosecute or defend or appear in any legal proceedings (Section 223 of the Local Government Act 1972)	
(v)	To affix the common seal to all documents necessary to bring into effect decisions of the Council's or any committee, sub-committee or officer in pursuance of powers delegated by or on behalf of the Council.	
(w)	To declare vacancies in office and give public notice of a casual vacancy, in consultation with the Chair of the Council (or in their absence the Vice-Chair) and subject to noting at the next Full Council meeting.	

7.5 Executive Director of Adults, Health and Commissioning

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

	Delegated Authority	Delegation / Condition
(a)	To be the designated Director of Adult Services and to exercise the Social Services functions of the Council as set out in Schedule 1 of the Local Authority Social Services Act 1970.	
(b)	To take all operational decisions necessary to secure the provision of services and/or discharge of statutory functions, including the power to enter into contracts, in relation to Adult Social Care, including: <ul style="list-style-type: none"> • Safeguarding • Mental Health • Disability • Older People • Residential services • Day services • IT systems • Partnership and Planning 	In accordance with the approved policies and the Financial Procedure Rules.

7.6 Executive Director of Children, Education and Families

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

	Delegated Authority	Delegation / Condition
(a)	To be the designated Director of Children Services in accordance with Section 18(1) of the Children's Act 2004.	
(b)	<p>To take all operational decisions necessary to secure the provision of services and/or discharge of statutory functions, including the power to enter into contracts, in relation to Children's Social Care, including:</p> <ul style="list-style-type: none"> • Education • Special educational needs and disability • Safeguarding and protection • Children's social care • Youth services • Early Years • IT systems • Partnership and planning • Social and Educational Transport 	In accordance with the approved policies and the Financial Procedure Rules.
(c)	To approve school governor appointments for which the Council has responsibility and to report these decisions quarterly to the Children and Young People Committee.	
(d)	To discharge the guardianship provisions under the Mental Health Act 1983.	

7.7 Executive Director of Place and Sustainability

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

	Delegated Authority	Delegation / Condition
(a)	<p>To take all operational decisions necessary to secure the provision of services and/or discharge of statutory functions, including the power to enter into contracts, in relation to:</p> <p>(i) Highways and Transport, including:</p> <ul style="list-style-type: none"> • Major infrastructure delivery • Transport and infrastructure policy and funding • Highways • Assets and commissioning • Traffic and road safety <p>(ii) Planning, Growth and Environment, including:</p> <ul style="list-style-type: none"> • Waste disposal • Growth and economy • Historic environment • Heritage services • Strategic planning 	In accordance with the approved policies and the Financial Procedure Rules.

	Delegated Authority	Delegation / Condition
	<ul style="list-style-type: none"> • Planning (iii) Climate Change <ul style="list-style-type: none"> • Climate change • Energy services (iv) Digital Infrastructure (v) Community Safety, including: <ul style="list-style-type: none"> • Registration Services • Coroners Services • Community safety, including domestic abuse and sexual violence • Prevent and hate crime • Youth offending • Homelessness prevention 	

7.8 Executive Director of Public Health

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

	Delegated Authority	Delegation / Condition
(a)	<p>To prepare an annual report on the health of the people of Cambridgeshire.</p> <p>(Section 31, Health and Social Care Act 2012)</p>	
(b)	<p>To prepare an annual health protection report to the Health and Wellbeing Board to cover a summary of relevant activity and the multi-agency health protection plans in place, establish how the various health protection responsibilities are discharged, and identify their relationship to the Joint Strategic Needs Assessment and Health and Wellbeing Strategy priorities.</p>	
(c)	<p>To exercise the Council's powers and duties to improve the health of the people in the Council's area</p> <p>This includes:</p> <ul style="list-style-type: none"> (i) Providing information and advice; (ii) Providing services or facilities designed to promote healthy living (whether by helping individuals to address behaviour that is detrimental to health or in any other way); (iii) Providing services or facilities for the prevention, diagnosis or treatment of illness; (iv) Providing financial incentives to encourage individuals to adopt healthier lifestyles; 	

	Delegated Authority	Delegation / Condition
	<p>(v) Providing assistance (including financial assistance) to help individuals to minimise any risks to health arising from their accommodation or environment;</p> <p>(vi) Providing or participating in the provision of training for persons working or seeking to work in the field of health improvement; and</p> <p>(vii) Making available the services of any person or any facilities.</p> <p>(Section 30, Health and Social Care Act 2012 and Section 2B, NHS Act 2006)</p>	
(d)	<p>Responsibility for exercising the Council's powers and duties that relate to planning for, or responding to, emergencies involving a risk to public health.</p> <p>(Section 30, Health and Social Care Act 2012 and Section 73A, NHS Act 2006)</p>	
(e)	<p>Responsibility for exercising the Council's powers and duties that relate to arrangements for assessing etc risks posed by certain offenders.</p> <p>(Section 30, Health and Social Care Act 2012. Section 325, Criminal Justice Act 2003)</p>	
(f)	<p>To conduct, commission or assist the conduct of research for any purpose connected with the exercise of the Council's functions in relation to the health service and to obtain data, information or advice from persons with professional expertise pursuant to conducting such research.</p> <p>(Section 17, Health and Social Care Act 2012. Section 5, NHS Act 2006.)</p>	
(g)	<p>To discharge those functions of the Council arising from the requirement that a licensing authority, when determining and publishing a licensing statement.</p> <p>(Section 5(3)(bb) (statement of licensing policy) of the Licensing Act 2003,)</p>	
(h)	<p>In relation to the Licensing Act 2003:</p> <p>(i) To make representations on behalf of the Council to a licensing authority in relation to the determination of an application for, or a variation or minor variation of, a premises licence.</p> <p>(ii) To make representations on behalf of the Council to a</p>	

	Delegated Authority	Delegation / Condition
	<p>licensing authority in relation to the determination of an application for a provisional statement.</p> <p>(iii) To make an application or representations on behalf of the Council to a licensing authority for and/or in relation to the review of a premises licence.</p> <p>(iv) To make representations on behalf of the Council to a licensing authority in relation to the summary review of a premises licence.</p> <p>(v) To make representations on behalf of the Council to a licensing authority in relation to the determination of an application for, or a variation or minor variation of, a club premises certificate.</p> <p>(vi) To make an application or representations on behalf of the Council to a licensing authority for and/or in relation to the review of a club premises certificate.</p> <p>(vii) To make representations on behalf of the Council to a licensing authority in relation to the inspection of premises prior to the grant of a club premises certificate.</p> <p>(viii) To make representations on behalf of the Council to a licensing authority in relation to the review of a club premises licence following a closure order.</p> <p>(ix) To make representations on behalf of the Council to a licensing authority in relation to the determination of an application for an early morning alcohol restriction order.</p> <p>(Sections 18, 35 and 41B and Sections 31, 51, 52, 53, 53C, 72, 85, 86B, 87(d), 88, 89, 96, 167(e) and 172B(f) of the Licensing Act 2003)</p>	
(i)	<p>Responsibility for exercising the Council's powers and duties to provide, or secure the provision of, oral health promotion programmes to the extent that the Council considers appropriate.</p> <p>Responsibility for exercising the Council's powers and duties to provide, or secure the provision of oral health surveys to facilitate:</p> <p>(i) The assessment and monitoring of oral health needs;</p> <p>(ii) The planning and evaluation of oral health promotion programmes;</p> <p>(iii) The planning and evaluation of the arrangements for the provision of dental services as part of the health services; and</p> <p>(iv) Where there are water fluoridation programmes affecting Cambridgeshire, the monitoring and reporting of the effect of water fluoridation</p>	

	Delegated Authority	Delegation / Condition
	<p>programmes.</p> <p>(The NHS Bodies and Local Authorities (Partnership Arrangements, Care Trusts, Public Health and Local Healthwatch) Regulations 2012 and Section 87 (1) of the Water Industry Act 1991.)</p>	
(j)	<p>Responsibility for exercising the Council's powers and duties to respond to oral health surveys conducted or commissioned by the Secretary of State under paragraph 13(1) of Schedule 1 to the National Health Service Act 2006 where the survey is conducted within Cambridgeshire.</p> <p>(The NHS Bodies and Local Authorities (Partnership Arrangements, Care Trusts, Public Health and Local Healthwatch) Regulations 2012)</p>	
(k)	<p>Responsibility for exercising the Council's powers and duties relating to the making of, and consultation on, water fluoridation proposals to the Secretary of State.</p> <p>(Section 36, Health and Social Care Act 2012 and Section 88B, Water Industry Act 1988)</p>	
(l)	<p>Responsibility for exercising the Council's powers and duties to provide for the medical inspection at appropriate intervals of pupils in attendance at schools maintained by the Council as local education authority and for the medical treatment of such pupils.</p>	
(m)	<p>Responsibility for exercising the Council's powers and duties to provide for the medical inspection or treatment of:</p> <ul style="list-style-type: none"> (i) Senior pupils in attendance at any educational establishment, other than a school, which is maintained by the Council and at which full-time further education is provided; or (ii) Any child or young person who, in pursuance of section 19 or 319 of the Education Act 1996 (c. 56), is receiving primary or secondary education otherwise than at a school. 	(i) subject to the prior agreement of the governing body of the establishment
(n)	<p>Responsibility for exercising the Council's powers and duties to provide for the medical inspection or treatment of pupils in attendance at any educational establishment which is not maintained by a local education authority by arrangement with the proprietor of that establishment.</p> <p>(Section 17, Health and Social Care Act 2012 and Section 5,</p>	

	Delegated Authority	Delegation / Condition
	NHS Act 2006.)	
(o)	<p>Responsibility for exercising the Council's powers and duties to provide for the weighing and measuring of pupils in attendance at any school which is maintained by the authority and, by arrangement with the proprietor, at any school which is not maintained by the Council.</p> <p>(Section 17, Health and Social Care Act 2012, Section 5, NHS Act 2006. Part 2, Regulation 3 of The Local Authorities (Public Health Functions and Entry to Premises by Local Healthwatch Representatives) Regulations 2012 (DRAFT).)</p>	
(p)	<p>Responsibility for exercising the Council's powers and duties to provide, or make arrangements for the provision of, health checks to eligible persons within the Council's area, pursuant to the requirements set out in the legislation below.</p> <p>(Section 2B, National Health Service Act 2006. Part 2, Regulations 4 and 5 of The Local Authorities (Public Health Functions and Entry to Premises by Local Healthwatch Representatives) Regulations 2012 (DRAFT).)</p>	
(q)	<p>Responsibility for exercising the Council's powers and duties to provide, or make arrangements for the provision of, open access sexual health services within the Council's area, including:</p> <ul style="list-style-type: none"> (i) Contraceptive services; and (ii) Services related to the prevention and treatment of sexually transmitted infections. <p>(Section 2B and Schedule 1 (para. 8), National Health Service Act 2006. Part 2, Regulation 6 of The Local Authorities (Public Health Functions and Entry to Premises by Local Healthwatch Representatives) Regulations 2012 (DRAFT).)</p>	
(r)	<p>Responsibility for exercising the Council's powers and duties to provide, or make arrangements for the provision of, a public health advice service to any clinical commissioning group whose area falls wholly or partly within the Council's area.</p> <p>(Section 2A and 2B, National Health Service Act 2006. Part 2, Regulation 7 of The Local Authorities (Public Health Functions and Entry to Premises by Local Healthwatch Representatives) Regulations 2012 (DRAFT).)</p>	

	Delegated Authority	Delegation / Condition
(s)	<p>Responsibility for reviewing the range of matters to be covered by any such public health advice service, having had regard to the needs of the people in the Council's area and in agreement with the clinical commissioning group(s) to which the service is provided.</p> <p>(Section 2A and 2B, National Health Service Act 2006. Part 2, Regulation 7 of The Local Authorities (Public Health Functions and Entry to Premises by Local Healthwatch Representatives) Regulations 2012 (DRAFT).)</p>	
(t)	<p>Responsibility for exercising the Council's powers and duties relating to independent mental health advocate services.</p> <p>(Section 130, Mental Health Act 1983 and Section 43, Health and Social Care Act 2012.)</p>	
(u)	<p>Responsibility for exercising the Council's powers and duties relating to the provision of direct payments for healthcare.</p> <p>(Section 12A, NHS Act 2006 and Schedule 4, Part 1, Health and Social Care Act 2012.)</p>	
(v)	<p>Responsibility for exercising the Council's powers and duties relating to independent mental capacity advocates.</p> <p>(Section 35, Mental Capacity Act 2005 and Schedule 4, Part 1, Health and Social Care Act 2012.)</p>	
(w)	<p>Statutory functions relating to protecting the health of the local population.</p> <p>Responsibility for exercising the Council's powers and duties to provide information and advice to responsible persons and relevant bodies within, or which exercise functions relating to, the Council's area, with a view to promoting the preparation of appropriate local health protection arrangements.</p> <p>(Section 2A and 2B, National Health Service Act 2006. Part 2, Regulation 8 of The Local Authorities (Public Health Functions and Entry to Premises by Local Healthwatch Representatives) Regulations 2012 (DRAFT).)</p>	

	Delegated Authority	Delegation / Condition
(x)	<p>Statutory functions relating to charges in respect of the Council's functions under Section 2B of the NHS Act 2006 -</p> <p>Responsibility for exercising the Council's powers and duties to make and recover charges in respect of:</p> <ul style="list-style-type: none"> (i) Providing information and advice; (ii) Providing services and facilities designed to promote healthy living; (iii) Providing or participating in the provision of training for persons working or seeking to work in the field of health improvement; and (iv) Making available the services of any person or facilities. <p>(Section 2B, National Health Service Act 2006 and Part 3, Regulation 9 of The Local Authorities (Public Health Functions and Entry to Premises by Local Healthwatch Representatives) Regulations 2012 (DRAFT)</p>	
(y)	<p>Responsibility for exercising the Council's powers and duties to enter into prescribed arrangements with the prison service insofar as those arrangements relate to securing and maintaining the health of prisoners.</p> <p>(Section 249, National Health Service Act 2006 and Section 29, Health and Social Care Act 2012.)</p>	

7.9 Executive Director of Strategy and Partnership

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

	Delegated Authority	Delegation / Condition
(a)	<p>To take all operational decisions necessary to secure the provision of services and/or discharge of statutory functions, including the power to enter into contracts, in relation to</p> <ul style="list-style-type: none"> (i) Communications and information, including: <ul style="list-style-type: none"> • Press and media • Council-wide campaigns • Council brand • Website (ii) Community Services <ul style="list-style-type: none"> • Libraries • Archives • Cultural Services • Community development and resilience 	In accordance with the approved policies and Financial Procedure Rules

	Delegated Authority	Delegation / Condition
	<ul style="list-style-type: none"> • Adult and community skills and learning • Community engagement and participation <p>(iii) Business Planning, including:</p> <ul style="list-style-type: none"> • Policy, design and delivery services • Business intelligence • Emergency and business continuity planning <p>(iv) The Legal and Governance Service including:</p> <ul style="list-style-type: none"> • Internal Audit and Risk Management • Information Governance and Data Protection • Democratic and Member Services 	
(b)	To provide elections management support to the county returning officer.	

Appointments to Outside Organisations and Annual Report of representation on Outside Bodies 2022-23

To: Council

Meeting Date: 16th May 2023

From: Director of Law and Governance & Monitoring Officer

Purpose: To consider appointments to outside bodies, and the Outside Bodies Annual Report 2022-23.

Recommendation: Full Council is asked to:

- a) appoint to the outside bodies set out in Appendix A; and
- b) note the Outside Bodies Annual Report 2022/23 set out in Appendix B.

Officer contact:

Name: Michelle Rowe
Post: Democratic Services Manager
Email: michelle.rowe@cambridgeshire.gov.uk
Tel: 01223 699180

1. Background

Appointments to Outside Bodies

- 1.1 The Constitution, Part 4 – Rules of Procedure, Part 4.1 – Council Procedure Rules states that –

At the annual meeting, the Council will:

- (vii) Appoint to outside bodies except where appointment to those bodies has been delegated by the Council.

Annual Report 2022-23

- 1.2 As agreed by Council at its meeting on 11th December 2018, an annual report on outside bodies is presented at the annual meeting of Council.

2. Main Issues

Appointment to Outside Bodies

- 2.1 The list of appointments to outside bodies for full Council approval is attached at Appendix A.

Annual Report 2022-23

- 2.2 The report attached at Appendix B lists each outside body separately and sets out the following:
- Aims and activities;
 - The name(s) of the Council's representative(s);
 - The status of the representative(s) on the body; and
 - How many meetings are held a year.

It also includes a report from the representative(s) on what they have done over the last year.

- 2.3 Where an outside body has a number of Council representatives, it has been agreed that one representative could respond if appropriate.
- 2.4 The reports submitted by Councillors have raised a number of issues which will be considered by the relevant Policy and Service Committee when reviewing annual appointments to outside bodies.

3. Source documents

- 3.1 None

Cambridgeshire County Council Appointments to Outside Bodies: County Council Appointments

Name of Outside Body	Meetings per Annum	Reps Appointed	Representative(s)	Guidance Classification	Contact Details
Cambridgeshire and Peterborough Combined Authority	11	1	See agenda item 14.	Other Public Body	Alison Marston Cambridgeshire and Peterborough Combined Authority alison.marston@cambridgeshire-ca.gov.uk
Cambridgeshire and Peterborough Combined Authority – Overview and Scrutiny Committee	11	2	See agenda item 14.	Other Public Body	Anne Gardiner Cambridgeshire and Peterborough Combined Authority anne.gardiner@cambridgeshire-ca.gov.uk
Cambridgeshire and Peterborough Combined Authority – Audit and Governance Committee	5	1	See agenda item 14.	Other Public Body	Anne Gardiner Cambridgeshire and Peterborough Combined Authority anne.gardiner@cambridgeshire-ca.gov.uk

Name of Outside Body	Meetings per Annum	Reps Appointed	Representative(s)	Guidance Classification	Contact Details
Cambridgeshire and Peterborough Fire Authority	3	13	Proportionality following the election on 4 May 2023 to be confirmed.	Other Public Body	Dawn Cave Democratic Services dawn.cave@cambridgeshire.gov.uk
Cambridgeshire Police and Crime Panel The role of the panel is to scrutinise the Police and Crime Commissioner.	7	3	Proportionality following the election on 4 May 2023 to be confirmed. Substitutes 1. 2. 3. <i>Proportionality advised by Peterborough City Council</i>	Other Public Body representative	Jane Webb Peterborough City Council jane.webb@peterborough.gov.uk
County Councils' Network Council	3-4	4	1. Councillor Steve Count (C) 2. Councillor Lucy Nethsingha (LD) 3. Councillor Elisa Meschini (L) 4. Councillor Tom Sanderson (Ind)	Unincorporated Association	Simon Edwards Local Government House, Smith Square, London, SW1P 3HZ
East of England Local Government Association	1 minimum	1	Leader of the Council – Councillor Lucy Nethsingha (LD)	Unincorporated Association	Cheryl Davenport West Suffolk House Western Way Bury St Edmunds IP33 3YU

Name of Outside Body	Meetings per Annum	Reps Appointed	Representative(s)	Guidance Classification	Contact Details
Greater Cambridge Partnership Executive Board	Quarterly	1	Councillor Elisa Meschini (L) (Substitute – Councillor Neil Gough (LD))	Other Public Body	Wilma Wilkie Greater Cambridge Partnership wilma.wilkie@cambridgeshire.gov.uk
Greater Cambridge Partnership Joint Assembly	Quarterly	3	<i>Political proportionality of Cambridgeshire County Council seats on the Assembly shall reflect that amongst the Council's elected members for the divisions within South Cambridgeshire District Council and Cambridge City Council administrative boundaries and that the representatives shall be drawn from those divisions and will be appointed on the nomination of the relevant Group Leaders</i> Proportionality following the election on 4 May 2023 to be confirmed.	Other Public Body	Wilma Wilkie Greater Cambridge Partnership Wilma.Wilkie@cambridgeshire.gov.uk
Local Government Association National representative body of all Local Authorities	3-4	4	1. Councillor Steve Count (C) 2. Councillor Lucy Nethsingha (LD) 3. Councillor Elisa Meschini (L) 4. Councillor Tom Sanderson (Ind)	Unincorporated Association	Fatima de Abreu Member Services Assistant Local Government Association



Annual Report of Representation on Outside Bodies

2022 – 2023

Guidance for Members and Officers who Serve on Outside Bodies

A guide to the law for members and officers
who are appointed to represent Cambridgeshire County Council on another body.

1. Introduction

- 1.1 The County Council appoints members and, less often, officers to serve on a wide range of organisations outside the council, including as directors of companies, trustees of charities, members of management committees and other roles on public bodies and voluntary organisations. These roles on outside bodies may give rise to occasional uncertainty about responsibilities and sometimes lead to conflicts of interest. For example, if an outside body comes into conflict with the Council and the member is a director or on the management committee of the outside body, it is likely that the member's prime duty would be to the outside body in the conduct of the outside body's affairs.
- 1.2 The purpose of this guidance is to summarise the legal position and responsibilities of members and officers who are appointed by the council to serve on outside bodies. It is not intended to be an exhaustive explanation of the law and if further advice is required, the Monitoring Officer should be contacted.
- 1.3 This guidance does not cover any situation where a member or officer who chooses to sit on an outside body in their own private capacity – in this case, they should ensure there is no conflict of interest with their position as a member or officer.
- 1.4 Members and officers may be appointed by the Council to be an "observer" or to undertake a monitoring role at an outside body, facilitating exchanges of views or information as an extension of their council duties but taking no part in the outside body's management or governance other than to attend and vote at annual or general meetings, or simply to attend. In this type of role members and officers will be mainly concerned with representing the council and will not have responsibility for the governance of the body. Care should be taken to ensure such attendance is minuted/recorded each time to correctly reflect this.

2. General

- 2.1 Before accepting the directorship or trusteeship of an external organisation, the member or officer should consider how onerous the responsibilities are likely to be and should only accept the office if satisfied that they have the time and capacity to undertake them.
- 2.2 Consideration should also be given to whether there is likely to be any significant conflict of interest between the role as a director or trustee and their role as a member or officer. If such a conflict is likely to arise to a significant degree then the role should not be taken on.
- 2.3 The member or officer should also assess the risks of things going wrong which might raise the prospect of a personal liability. Matters to be taken into account include the nature of the functions of the outside body and the amount of money it holds or deals with. For example, some external companies handle considerable sums of money in the course of each year and have major functions. On the other hand, the risks associated with relatively small local charities are much less.
- 2.4 Members and officers who serve on outside bodies must exercise independent judgement in the interests of the organisation in which they are involved. Whilst it is recognised that they may have a commitment to representing the County Council on the outside organisation, they must also be aware that it is their responsibility to decide what view to take on any question before the organisation. Where a member or officer serves on the outside body in a representative capacity, this should be made clear to that body. There will be a fine line to tread between the duty to the outside body and to the County Council.
- 2.5 Ultimately the member or officer in acting as a Director or Trustee or member of a Management Committee of an outside body, must act in accordance with that body's interests, and not those of the Council or even the council taxpayers at large. A mandate from the Council to vote one way or the other would put the member or officer in breach of the duty to the organisation. It is permissible to take account of the County Council's wishes, but not to vote simply in accordance with them. The overriding duty in considering an item before the outside body is to vote in accordance with the interests of that organisation.
- 2.6 A member or officer serving on an outside body must also ensure that avoidable loss is not incurred in managing that body. Individual responsibility cannot be avoided by not reading the papers or failing to ask for appropriate reports. Professional advice should also be sought where appropriate.
- 2.7 If there is a major dispute between the County Council and the outside body then the Council's representative can be placed in an untenable position. In these circumstances, the appointee should take advice from either the Chief Executive, the Monitoring Officer or the relevant Chief Officer.
- 2.8 At the end of the day, it is possible that a representative on an outside body may find themselves unable to adequately carry out their responsibilities properly, both as a member or officer of the County Council and as a Director/Trustee/Committee Member of the outside

body. That would be an exception, and should not deflect those appointed to outside bodies from being prepared to participate in the management and running of outside organisations.

2.9 Finally, it is recommended that:-

- (a) Upon being appointed to an outside body, appointees obtain essential documents such as the outside body's governing document and the latest annual report and accounts
- (b) Clarify if there are any insurances or indemnities in place
- (c) Ensure the organisation has sound financial practices and procedures – take an interest in the business plan and other financial reports
- (d) Understand how decisions are made in the organisation including delegations of powers
- (e) Appointees to outside bodies should take advice from the s151 Officer or the Monitoring Officer (as appropriate) if they have any financial or other concerns about the body to which they have been appointed.

3. Company Directors

3.1 The management of a company is generally the responsibility of a board of directors and the powers of the directors are usually set out in the company's Articles of Association (rules which govern the company's internal management). Directors are those who are appointed by the company to act in that capacity.

3.2 Company Directors have the following duties:-

- A fiduciary duty to the company (not individual shareholders) to act honestly and in good faith and in the best interests of the company as a whole. This means taking proper care of the assets of the company.
- A general duty of care and skill to the company. This means that Directors must exercise a degree of skill as may reasonably be expected from someone with that individual's particular knowledge and experience. However, Directors are not deemed to be experts, but are expected to use due diligence and to obtain expert advice if necessary.
- Directors must exercise independent judgement, although they may take account of the interests of any third party whom they represent. This may well require interests to be declared (see below). However, Directors cannot vote simply in accordance with the Council's mandate.
- Directors are not allowed to make a profit from their position. They must therefore disclose any interests they or their family may have in relation to the company's contracts. Whether they are then allowed to vote will depend on the company's Articles of Association.
- Directors must ensure compliance with the Companies Act in relation to the keeping of accounts and making of returns to the Registrar of Companies and the information to be shown on stationery.
- There is a duty to have regard to the interests of the company's employees, particularly, for example, in respect of health and safety.
- Directors also have a range of accounting and financial responsibilities, including the preparation of accounts for each financial year, ensuring accounting records are maintained sufficiently to demonstrate the company's day to day transactions, approving the annual

accounts and laying them before a general meeting and ensuring that annual accounts and reports are sent to shareholders and anyone else entitled to receive them.

3.3 Individual Directors can also be liable in certain circumstances, including the following:-

- A company can only act within the scope set out in its Memorandum of Association, and those Directors who knowingly cause the company to act beyond these activities will be liable personally.
- Directors may also be liable for breach of trust, if they misapply the money or property of the company. Directors may also be liable if they fail to take action to prevent the breach of a Co-Director of which they are aware.
- In the event of a failure to act in accordance with the best interests of the company, or if Directors use their powers improperly or make a personal profit from their position as a Director, then they may be personally liable for loss to the company and may be required to give to the company the personal profit made.
- If the level of skill and care shown by a Director falls below that which could reasonably be expected and the company suffers loss, the Director will be liable for the loss incurred. However, if it believes the Director acted honestly and reasonably, a Court may excuse the Director from this liability.
- If a Director knows or ought to know that there is no reasonable prospect of the company avoiding liquidation, the Court may require the Director to contribute to the company's assets on liquidation if the company continues to trade. This is known as wrongful trading. No such order will be made if the Court is satisfied that the Director took all reasonable steps to minimise the loss to the creditors.
- Directors will also be liable if to their knowledge the company carried on business with intent to defraud creditors or any other person, or for any other fraudulent purpose.
- Where a company fails to pay National Insurance contributions and this is due to fraud or neglect on the part of any director(s) of the company, they may be held personally responsible for the outstanding contributions.

3.4 Finally, information (apart from confidential information) must be given to other councillors about their activities as required by the local authority.

4. Charity Trustees

4.1 Trustees of a charity are responsible for the control and administration of a charity and retain personal liability. Trustees must acquaint themselves with the terms of the Trust. In the case of a charity which is also a company, these terms will be found in the Memorandum and Articles of Association. Other Trusts will be found in the document under which the charity was established, such as a will or deed of gift or constitution.

4.2 Charity Trustees have the following duties:-

- Trustees must act in accordance with the terms of the Trust.

- The property of the charity must be used for the purposes for which the charity was set up. It must also be applied fairly between those properly entitled to benefit from it.
- Trustees have a duty to exercise such care and skill as is reasonable in the circumstances having particular regard to any special knowledge or experience that they have or holds themselves out as having. In addition, where a Trustee acts in the course of a business or profession, particular regard must be had to any special knowledge or experience which it is reasonable to expect of a person acting in the course of that kind of business or profession.
- Trustees must always act in the interests of the charity and of its beneficiaries or potential beneficiaries and without regard to their own private interests. This means that Charity Trustees must not put themselves in a position where their interests and duties conflict.
- The work must generally be unpaid. Trustees may be paid for their expenses from the charity's income and, very occasionally, the Charity Commission may allow wider remuneration where this is in the interests of the charity.
- Trustees cannot benefit either directly or indirectly from the charity.
- They must act reasonably and prudently in all matters relating to the charity and must always bear in mind the interests of the charity. They should manage the charity as carefully as if they were running their own business. Although they may delegate certain of their functions under the Trustee Act 2000 and also under any powers in the trust document, they remain legally responsible and must supervise and control the work of officers.
- Trustees must act in accordance with all relevant legislation.
- They have a duty to provide information to the Charity Commissioners. Most charities (except small ones with an annual income under £1000 a year) are required to register under the charities legislation. The Charity Commissioners rely on this information when making a decision about a charity, so it is very important that it is accurate. It is an offence to give the Charity Commissioners false or misleading information, or to alter, conceal or destroy charity documents which may be required by the Commissioners.
- All registered charities are subject to a number of accounting and reporting requirements, depending on their income and expenditure. These involve maintaining proper accounts, preparing the annual statement of accounts and an annual report and in some cases submitting them to the Charity Commission; and where the charity's gross income and total expenditure exceeds £10,000, making an annual report to the Charity Commission. Charity trustees are under a duty to ensure that these accounting and reporting requirements are carried out and to approve the annual report and accounts.
- The accounts of registered charities with a gross income or total expenditure exceeding £10,000 must, at the option of the trustees, be either audited or independently examined. In addition, if either income or expenditure has been more than £250,000 in either of the previous two financial years then accounts must be audited by a registered auditor.
- Retaining accounting records and statements of account for at least 6 years.

5. Management Committees

- 5.1 Groups which are not charitable trusts or limited companies are "unincorporated associations" and have no separate legal identity from their members. The rules governing the members' duties and liabilities will be set out in a constitution, which is simply an agreement between the members as to how the organisation will operate. Usually the constitution will provide for a management committee to be responsible for the everyday running of the organisation. An unincorporated organisation may be charitable and registerable as a charity.
- 5.2 Broadly, management committee members must act within the terms of the constitution, and must take reasonable care in exercising their powers.
- 5.3 Generally, members of management committees are liable for the acts of the organisation, but are entitled to an indemnity from the funds of the organisation if they have acted properly. If there are not enough funds, the committee members are personally liable for the shortfall. If one person is appointed by the constitution to act as the agent of the organisation for certain purposes, then that person acts as the agent of all the members, who have joint liability for the agent's actions. Members of the management committee will have a personal liability if they act outside the authority given them or if they do not comply with the law.
- 5.4 Exceptions apply to certain consultative/advisory bodies such as EELGA & LGA where the representative will normally be expected to act in the Council's interests.

6. Regulated Committees

- 6.1 A company that is influenced by the Council (20% shareholding or more) or controlled by the Council (50% shareholding or more) will be a regulated company under the Local Authorities (Companies) Order 1995. This piece of legislation has a number of restrictions for members that sit on the board of regulated local authority companies, referring to them as "regulated directors".
- 6.2 These restrictions include:
- The maximum amount of remuneration is the greatest amount which would be payable by the Council in respect of a comparable duty performed on behalf of the Council, less any amount paid by the Council to the regulated director for duties to the Company;
 - The maximum amount of travelling or subsistence allowance which would be payable to that director by the Council of which he is a member if the relevant duty were an approved duty for the purposes of s174 of the Local Government Act 1972
 - When a regulated director becomes disqualified for membership of the Council, he/she must be removed as a director of the regulated company.

- 6.3 Where members sit on the board of an influenced or regulated company there will be an inherent conflict of interest in their roles as the Companies Act 2006 requires Directors to consider the best interests of the company and not the shareholders. However due to the restrictions on the remuneration and expenses of members in relation to such companies members are unlikely to have a disclosable pecuniary interest. Members should nonetheless declare their conflict of interest at Council meetings and avoid voting on or taking Council decisions in relation to such companies.

7. Other Public Bodies

- 7.1 There are bodies created by an Act of Parliament to carry out particular functions and whose constitution is set out in the legislation relating to that specific body. Examples include the Broads Authority, Internal Drainage Boards and school governing bodies.
- 7.2 The powers of the members of the body and duties and liabilities of those members individually and collectively depend upon the wording of the legislation in question. In general terms, however, the position of a member is similar to that of a councillor. It is therefore wise for a member of any of these bodies to obtain information for themselves from that body on its powers and duties, its Standing Orders and other procedures which they must follow and financial or other regulations which govern the conduct of its business.
- 7.3 In addition, conflicts of interest can occasionally arise for such appointees. In this respect, the general provisions described in Section 2 above will apply.
- 7.4 Finally, there is the developing area of partnerships and partnership boards. Generally, these are not legal entities in their own right and members are appointed purely to represent the County Council. In these circumstances the specific duties referred to above will not therefore tend to apply nor will there be a potential for a conflict of interest. On the other hand, the position may well be different if a separate legal entity is formed as part of the partnership working.

8. Declaration of Interests

- 8.1 If you have a Disclosable Pecuniary Interest in a matter to be considered at the meeting and that interest is on your Register of Interests you must not speak or vote on the matter. In many case (but not all) cases a Member will not have a Disclosable Pecuniary Interest (and therefore need not make any declaration)) if the matter relates to an outside body to which the County Council have appointed the Member as its representative.
- 8.2 Members do however need to pay particular attention to whether a body on which they have a beneficial interest (which includes a body corporate of which they are a director – NB. “director” includes being a member of the committee of management of an industrial and provident society) has or is likely to have a contractual relationship with the council (NB. which includes grant agreements). If this is the case then this is a specific disclosable pecuniary interest under the Localism Act 2011 as set out in the council’s code of conduct and it need to be declared as such and the member must not take part in any decision making.

- 8.3 If you do not have a Disclosable Pecuniary Interest you may nevertheless have a “non-statutory disclosable interest” in a matter to be discussed if it affects:
- your well-being or financial position
 - that of your family or close friends
 - that of a club or society in which you have a management role
 - that of another public body of which you are a member to a greater extent than others in your ward.
- If that is the case then you must declare such an interest but can speak and vote on the matter, unless the interest is “*one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest*” (s.10.2(b) of the council's code of conduct sets out what action should be taken). Please seek the advice of the council's Monitoring Officer if unsure about what needs to be declared in order to help avoid the appearance of bias.
- 8.4 When members discuss at Council meetings matters relating to an outside body on which they serve, they may take account of that outside body's interest. However, they must not vote simply in accordance with the mandate of that outside body. In short, the primary consideration is the public interest.
- 8.5 Officers should have regard to the Officer's Code of Conduct and discuss all potential conflicts of interest with their line manager, seeking advice from the council's Monitoring Officer where appropriate. Written file notes should be made and kept of all advice given and action taken.

9. Indemnities

- 9.1 An outside body can provide indemnities for its members as follows:
- a) Companies can now give their Directors indemnities. However, such indemnities cannot cover:-
 - (i) the Director's liability to the company itself or to other companies within the same group;
 - (ii) fines imposed on a Director in criminal proceedings or in respect of a sum payable to a Regulatory Authority by way of penalty for non-compliance with any requirement of a regulatory nature; or
 - (iii) Liabilities incurred by a Director in defending criminal proceedings where convicted, or in defending any civil proceedings brought by the company, or an associated company in which judgement is made against such Director.
 - (b) With regard to Charitable Trusts, an indemnity can be given from the Trust Fund provided the Trustee has acted properly and within their powers. Trustees may take out insurance to protect themselves against personal liability, but not for criminal acts, fraud etc. There will be no problem if the Trustees themselves pay the premiums but if they are paid out of the Charitable Funds the Trustees will need to consent to the Charity Commission unless the Trust Deed specifically allows it.

- (c) With regard to Management Committees, members will be entitled to an indemnity if they act in accordance with the Constitution and are not at fault. It is also possible to obtain insurance but if the organisation is to pay the premium it must be permitted by the Constitution.

10. Related Issues

- Occasionally, the County Council will be represented on outside bodies by third parties, rather than members or officers. This guidance applies in principle to these representatives, although some parts of it will necessarily not apply.
- From time to time, officers are, as a result of their position with the County Council, appointed to serve on an outside body by the body itself, rather than by the County Council. Examples include serving on the managing body of a professional association or appointment to a national body as a local authority representative. Again, most of the principles contained in this guidance will apply to that situation, depending on the nature of the outside body.
- Finally, officers may from time to time be asked to serve in their private capacity on outside bodies funded by the Council. This can often give rise to a conflict of interest for the officer, particularly in the situation where the officer is employed within the funding department. In these circumstances, the County Council takes the view that there will be circumstances where an officer should not serve on the outside body because of the potential for a conflict of interest.

11. Further Information

If you require any further information about the issues raised in this Guidance Note please contact the Council's Monitoring Officer.

Cambridgeshire and Peterborough Combined Authority	Councillor Nethsingha
Cambridgeshire and Peterborough Combined Authority - Audit and Governance Committee	Councillor Wilson
Cambridgeshire and Peterborough Combined Authority - Overview and Scrutiny Committee	Councillor Atkins Councillor Goldsack
Cambridgeshire and Peterborough Fire Authority	Councillor Bywater Councillor Dew Councillor Gardener Councillor Goodliffe Councillor Gowing Councillor Kindersley Councillor McGuire Councillor Murphy Councillor Rae Councillor Reynolds Councillor Slatter Councillor Smith Councillor Taylor
Cambridgeshire Police and Crime Panel	Councillor Bradnam Councillor Ferguson Councillor Tierney
County Councils' Network Council	Councillor Count Councillor Meschini Councillor Nethsingha Councillor Sanderson
East of England Local Government Association	Councillor Nethsingha
Greater Cambridge Partnership Executive Board	Councillor Meschini
Greater Cambridge Partnership Joint Assembly	Councillor Beckett Councillor Daunton Councillor Shailer
Local Government Association	Councillor Count Councillor Meschini Councillor Nethsingha Councillor Sanderson

A47 Alliance Steering Group	Councillor S King Vacancy
Anglian (Great Ouse) Regional Flood and Coastal Committee	Councillor Dupre Councillor Ferguson Councillor Wilson
Anglian (Northern) Regional Flood and Coastal Committee	Councillor Connor
Cambridge Airport Consultative Committee	Councillor Gay
Cambridge and District Citizens Advice Bureau Management Committee	Councillor Shailer
Cambridge BID Board	Councillor Bird
Cambridge Cancer Research Hospital Engagement Board	Councillor Bird Vacancy
Cambridge Children's Hospital Liaison Group	Councillor Bulat Councillor Van de Ven
Cambridge Sports Hall Trust Management Committee	Councillor Rae
Cambridge University Hospitals NHS Foundation Trust Council of Governors	Councillor Bird
Cambridgeshire and Peterborough Combined Authority Executive Committee – Housing and Communities	Councillor Whelan
Cambridgeshire and Peterborough Combined Authority Executive Committee – Skills	Councillor Nethsingha
Cambridgeshire and Peterborough Combined Authority Executive Committee – Transport and Infrastructure	Councillor Shailer
Cambridgeshire and Peterborough Federation of Young Farmers Club	Councillor Bulat
Cambridgeshire and Peterborough Flood & Water Partnership	Councillor Dupre
Cambridgeshire and Peterborough Land Use Framework Leadership Group	Councillor Dupre
Cambridgeshire and Peterborough NHS Foundation Trust	Councillor Daunton

Cambridgeshire Consultative Group for the Fletton Brickworks Industry (Whittlesey)	Councillor Connor
Cambridgeshire Horizons Board	Councillor Nethsingha
Cambridgeshire Music Hub	Councillor Atkins Councillor Thompson
Cambridgeshire Schools Forum	Councillor Daunton Councillor Goodliffe Councillor Taylor
CEMEX Barrington Community Liaison Group	Councillor Kindersley Councillor McDonald
Clay Farm Centre Advisory Group	Councillor Slatter
Community Safety Partnerships	Councillor French Councillor Sanderson Councillor Shailer Councillor van de Ven Councillor Whelan
Conservators of the River Cam	Councillor Bradnam
Dimmocks Cote Liaison Group	Vacancy
Duxford Neighbours Forum	Councillor McDonald
East Anglia Reserve Forces and Cadets Association	Councillor Kindersley
East of England Local Government Association Children's Services and Education Portfolio-Holder Network	Councillor Goodliffe Councillor M King
East-West Rail Consortium Central Strategic Board	Councillor Nethsingha
England Economic Heartland Strategic Transport Leadership Board	Councillor Nethsingha
Envar Liaison Committee	Councillor Criswell
ESOL Local Planning Partnerships (North and South)	Councillor Bulat Councillor Hoy
ESPO Finance and Audit Sub Committee	Councillor Goodliffe
ESPO Management Committee	Councillor Ferguson Councillor Goodliffe
ESPO Shareholder Representative	Councillor Goodliffe
F40 Group	Councillor Goodliffe

FACT Community Transport Board	Councillor Boden
Great Fen Steering Committee	Councillor Costello
Greater Cambridge Local Plan Inception and Joint Local Planning Advisory Group	Councillor Shailer
Greensand Country Landscape Partnership	Councillor Kindersley
Growing Fenland Project Delivery Stakeholder Groups	Councillor Boden Councillor French Councillor Hay Councillor Tierney
Hinchingbrooke Country Park Joint Group	Councillor Billington
Huntingdon BID Board	Councillor Sanderson
Huntingdon Freeman's Trust	Councillor Sanderson
Hunts Forum of Voluntary Organisations	Councillor Sanderson Councillor Wilson
King Edward Community Centre Association	Councillor Hay
Little Paxton Quarry Liaison Group	Councillor Billington Councillor Prentice
Local Safeguarding Children's Board	Councillor Goodliffe
London Stansted Corridor Consortium Board	Councillor Bulat
March Educational Foundation	Councillor Gowing
Milton Landfill Liaison Group	Councillor Bradnam
Mitchell Hill Liaison Group	Councillor Bradnam Councillor Gough
Natural Cambridgeshire	Vacancy
Nature for Everyone Advisory Group	Councillor Bulat
Needham's Foundation, Ely	Councillor Coutts Councillor Whelan
Needingworth Quarry Liaison Group	Councillor Criswell Councillor Gough Councillor Reynolds Councillor Thompson
Northstowe Delivery Group	Councillor Thompson
North West Anglia NHS Foundation Trust Council of Governors	Councillor Sanderson

Parking and Traffic Regulations Outside London Adjudication Joint Committee (PATROL) and Bus Lane Adjudication Joint Committee (BLASJC)	Councillor Shailer
Pathfinder Legal Services Limited	Murphy
Peterborough and Cambridgeshire Community Covenant (Military) Board	Councillor Kindersley
Ramsey Wind Farm Community Benefit Fund Advisory Group	Councillor Corney Councillor Costello
RECAP Board	Councillor Hathorn
Royal Papworth Hospital NHS Foundation Trust Council of Governors	Councillor Slatter
Shepreth School Trust	Councillor McDonald
Soham and District Sports Association Management Committee	Councillor Goldsack
St Neots Master Plan Steering Group	Councillor Ferguson
St Neots Museum Management Committee	Councillor Taylor
This Land Board of Directors	Councillor Gough
Trigg's Charity (Melbourn)	Councillor van de Ven
Warboys Landfill Site Liaison Group	Councillor Corney
Warboys Site Liaison Committee	Councillor Corney
Waterbeach Waste Management Park Liaison Group	Councillor Bradnam

Cambridgeshire and Peterborough Combined Authority

Background

Comprised of Cambridge City Council, Cambridgeshire County Council, East Cambridgeshire District Council, Fenland District Council, Huntingdonshire District Council, Peterborough City Council and South Cambridgeshire District Council, the Combined Authority is the product of a devolution deal made with the government in 2016.

Key ambitions for the Combined Authority include:

- doubling the size of the local economy;
- accelerating house building rates to meet local and UK need;
- delivering outstanding and much needed connectivity in terms of transport and digital links;
- providing the UK's most technically skilled workforce;
- transforming public service delivery to be much more seamless and responsive to local need;
- growing international recognition for our knowledge based economy; and
- improving the quality of life by tackling areas suffering from deprivation.

Information

No. of representatives: 1
Meetings per annum: 11
Approved by: Council
Guidance Classification: Other Public Body

Representative for 2022/23: Councillor L Nethsingha (LD)

Report from Representative

Councillor Nethsingha

As Council will be aware the CPCA has had a busy year. Following the departure of the previous Chief Executive, the acting CEO Gordon Mitchell acted quickly to ensure very significant progress has been made over the course of the past 9 months. There has been a significant turn-over of senior staff at the CPCA and new permanent appointments have been made to key posts. The need to move quickly to support rural bus services following Stagecoach's withdrawal from a number of key routes has been difficult but decisions made at the CPCA led to a continuation of most services, albeit with some changes, which have led to problems for some groups of bus users. Without the fast action of the CPCA, and the decision to introduce a Mayoral precept to support bus services, many rural communities would be left with no bus provision at all. Work to move to a franchise system for Cambridgeshire is continuing, and will form a key part of the work of the CPCA for the coming year. The new University in Peterborough has opened and the partnership with ARU is working well. It is exciting to see new students studying for degrees in Peterborough and the CPCA remains committed to increasing the offer on the new University site.

Cambridgeshire and Peterborough Combined Authority

Audit and Governance Committee

Background

The Audit and Governance Committee's role is to review the Combined Authority's financial affairs, internal control, corporate governance arrangements and risk management.

Information

No. of representatives:	1
Meetings per annum:	5
Approved by:	Council
Guidance Classification:	Other Public Body
Representative for 2022/23:	Councillor G Wilson (LD)

Report by Representative

Councillor Wilson

The Committee is chaired by an independent person, John Pye, and includes representatives from all the constituent councils.

The Committee receives regular updates from the Chief Executive and Directors and is able to challenge and ask questions on matters concerning risk, governance and the annual accounts.

The Audit and Governance Committee works in parallel to the Overview and Scrutiny Committee (OSC). OSC is concerned with the review of CPCA's policy, its formulation and implementation. The Audit and Governance Committee operates to ensure that the governance and risk environment within the CPCA is effective and that financial management is fit for purpose.

In April/May 2022, the CPCA commissioned an independent review of governance and ways of working to identify key issues and barriers in delivering effective governance and make recommendations for improvement. The results of that work were overtaken by:

- The External Auditor intervening in June 2022 to raise a value for money risk, because of significant weaknesses in the CPCA's governance arrangements
- In January 2023, the Department for Levelling Up, Housing and Communities (DLUHC), issued a Best Value Notice that formally summarised the Department's significant concerns regarding CPCA's governance and the need for engagement to provide assurance of improvement
- A number of negative internal audits were issued with the likelihood that the CPCA will receive a qualified opinion from the Internal Auditor for the second year running

The Committee's work this year has thus been dominated by the CPCA's actions in response to these weaknesses. The Committee received updates from the Chief Executive Officer and Lead Officers for their "Improvement Plan" at all of their meetings since June 2022, and have provided direct feedback to the CPCA Board.

Cambridgeshire and Peterborough Combined Authority Overview and Scrutiny Committee

Background

The role of the Overview and Scrutiny Committee is to scrutinise decisions by the Combined Authority or the Mayor.

Information

No. of representatives:	2
Meetings per annum:	11
Approved by:	Council
Guidance Classification:	Other Public Body
Representatives for 2022/23:	Councillor M Atkins (LD) Councillor M Goldsack (Con)

Report by Representative

Councillor Goldsack

I must say I've found this committee frustrating as it pivoted from one approach of lead member to alternative approaches. The end result is that O&S of the CPCA has been limited and no deep dives. The committee has been hampered by officer positions and changes at CPCA. On the positive front I do feel that despite probable changes post local elections the committee is now better structured and the CPCA itself better populated with staff than for a long while it is set for a much improved 2023/24.

Cambridgeshire and Peterborough Fire Authority

Background

The Fire Authority is the governing body responsible for delivering a fire and rescue service to Cambridgeshire and Peterborough. It was established in 1998 when Peterborough City became a unitary authority.

The main responsibilities of the Fire Authority are set out in the Fire and Rescue Services Act 2004 and include promoting fire safety, protecting life and property from fires and rescuing people from road traffic collisions.

The Fire Authority makes decisions about how the local fire and rescue service operates and reviews performance and policies. It also sets the budget each year and decides the corporate priorities.

Information

No. of representatives: 13
Meetings per annum: 3
Approved by: Council
Guidance Classification: Other Public Body

Representatives for 2022/23:

- Councillor S Bywater (Con)
- Councillor H Cox Condron (Lab)
- Councillor I Gardener (Con)
- Councillor J Gowing (Con)
- Councillor B Goodliffe (Lab)
- Councillor S Kindersley (LD)
- Councillor P McDonald (LD)
- Councillor M McGuire (Con)
- Councillor E Murphy (LD)
- Councillor K Reynolds (Con)
- Councillor P Slatter (LD)
- Councillor M Smith (Con)
- Councillor S Taylor (Ind)

Reports are presented at the March and October Full Council meetings, where Members also have the opportunity to put questions to the Council's representatives.

Cambridgeshire Police and Crime Panel

Background

The role of the panel is to scrutinise the Police and Crime Commissioner.

Information

No. of representatives:	3
Meetings per annum:	7 approximately
Approved by:	Council
Guidance Classification:	Other Public Body representative
Representatives for 2022/23:	Councillor A Bradnam (LD) Councillor S Ferguson (Ind) Councillor S Tierney (Con)

Reports by Representatives

Councillor Bradnam

The Police and Crime Panel (PCP) provides checks and balances on the work of the Police and Crime Commissioner (PCC). The Panel does not scrutinise Cambridgeshire Constabulary; it scrutinises how the PCC carries out his statutory responsibilities.

The PCP has 11 elected councillors from LAs across Cambridgeshire and Peterborough and two independent members, one of whom chairs the Panel. The PCP is currently hosted by Peterborough City Council.

The responsibilities of the Panel include:

- Review and make recommendations on the draft Police and Crime Plan and its priorities
- Scrutinise the PCC, Darryl Preston
- Review the PCC's appointment of Chief Executive, Chief Financial Officer and Deputy PCC where one is appointed
- Monitor all complaints against the PCC
- Veto powers on the PCC's proposed annual council tax precept and appointment of Chief Constable.

Councillor Tierney

The Police and Crime Panel is functional and continues to do a reasonable job of scrutinising the work of the Police and Crime Commissioner. Its hard to write a report as its agenda is long and varied, but it seems to be operating well given its limitations.

County Council's Network Council

Background

The County Councils Network (CCN) Council is a cross-party special interest group of the Local Government Association, representing England's county local authorities. Over the past few years, CCN has grown into an influential organisation, both nationally and within Parliament, with its reports and advocacy influencing debates on the future of local services, with its work securing concessions from national governments. Its small team is based in Westminster.

Information

No. of representatives:	4
Meetings per annum:	3-4
Approved by:	Council
Guidance Classification:	Unincorporated Association
Representatives for 2022/23:	Councillor S Count (Con) Councillor E Meschini (Lab) Councillor L Nethsingha (LD) Councillor T Sanderson (Ind)

Reports by Representatives

Councillor Count

The CCN represents 23 County Councils and 13 Unitaries who serve approximately 25million of England's residents. At each meeting there is normally a number of national briefings and opportunities to question ministers on issues that affect Local Government. A standing item is a report from the society of country treasurers which gives a strong indication of where policy and financial direction may be heading. These meetings are good for networking and cross pollination of ideas primarily in the pre meets. Their five-point plan released in September 2022 is just one of the well evidenced advocacy papers they produced, which helps County Councils explain their difficulties and offer solutions to Government. As a member of CCN apart from meetings there is a plethora of well-produced documentation that emerges and is useful reading.

Councillor Meschini

These are very useful meetings where council leaders can organise their response to national issues as well as exchange intelligence and best practice. Engagement with our peers on upper tier and unitary authorities remains very helpful, as does the ability to participate in events and, occasionally, access members of the government for questions.

Councillor Nethsingha

The CCN continues to provide very helpful briefings and lobbying support. Much of the work of the CCN for the past year has been focused on supporting new councils who are hoping to get new County Devolution deals, which has been less relevant to Cambridgeshire, as we already have a Devo Deal with a Mayor. However they have also been working on lobbying government over funding for upper tier councils, and we starting to work with them to understand the impact of climate change on the deterioration of our roads.

East of England Local Government Association

Background

The East of England LGA is a politically-led, cross party organisation which works on behalf of the 50 local councils in the East of England.

We aspire to be:

- A provider of innovative solutions to partners; delivering projects and services around key issues such as integration, commercialisation and organisational review.
- A highly respected and influential advocate for our members; promoting their leadership of their locality, as well as fighting for them to get the resources, powers and freedoms necessary to perform that role successfully.
- A catalyst for collaborative working; bringing together groups of councils to harness their collective strength and knowledge.
- An invaluable resource of specialist expertise and capacity; providing advice and support to councils on key issues.

Information

No. of representatives: 1
Meetings per annum: 1 minimum
Approved by: Council
Guidance Classification: Unincorporated Association

Representative for 2022/23: Councillor L Nethsingha (LD)

Report by Representative

Councillor Nethsingha

I have attended a number of EELGA meetings, both in person in Westminster, and through online forums. The Westminster event is a useful occasion on which East of England Councils and MPs meet to discuss issues of relevance at all levels of government in our area. There was a strong sense that the East of England is not being given sufficient priority from government, especially in the distribution of levelling up funding. Politicians from across the area are agreed on the need to work together more effectively to lobby for our area.

Greater Cambridge Partnership Executive Board

Background

The Greater Cambridge Partnership works together to grow and share prosperity and improve quality of life for the people of Greater Cambridge, now and in the future, through multi-million pound improvements in vital infrastructure.

It is led by a decision-making Executive Board which coordinates the overall strategic vision and drives forward the partnership's programme of work. It is run in accordance with a clear governance structure, agreed by all partners.

Information

No. of representatives:	1
Meetings per annum:	Quarterly
Approved by:	Council
Guidance Classification:	Other Public Body
Representative for 2022/23:	Councillor E Meschini (Lab)

Report by Representative

Councillor Meschini

Cambridgeshire County Council is one of the three constituent authorities of the GCP, along with Cambridge City Council and South Cambridgeshire District Council. As of September 2021, CCC has the chair of the Executive Board, and this post is crucial to ensuring that CCC's needs and strategic priorities are reflected in the decisions made by the GCP as to which projects are invested in and progressed. As the GCP enters a crucial phase of delivery on many of its flagship programmes, this will remain the case throughout the lifetime of the City Deal.

Greater Cambridge Partnership Joint Assembly

Background

The Greater Cambridge Partnership works together to grow and share prosperity and improve quality of life for the people of Greater Cambridge, now and in the future, through multi-million pound improvements in vital infrastructure.

The Joint Assembly provides advice to the Executive Board, drawing on the broad expertise of its 15 members, who are three elected councillors from each of the three councils in the Greater Cambridge area. The other City Deal partners each nominate three representatives, as stakeholders from a range of organisations within the fields of business and academia.

Information

No. of representatives: 3
Meetings per annum: Quarterly
Approved by: Council
Guidance Classification: Other Public Body

Representatives for 2022/23: Councillor A Beckett (LD)
Councillor C Daunton (LD)
Councillor N Shailer (Lab)

Reports by Representatives

Councillor Beckett

The GCP assembly has been meeting quarterly in order to scrutinise and offer constructive support to the GCP work stream. Although non-decision making, these meetings are vital to offer recommendations and support to the GCP board. Meetings this year have been concentrated around traffic management in the city with the Sustainable Travel Zone proposals. We've also seen a focus on the GCP Greenway Projects and Cycling Plus. I'm sure all of these schemes will be familiar to members of the council.

Councillor Daunton

I was appointed a member from September 2022. In terms of transport, I have taken part in discussions concerning the 'Making Connections' consultation and on several of the Greenways, including briefing sessions and full Assembly meetings. I have also taken part in discussions on the skills and housing agenda, both in main committee meetings and in subgroups. The Assembly provides the opportunity for County, District and City colleagues to work closely with representatives of local business and the University of Cambridge.

Local Government Association

Background

A politically-led, cross-party organisation that works on behalf of councils to ensure local government has a strong, credible voice with national government. We aim to influence and set the political agenda on the issues that matter to councils so they are able to deliver local solutions to national problems.

Information

No. of representatives:	4
Meetings per annum:	3-4
Approved by:	Council
Guidance Classification:	Unincorporated Association
Representatives for 2022/23:	Councillor S Count (Con) Councillor L Nethsingha (LD) Councillor E Meschini (Lab) Councillor T Sanderson (Ind)

Reports by Representatives

Councillor Count

The Local Government Association is a national membership body encompassing District, Unitary and County authorities. They are also a major bridge between Local and National Government. Attendance has been less than I would have liked due to diary clashes, and a cancelled meeting. However, their regular informative updates which I read can prove invaluable. Conservative pre briefs, which I have sometimes been able to get to are also very informative for more informal understandings of the different perspectives of different tiers of local government. Outside of these meetings the LGA has various boards that perform in depth work on specific areas of local Government interest. These really help spread best practise, analyse national data and will often perform an advocacy role and or a sounding board opportunity in relation to Government policy.

Councillor Meschini

The LGA continues to help the administration access a multitude of resources that are available to CCC as a member. After the very successful outcome of the peer review process, the LGA's resources and access to the LGA's own leaders for advice and training as well as more party political briefings and resources remains extremely valuable.

Councillor Nethsingha

The LGA continues to be a much-valued source of information and support, which has included the LGA Peer Review and follow up visit for Cambridgeshire County Council. This is further supported by access to the LGA Regional Adviser and her team within the East of England, who have provided support for a range of Council services and functions. Additionally, the LGA Annual Conference enables contemporary policy discussions between the Government and Councils. The provision of LGA webinars, seminars and training also continues to be very important to enable elected members, from all groups, to fulfil their roles and responsibilities.

A47 Alliance Steering Group

Background

To act as a special interest group to support the strategic case for improvements on the A47 corridor between the port at Great Yarmouth and the A1.

The A47 Alliance shall support the transport authorities along the route, the New Anglia Local Enterprise Partnership (LEP) and the Greater Cambridge Greater Peterborough LEP.

Information

No. of representatives:	2
Meetings per annum:	2
Approved by:	Highways and Transport Committee
Guidance Classification:	Other Public Body representative

Representative for 2022/23:	Councillor S King (Con) Vacancy
-----------------------------	------------------------------------

Report by Representative

Councillor King

The A47 Alliance has met three times during the municipal year 2022/2023, all of them via Teams. After many false starts, the dualling of some sections of the road in Norfolk have been delayed by a legal challenge relating to the methodology the government uses to assess environmental impact.

The Joint Administration is committed to ensuring that the environmental impact of dualling is fully considered. Consequently the A47 Alliance has commissioned a study assessing whether or not the environmental impact of not dualling is greater than dualling. The cost of the study to each of the partners will be approximately £5,000.

As I represent the northernmost Division in Cambridgeshire, I fully support the Joint Administration's commitment to incremental improvements, such as the Guyhirn roundabout, as full dualling can only be a long-term aspiration. It is essential to the future development of the north of the County that Cambridgeshire County Council remains fully engaged with the A47 Alliance.

Anglian (Great Ouse) Regional Flood and Coastal Committee

Background

The Regional Flood and Coastal Committee is a body through which the Environment Agency carries out its work on flood risk management and is responsible for:

- maintaining or improving any watercourses which are designated as main rivers;
- maintaining or improving any tidal defences;
- installing and operating flood warning systems;
- controlling actions by riparian owners and occupiers which might interfere with the free flow of watercourses; and
- supervising Internal Drainage Boards.

Information

No. of representatives: 3
Meetings per annum: 2
Approved by: Environment & Green Investment Committee
Guidance Classification: Other Public Body representative

Representatives for 2022/23: Councillor L Dupre (LD)
Councillor S Ferguson (Ind)
Councillor G Wilson (LD)

Report by Representative

Councillor Dupré

Meetings took place on 21 April, 21 July, and 20 October 2022, and 26 January 2023. Across the catchment, on behalf of all authorities the Environment Agency bid for £15.6 million for flood and coastal risk defence schemes. Whilst only £10.4 million has been allocated, the majority of projects can accommodate a deferral by one year and as such deliverability should not be impacted significantly. The committee voted for an increase of 3 per cent on the level of local levy for the year ending 31 March 2024. The committee has discussed the impending implementation of Schedule 3 of the Flood and Water Management Act 2010 and recognises the burden this will place on local authorities who will become SuDS Approval Bodies. At the April 2022 meeting we were given the opportunity to present to the committee on the successful publication of Cambridgeshire's Local Flood Risk Management Strategy.

Anglian (Northern) Regional Flood and Coastal Committee

Background

See description for Anglian (Central) Regional Flood and Coastal Committee.

Cambridgeshire shares a seat on this Committee with Peterborough City Council and Rutland County Council. Cambridgeshire County Council currently attends these meetings as an observer only – as stated it's a shared seat and voting rights for the year 1 April 2017 – 31 March 2018 are held by the Peterborough City Council Member. The RFCC however encourages all members (whether they are able to vote or not) to attend all Committee meetings.

No report submitted.

Information

No. of representatives:	1
Meetings per annum:	4-5
Approved by:	Environment & Green Investment Committee
Guidance Classification:	Other Public Body representative

Representative for 2022/23:	Councillor D Connor (Con)
-----------------------------	---------------------------

Cambridge Airport Consultative Committee

Background

The purpose of the Consultative Committee is to provide an effective forum for discussion about all matters concerning the operation and development of Cambridge Airport.

Information

No. of representatives:	1
Meetings per annum:	3
Approved by:	Environment & Green Investment Committee
Guidance Classification:	Other Public Body representative
Representative for 2022/23:	Councillor N Gay (Lab)

No report submitted.

Cambridge and District Citizens Advice Bureau Management Committee

Background

To provide free, independent, confidential and impartial advice to the public. Its aims are to provide the advice people need for the problems they face and improve the policies and practices that affect people's lives.

Information

No. of representatives:	1
Meetings per annum:	4-6
Approved by:	Communities, Social Mobility and Inclusion Committee
Guidance Classification:	Charity and limited company
Representative for 2022/23:	Councillor N Gay (Lab)

No report submitted.

Cambridge BID Board

Background

A five-year initiative set up by Cambridge businesses/organisations to ensure continued investment in Cambridge City Centre.

Information

No. of representatives: 1
Meetings per annum: 6
Approved by: Strategy and Resources Committee
Guidance Classification: Regulated Director

Representative for 2022/23: Councillor G Bird (Lab)

No report submitted.

Cambridge Cancer Research Hospital Engagement Board

Background

Cambridge Cancer Research Hospital will be a new, purpose-built, specialist cancer research hospital where the majority of Cambridge University Hospital's cancer staff will be based.

Information

No. of representatives: 2
Meetings per annum: TBC
Approved by: Adults and Health Committee
Guidance Classification: Other public body representative

Representatives for 2022/23: Councillor S van de Ven (LD)
Vacancy

Report by Representative

Councillor Van de Ven

It has been useful to have a forward glance at plans for the new Cancer Research Hospital. Looking forward to increased engagement as plans progress.

Cambridge Children's Hospital Liaison Group

Background

Cambridge Children's Hospital is a world first hospital which will provide a whole new way of caring for children and young people. It will be the first hospital in the world that fully integrates mental and physical health provision so that young people and their families experience complete and seamless care according to their individual needs. This will be underpinned by world-class research in child health and genomics. There will be more provision for intensive care, specialist wards will provide children in crisis with safe spaces to get better and dedicated operating theatres will facilitate thousands of live-saving procedures.

Information

No. of representatives:	2
Meetings per annum:	TBC
Approved by:	Adults and Health Committee
Guidance Classification:	Other public body representative
Representatives for 2022/23:	Councillor A Bulat (Lab) Councillor S van de Ven (LD)

Report by Representative

Councillor Bulat

Cllr Susan van de Ven and I had a couple of initial meetings with the Liaison group this year. One consisted of a briefing about the project and another focused on questions around engagement with various stakeholders. I contributed in particular on the points of community engagement, ensuring the project leads are speaking with a wide range of stakeholders as well as underrepresented communities who would be using the NHS services.

Councillor Van de Ven

It has been extremely useful to meet on a regular basis with the Cambridge Children's Hospital Liaison Group in order to gain a sense of the approach guiding the formation of this new hospital and the approach to the care of children and young people.

Cambridge Sports Hall Trust Management Committee

Background

A management committee administering the running of the Kelsey Kerridge Sports Hall in Cambridge.

Information

No. of representatives:	1
Meetings per annum:	6
Approved by:	Communities, Social Mobility and Inclusion Committee
Guidance Classification:	Charity
Representative for 2022/23:	Councillor C Rae (Lab)

No report submitted.

Cambridge University Hospitals NHS Foundation Trust Council of Governors

Background

The Board of Governors represents patients, public and staff. The majority of the Governors are elected by the membership. Governors provide a direct link to the local community and represent the interests of members and the wider public in the stewardship and development of the Trust.

No report submitted.

Information

No. of representatives:	1
Meetings per annum:	4
Approved by:	Adults and Health Committee
Guidance Classification:	Other Public Body representative
Representative for 2022/23:	Councillor G Bird (Lab)

Cambridgeshire and Peterborough Combined Authority

Executive Committee - Employment

Background

The Employment Committee includes the Mayor, Deputy Mayor, the portfolio holder for Strategic Planning and two other members of the Board.

Information

No. of representatives:	1
Meetings per annum:	When needed
Approved by:	The Council's representative on the Combined Authority Board nominates the representative and substitute to this committee.
Guidance Classification:	Other Public Body
Representative for 2022/23:	Councillor L Nethsingha (LD)

Report by Representative

Councillor Nethsingha

The Combined Authority Employment Committee has been involved in addressing a range of important matters during the last year. This has included considering the proposed restructuring of the senior officer arrangements for the Authority and then leading the subsequent appointment processes. I am pleased to report that the Combined Authority has now appointed a new, substantive Chief Executive to lead the officers of the authority, who will take up post in early June 2023. In addition, substantive appointments have been made to the key roles of Executive Director of Resources and Performance (Statutory Chief Financial Officer) and Executive Director of Business and Skills. In addition to these key appointments, the Employment Committee has been involved in approving a range of human resources policies for the authority, as part of the work embed effective governance arrangements and support for the staff of the authority.

Cambridgeshire and Peterborough Combined Authority

Executive Committee – Housing and Communities

Background

The main role of the Housing and Communities Committee is to make recommendations to the Combined Authority Board on:

- Housing Strategy
- The Housing Investment Fund
- The programme of housing projects

Information

No. of representatives:	1
Meetings per annum:	6
Approved by:	The Council's representative on the Combined Authority Board nominates the representative and substitute to this committee.
Guidance Classification:	Other Public Body
Representative for 2022/23:	Councillor A Whelan (LD)

Report by Representative

Councillor Whelan

The committee has delivered a significant number of houses, despite the restriction on funding placed on the use of the funds for the Affordable housing programme now effectively being at an end and the only activities are to issue the remaining grants to approved funds. Grants were made available to assist CLTs, however, no funds had been drawn by successful applications so the scheme is to be wound down. The delivery of the Digital Connectivity Strategy 2021- 2025 is a key contributor to the Combined Authority's sustainable growth ambitions for Cambridgeshire and Peterborough, helping to ensure that a ubiquitous and accessible digital connectivity infrastructure is available to all – supporting effective public service delivery, thriving communities and sustainable business growth. Connecting Cambridgeshire is working with local authorities and mobile network operators (MNOs) looking to invest in 4G and 5G networks to improve coverage and capacity, which will have a long-term economic impact for the area. This includes commissioning local surveys to understand areas of poor mobile connectivity and comprehensive data analysis of planning applications.

Cambridgeshire and Peterborough Combined Authority Executive Committee - Skills

Background

The Skills Committee's main role is to make recommendations to the Combined Authority Board on Skills Strategy and the skills budget, innovation fund and the Adult Education Fund.

Information

No. of representatives:	1
Meetings per annum:	6
Approved by:	The Council's representative on the Combined Authority Board nominates the representative and substitute to this committee.
Guidance Classification:	Other Public Body
Representative for 2022/23:	Councillor L Nethsingha (LD)

Report by Representative

Councillor Nethsingha

The CPCA Skills Committee has continued to be a place where cross party working and support have thrived. The CPCA has been successful in bidding for more funding for the skills work in a range of areas, and I have been delighted with the work being done by the committee. Many thanks to Councillors and Officers who have made Skills Committee a pleasure to chair!

Cambridgeshire and Peterborough Combined Authority

Executive Committee – Transport and Infrastructure

Background

The main role of the Transport and Infrastructure Committee is to make recommendations on the following matters to the Combined Authority Board:

- The Local Transport Plan
- Bus Strategy
- The transport revenue budget, including any transport levy
- The annual programme of strategic transport projects and the associated capital investment budget
- Borrowing powers exercised as the Local Transport Authority
- Creation of the key route network

Information

No. of representatives:	1
Meetings per annum:	6
Approved by:	The Council's representative on the Combined Authority Board nominates the representative and substitute to this committee.
Guidance Classification:	Other Public Body
Representative for 2022/23:	Councillor N Shailer (Lab)

No report submitted.

Cambridgeshire and Peterborough Federation of Young Farmers Club

Background

To provide training and social facilities for young members of the community.

Information

No. of representatives: 1
Meetings per annum: 6
Approved by: Children and Young People Committee
Guidance Classification: Unincorporated Association Member

Representative for 2022/23: Councillor A Bulat (Lab)

Report by Representative

Councillor Bulat

I attended most monthly meetings of the Young Farmers this year. The meetings consist of updates from the county's clubs as well as discussing events, training and competitions. In one meeting, Cllr Peter McDonald offered a presentation about County Farms and we had a discussion on the barriers for young farmers, especially those who do not necessarily come from farming families, to be more involved and encouraged to apply for tenancies if they wish to do so. Previous councillor Hilary Cox Condron and I also did an informal survey of the members present on any county issues and passed on feedback to relevant officers such as in Highways on the concerns raised. For the May meeting, I arranged for Cllr Neil Shailer to offer a presentation on Highways issues and I plan to engage the young farmers group with various areas of county policy going forward.

Cambridgeshire and Peterborough Flood & Water Partnership

Background

The partnership is required by legislation - namely the Flood and Water Management Act 2010.

Information

No. of representatives:	1
Meetings per annum:	4
Approved by:	Environment & Green Investment Committee
Guidance Classification:	Other Public Body representative

Representative for 2022/23:	Councillor Lorna Dupré (LD)
-----------------------------	-----------------------------

Report by Representative

Councillor Dupré

Meetings took place on 4 May, 12 September, and 12 December 2022, and 15 March 2023. Membership has expanded to include representation from the Combined Authority. Topics covered over the year include the Nene Strategy, Oxford to Cambridge Pan-Regional Partnership, Schedule 3 of the Flood and Water Management Act 2010, and the Middle Level bank raising scheme. The structure has expanded to include sub-groups relating to operational flooding issues and planning/development. These sub-groups report into the wider partnership. Meeting notes are now published on our website on a quarterly basis which has not previously been the case. This has been well received by members of the public who now have visibility of what is discussed.

Cambridgeshire and Peterborough Land Use Framework Leadership Group

Background

This group works with local authorities, farmers, environmental agencies, NGOs and other interested groups to further develop a land use framework for Cambridgeshire and Peterborough and help better ways for making decisions about land evolve in the county.

Information

No. of representatives:	1
Meetings per annum:	4
Approved by:	Environment & Green Investment Committee
Guidance Classification:	Other Public Body representative
Representative for 2022/23:	Councillor L Dupré (LD)

Report by Representative

Councillor Dupré

The Leadership Group has met twice since 1 April 2022, both hybrid meetings at the David Attenborough Building in Cambridge. The Food, Farming and Countryside Commission continue to lead the work and have commissioned 'Vizzuality', a company specialising in digital solutions for mapping and interpreting data, to source and combine datasets to develop the framework. The Leadership Group meetings have involved presentations on the nature of the work, and provided an opportunity for those organisations to discuss and develop their own aspirations for the framework. The next meeting will involve a presentation on the development and model to date, which appears to be a very high level compilation of datasets that normally do not sit together at a strategic level. More recently, DEFRA and the House of Lords have supported the concept of a national land use framework that is felt to be essential for ensuring that as a country, we make best use of our land resources to help deliver priorities around food, energy, net zero and climate. The FFCC have proposed a national model, and both the Cambridgeshire and Devon pilot projects are seen to be key to that national picture.

Cambridgeshire and Peterborough NHS Foundation Trust

Background

Provides mental health and specialist learning disability services across Cambridgeshire and Peterborough. Also provides some specialist services on a regional and national basis. Partners are Cambridgeshire County Council, Peterborough City Council, NHS Cambridgeshire and NHS Peterborough.

Information

No. of representatives:	1
Meetings per annum:	4
Approved by:	Adults and Health Committee
Guidance Classification:	Partner Governor on the Council of Governors
Representative for 2022/23:	Councillor C Daunton (LD)

Report by Representative

Councillor Daunton

I serve as a County-appointed governor on CPFT and have done so for the past two years. I have attended each quarterly governor meeting, alongside regular informal governor meetings. We have regular training sessions and service visits and I have attended all I am able to alongside other commitments. There are also quarterly liaison meetings with members of the Adult and Health committee and all those concerned (myself included) find these very valuable. Our recent liaison meetings have looked at staff recruitment and retention, children's services, community mental health services, waiting list.

Cambridgeshire Consultative Group for the Fletton Brickworks Industry (Whittlesey)

Background

The aim of this group is to develop and maintain lines of communication between the site operator, the County Council, other regulatory bodies and the local community in order that matters of concern can be resolved in a timely and non-confrontational manner.

Information

No. of representatives:	1
Meetings per annum:	2
Approved by:	Environment & Green Investment Committee
Guidance Classification:	Other Public Body representative
Representative for 2022/23:	Councillor D Connor (Con)

No report submitted.

Cambridgeshire Horizons Board

Background

Cambridgeshire Horizons still exists as a Limited company to oversee three “live” Rolling Fund investments, two loans and one equity investment, with an initial total value of £20.5m, to support a number of growth projects and developments around Cambridgeshire.

Information

No. of representatives: 1
Meetings per annum: 1
Approved by: Strategy and Resources Committee
Guidance Classification: Company Director

Representative for 2022/23: Councillor L Nethsingha (LD)

Report by Representative

Councillor Nethsingha

There have been no meetings of the Cambridgeshire Horizons Board this year.

Cambridgeshire Music Hub

Background

A partnership of school music providers, led by the County Council, to deliver the government's National Plan for School Music.

Information

No. of representatives:	2
Meetings per annum:	3
Approved by:	Children and Young People Committee
Guidance Classification:	Other Public Body representative
Representatives for 2022/23:	Councillor M Atkins (LD) Councillor F Thompson (LD)

Report by Representatives

Councillor Atkins

Councillors have continued to provide advice and guidance via the delegated (from CYP Committee) Advisory Board for the Music Education Hub. The Hub has been working with the Lead Partner, Cambridgeshire Music on several reorganisation and development projects during the year alongside the sustainability of existing programme activity. In particular the Board has been supporting change to place its work in the best position to respond to the new National Plan for Music Education, pending the national funding application process due this year. This has meant careful restructuring of instrument loan schemes to schools and staffing structures in the Lead Partner, development of new programmes at the Histon Centre and further centre planning in East Cambridgeshire and Fenland, provision of a new schools music development process (now embedded within the new National Plan) and a procurement process for a new management system to support work. The value of national funding over the last decade has fallen due to inflation and the impact of this and the national actions in schools have continued to have an effect on financial planning, requiring very close monitoring in the coming year. Continuation of provision already underway is the priority of the Board whilst enabling new programmes to be prepared for a future point when additional finance is available to start them.

Cambridgeshire Schools Forum

Background

The Cambridgeshire Schools Forum exists to facilitate the involvement of schools and settings in the distribution of relevant funding within the local authority area.

Information

No. of representatives:	3
Meetings per annum:	6
Approved by:	Children and Young People Committee
Guidance Classification:	Other Public Body representative
Representatives for 2022/23:	Councillor C Daunton (LD) Councillor B Goodliffe (Lab) Councillor S Taylor (Ind)

Reports by Representatives

Councillor Daunton

The Schools Forum brings together representatives from across the state-funded school sector to consider and debate issues of funding and related matters. It is an important forum for County and schools to exchange information and opinion. There are regular quarterly meetings, with other meetings called to consider particular issues. Over the past year, in addition to the regular discussions concerning allocation of school funding the Forum has had additional sessions concerning special education needs and disability (SEND). The County has just been successful in its bid to central government for additional funding under the 'safety valve' arrangement.

Councillor Goodliffe

Cambridgeshire Schools Forum works with voting members from Academies; Mainstream Primaries and Secondaries and Special School to discuss the following and agree and hold the County Council to account for:

- DSG Funding Arrangements;
- High Needs Block Transfers;
- Notional SEN / High Needs Contingency;
- Central School Services Block;
- De-Delegations within maintained primary schools; and
- Growth Funding / new schools.
- Retained Funding and De-Delegations (Maintained Primary only)

The forum works together to discuss the funding issues faced by schools, to allocate the funding across Cambridgeshire, hold the Council to account for its funding delegations and to work with partners to establish fair funding for the County.

CEMEX Barrington Community Liaison Group

Background

The aim of this group is to develop and maintain lines of communication between the site operator, the County Council, other regulatory bodies and the local community in order that matters of concern can be resolved in a timely and non-confrontational manner.

Information

No. of representatives:	2
Meetings per annum:	2-3
Approved by:	Environment & Green Investment Committee
Guidance Classification:	Other Public Body representative

Representatives for 2022/23:	Councillor S Kindersley (LD) Councillor P McDonald (LD)
------------------------------	--

No report submitted.

Clay Farm Centre Advisory Group

Background

The Advisory Group will support and make recommendations to the Centre Manager and /or Partnership review meetings.

Information

No. of representatives:	1
Meetings per annum:	4
Approved by:	Communities, Social Mobility and Inclusion Committee
Guidance Classification:	Other Public Body representative
Representative for 2022/23:	Councillor P Slatter (LD)

Report by Representative

Councillor Slatter

The Clay Farm Advisory Group was of course disbanded last year.

Community Safety Partnerships

Background

Statutory Crime and Disorder Reduction Partnerships (CDRPs, also known as Community Safety Partnerships (CSPs)) were set up in each district council area of Cambridgeshire in 1998 (Cambridge City, East Cambridgeshire, Fenland, Huntingdonshire and South Cambridgeshire (Crime Reduction Partnership)). The partnerships are responsible for carrying out a three yearly audit to review the levels and patterns of crime, disorder and misuse of drugs, to analyse and consult on the results, and subsequently develop a three-year strategy for tackling crime and disorder and combating the misuse of drugs.

Information

No. of representatives:	5 (1 to each District)
Meetings per annum:	3-4
Approved by:	Communities, Social Mobility and Inclusion Committee
Guidance Classification:	Other Public Body representative
Representatives for 2022/23:	Councillor J French (Con) Councillor T Sanderson (Ind) Councillor N Shailer (Lab) Councillor S Van de Ven (LD) Councillor A Whelan (LD)

Reports by Representatives

Councillor Van de Ven

It has been enlightening and productive to attend and be part of the CSP for South Cambs, and to understand the nature of multi-agency problem solving work for the benefit of residents and communities. This is a unique opportunity to liaise with the Police and Fire service, and the District Council.

Councillor Whelan

I am not a representative on the Community Safety Partnership and have received no contact or information from them in the last 12 months.

Conservators of the River Cam

Background

The Conservators are the statutory navigation authority for Cambridge between the Mill Pond in Silver Street to Bottisham Lock with lesser responsibilities up-stream to Byron's Pool.

Information

No. of representatives:	1
Meetings per annum:	4
Approved by:	Environment & Green Investment Committee
Guidance Classification:	Other Public Body representative

Representative for 2022/23:	Councillor A Bradnam (LD)
-----------------------------	---------------------------

Report by Representative

Councillor Bradnam

The duties and powers of the Conservators are derived from Acts of Parliament, dating back to 1702. Conservators are appointed for terms of three years by the City Council (7 members), University (3), Environment Agency (2) and the County Council (1) and have quarterly public meetings. Income is derived from registration fees.

In 2022 maintenance of the River Cam navigation was contracted out. Strong winds damaged trees along the towpath, which were made safe. A five year maintenance plan was agreed. The County Council is responsible for maintenance of the towpath surface, which is a PRow and permissive cycle path (Halingway) and for collection of litter.

Dimmocks Cote Liaison Group

Background

The aim of this group is to develop and maintain lines of communication between the site operator, the County Council & other regulatory bodies and the local community in order that matters of concern can be resolved in a timely and non-confrontational manner.

No report submitted.

Information

No. of representatives:	1
Meetings per annum:	1-2
Approved by:	Environment & Green Investment Committee
Guidance Classification:	Other Public Body representative
Representative for 2022/23:	Vacancy

Duxford Neighbours Forum

Background

Liaison meeting with the Director of the Museum.

Information

No. of representatives:	1
Meetings per annum:	2
Approved by:	Communities, Social Mobility and Inclusion Committee
Guidance Classification:	Other Public Body representative
Representative for 2022/23:	Councillor P McDonald (LD)

Report by Representative

Councillor McDonald

1x meeting. On going discussions with IWM on flying days and other events.

East Anglia Reserve Forces and Cadets Association

Background

To raise, recruit and administer the Territorial Army Volunteer Reserve and Cadet Forces.

Information

No. of representatives:	1
Meetings per annum:	2
Approved by:	Communities, Social Mobility and Inclusion Committee
Guidance Classification:	Unincorporated Association Member
Representative for 2022/23:	Councillor S Kindersley (LD)

No report submitted.

East of England and Local Government Association Children's Services and Education Portfolio Holder Network

Background

The network brings together the lead members for children's service and education from the 11 strategic authorities in the East of England. It aims to:

- Give councils in the East of England a collective voice in response to consultations and lobbying activity;
- Provide a forum for discussion on matters of common concern and share best practice; and
- Provide the means by which the East of England contributes to the work of the national Local Government Association (LGA) and makes best use of its members' outside appointments.

Information

No. of representatives:	2
Meetings per annum:	4
Approved by:	Children and Young People Committee
Guidance Classification:	Other Public Body representative

Representatives for 2022/23:	Councillor B Goodliffe (Lab) Councillor M King (LD)
------------------------------	--

Report by Representative

Councillor Goodliffe

This year we have responded to the Levelling Up in the East of England, SEND review and Children's Services review.

We have also discussed key areas of complexity and difficulty and how the region can work together to address these – placement Sufficiency and the impact of changes to regulation.

As a region we are able to compare data, share success and work together to support Children across the region. We also work to highlight the additional population growth the region has experienced (488,000 residents, or 8.3%) of all regions over the last 10 years and the impact this has had on local services where funding has not proportionately increased.

The region continues to share knowledge, experience and plans to enable collaboration and regional response.

East-West Rail Consortium Central Strategic Board

Background

The East West Rail Consortium has the objective of promoting and securing a strategic railway connecting East Anglia with Central, Southern and Western England, including a spur to Aylesbury. It brings together local authorities and local enterprise partnerships, as well as Network Rail and the Department for Transport, in a collaborative partnership that has actively supported the development and delivery of East West Rail for over 20 years. 2019 is a pivotal year for East West Rail, with the public inquiry into the Transport and Works Act Order for the western section, and the East West Railway Company consulting on route options for the central section between Bedford and Cambridge.

Information

No. of representatives:	1
Meetings per annum:	To be agreed
Approved by:	Environment & Green Investment Committee
Guidance Classification:	Other Public Body representative

Representative for 2022/23:	Councillor L Nethsingha (LD)
-----------------------------	------------------------------

Report by Representative

Councillor Nethsingha

I do not believe the E-W Road Consortium has held any Board meetings this year. Its work over the year was held up by conflicting messages from government on the priority being given to East-West Rail, it was good to hear the new Chancellor offer a stronger commitment to the project in the Autumn Statement, and we look forward to further work this year.

England Economic Heartland Strategic Transport Leadership Board

Background

To provide leadership and oversight of all aspects of the sub-national transport body, England's Economic Heartland (EEH), merging the previous functions of the Strategic Transport Forum and EEH Leaders meeting.

Information

No. of representatives:	1
Meetings per annum:	TBC
Approved by:	Highways and Transport Committee
Guidance Classification:	Other Public Body representative
Representative for 2022/23:	Councillor Lucy Nethsingha (LD)

Report by Representative

Councillor Nethsingha

EEH meetings this year have felt useful and productive, although the lack of direction from central government for much of the year meant we largely focused on conversations between councils. There are very good working relationships across councils and political groups on EEH, with a number of useful key projects. The work on sharing data and modelling has born fruit, and I hope the new tools are being used by our officers. There is a strong desire to share learning across councils on projects such as demand responsive transport and use of electric micro-transport, which are being explored in a number of different councils in different ways. There is also a desire to ensure that road transport projects are viewed together across councils to try to get a bigger impact than can be achieved by lots of small projects which don't join up effectively.

Envar Liaison Committee

Background

The aim of this group is to develop and maintain lines of communication between the site operator, the County Council & other regulatory bodies and the local community in order that matters of concern can be resolved in a timely and non-confrontational manner.

Information

No. of representatives:	1
Meetings per annum:	2
Approved by:	Environment & Green Investment Committee
Guidance Classification:	Other Public Body representative

Representatives for 2022/23:	Councillor S Criswell (Con)
------------------------------	-----------------------------

Report by Representative

Councillor Criswell

is useful to attend as it is a very active site and attracts much public interest. There is a long-running live planning application which is proving controversial, so the group has not met in the last 12 months.

ESOL Local Planning Partnerships (North and South)

Background

To provide whole-system leadership in Cambridgeshire & Peterborough, working towards co-production, to:

- Provide a collaborative approach to Local ESOL coordination at sub-regional, city-wide and district council level
- Improve the effectiveness in providing ESOL support to all CPCA residents and to maximize opportunities and outcomes for citizens and our regional businesses
- Provide an impartial and proactive networking group which includes providers, both large and small, and other third sector organisations offering support and meeting the needs of a range of client groups including new residents, migrants, established communities, asylum seekers and refugees.

Information

No. of representatives:	2 (one for each partnership)
Meetings per annum:	4
Approved by:	Communities, Social Mobility and Inclusion Committee
Guidance Classification:	Other Public Body representative
Representatives for 2022/23:	Councillor A Bulat (Lab) Councillor S Hoy (Con)

Report by Representative

Councillor Bulat

This year, I chaired four meetings of the South ESOL Local Planning Partnership. This is a very useful forum bringing together Combined Authority officers, Cambridgeshire Skills, researchers and a variety of ESOL providers and agencies to discuss data, emerging themes and challenges in ESOL provision. The North Partnership has also been progressing, but currently chaired by officers while a chair is being confirmed. The Partnership had its first - and very well-attended - hybrid conference in the autumn of 2022 at the Cambridge Regional College, focusing on challenges and solutions in ESOL provision for refugees and asylum seekers, including unaccompanied asylum-seeking children. The Partnership agreed to a proposal to establish a single point of contact for ESOL which is currently being developed. My new role as a Migrant Champion will also be useful for my continued involvement in the Partnership, as English language provision is fundamental to migrant and refugee integration in our county.

ESPO Finance and Audit Sub-Committee

Background

This is a Sub Committee of the Eastern Shires Purchasing Organisation (ESPO) Management Committee, which is a local authority purchasing consortium made up of the following six local authorities: Cambridgeshire County Council, Leicestershire County Council, Lincolnshire County Council, Norfolk County Council, Peterborough City Council and Warwickshire Council.

Information

No. of representatives:	1
Meetings per annum:	2
Approved by:	Strategy and Resources Committee
Guidance Classification:	Other Public Body representative
Representative for 2022/23:	Councillor B Goodliffe (Lab)

Report by Representative

Councillor Goodliffe

A sub-committee that reviews and scrutinises the finances and audit of ESPO prior to their being taken to the management committee. An excellent resource and opportunity to understand the financial works of ESPO. A place for full detail of finances and audit and much discussion and scrutiny occurs. This is then used to ensure fair reports are sent to Management Committee. The committee receives internal and external audit reports and oversee the Corporate Risk Register. I have attended these meetings and have seen how they contribute to the ESPO Management.

ESPO Management Committee

Background

Purchasing and contracting service for 10 member Authorities.

Information

No. of representatives: 2

Meetings per annum: 4

Approved by: Strategy and Resources Committee

Guidance Classification: Other Public Body representative

Representatives for 2022/23: Councillor S Ferguson (Ind)

Councillor B Goodliffe (Lab)

Reports by Representative

Councillor Goodliffe

The Eastern Shires Purchasing Organisation (ESPO) is a local authority purchasing consortium made up of the following six local authorities: Cambridgeshire County Council, Leicestershire County Council, Lincolnshire County Council, Norfolk County Council, Peterborough City Council and Warwickshire Council.

Its role is to provide its members and other client bodies with a comprehensive, cost effective contracting and procurement service through a diverse range of commodities, products and services. The Management Committee has overall strategic responsibility of ESPO and as such, regularly reviews the Financial Performance Strategy; Operational Processes; Staffing and Risks & Governance. Councillors from all the authorities hold ESPO to account in terms of scrutiny and challenge and ESPO continues to provide excellent customer service in difficult times.

ESPO Shareholder Representative

Background

Representing Cambridgeshire's interests with respect to ESPO Trading Limited.

Information

No. of representatives:	1
Meetings per annum:	-
Approved by:	Strategy and Resources Committee
Guidance Classification:	Other Public Body Representative (the Council partly owns ESPO Trading Limited (less than 20%) so the Councillor is the shareholder representative)

Representative for 2022/23:	Councillor B Goodliffe (Lab)
-----------------------------	------------------------------

Report by Representative

Councillor Goodliffe

I have continued to represent Cambridgeshire's shareholding in ESPO via attendance at shareholder meetings and Management and Financial & Audit Committees.

F40 GROUP

Background

F40 represents a group of the poorest funded education authorities in England where government-set cash allocations for primary and secondary pupils are the lowest in the country.

Information

No. of representatives:	1
Meetings per annum:	To be agreed
Approved by:	Children and Young People Committee
Guidance Classification:	Other Public Body Representative
Representative for 2022/23:	Councillor B Goodliffe (Lab)

Report by Representative

Councillor Goodliffe

This year F40 has been carried out the following:

- Wrote to key Government ministers and departments about the need for fairer and greater education funding, and the crisis in SEND, including:
 - Education Secretaries x2
 - Prime Minister
 - Chancellor
 - SEND Review Team and DfE

Requested a meeting with Education Secretary and DfE SEND team

Held a webinar with the DfE for all f40 members to attend Met with Robin Walker MP (now chair of Education Select Committee)

Held two briefings for MPs in Westminster in May and July to share concerns about funding Worked alongside f40 Labour Vice Chair Emma

Hardy MP to table questions in the House

Responded to three Government education funding consultations:

- SEND Review consultation (July)
- NFF consultation (September)
- Early Years consultation (September)

Working to secure a debate on SEND in the House of Commons (in progress)

Produced a range of materials to demonstrate our concerns around education funding Attended National Children and Adult Services Conference in Manchester to talk to delegates about education funding

Wrote an opinion piece for Schools Week on SEND – published in October

Gathering case studies to demonstrate how schools are struggling (in progress)

As you can see, F40 continues to work with partners to lobby for equitable funding for all children across the Country. This includes adequate SEND funding. Responses have been written and sent to consultations and include meetings with cabinet members and other MPs.

FACT Community Transport Board

Background

The purpose of FACT Community Transport is to provide accessible, affordable and safe transport and support services to people who have difficulties using conventional modes of transport or are socially isolated, and work with local authorities, and other charitable, voluntary and not-for-profit organisations for the benefit of the individuals and groups in community, across the Fenland, Huntingdonshire and East Cambridgeshire areas.

Information

No. of representatives:	1
Meetings per annum:	4
Approved by:	Highways and Transport Committee
Guidance Classification:	Member of a Management Board of a "Registered Society" under the Co-operative and Community Benefit Society Act 2014

Representative for 2022/23:	Councillor C Boden (Con)
-----------------------------	--------------------------

Report by Representative

Councillor Boden

FACT is a charity which continues to provide accessible, affordable and safe transport-based and transport-related support to those without easy access to conventional modes of transport in Fenland, Huntingdonshire and, to a lesser extent, East Cambridgeshire. Its principal activities are its dial-a-ride service, its dial-a-car service and day trips. FACT also provides befriending clubs, runs an active, non-means tested community fridge (with a five star hygiene rating) and hosts a book swap shed. FACT actively supports not merely the transport needs but also the social needs of some of the more vulnerable and isolated members of our communities.

Great Fen Steering Committee

Background

Steering Group to oversee and guide the development of the Great Fen Project.

Information

No. of representatives: 1 (observer status)
Meetings per annum: 6
Approved by: Environment & Green Investment Committee
Guidance Classification: Other Public Body Representative

Representative for 2022/23: Councillor A Costello (Con)

Report by Representative

Councillor Costello

The Great Fen Steering Committee has representatives from many organisations including amongst others, members of nature charities and district, city and county councillors. Meetings take place four times a year at various sites but equally using zoom for those who cannot personally attend. The exciting news for the staff is that in March 2023 the group were awarded a £8,000,000 grant from the National Lottery Heritage Fund, the largest one to date. This is to be used to establish the new project, 'Peatland Progress' which has a new vision for the Fens to include novel methods of farming and tackling climate change. A piece of land has been purchased which will join Holme and Woodwalton Fens into one great wetland area that can be enjoyed by everyone, people and wildlife for the future.

Greater Cambridge Local Plan Inception and Joint Local Planning Advisory Group

Background

To facilitate a shared policy position on the development of the new Greater Cambridge Local Plan.

Information

No. of representatives: 1
Meetings per annum: TBC
Approved by: Environment & Green Investment Committee
Guidance Classification: Unincorporated Association Member

Representative for 2022/23: Councillor N Shailer (Lab)

No report submitted.

Greensand Country Landscape Partnership

Background

The Greensand Country Landscape Partnership has been formed by a range of partners in the area to work with landowners and local communities and help make Greensand Country a living and working landscape that is cherished by present and future generations.

No report submitted.

Information

No. of representatives:	1
Meetings per annum:	To be agreed
Approved by:	Environment & Green Investment Committee
Guidance Classification:	Other Public Body Representative
Representative for 2022/23:	Councillor S Kindersley (LD)

Growing Fenland Project Delivery Stakeholder Groups

Background

A Cambridgeshire and Peterborough Combined Authority Funded Master Planning Group.

Stakeholder groups:

- Chatteris
- March
- Whittlesey
- Wisbech

Information

No. of representatives: 4
Meetings per annum: To be agreed
Approved by: Environment & Green Investment Committee
Guidance Classification: Other Public Body Representative

Representatives for 2022/23: Councillor C Boden (Con)
Councillor J French (Con)
Councillor A Hay (Con)
Councillor S Tierney (Con)

Reports by Representatives

Councillor Boden

The Whittlesey Growing Fenland Project Delivery Stakeholder Group has allocated all of its available CPCA Market Towns monies. The principal uses of this money have been to support the Strategic Outline Business Case report for the Whittlesey Southern Relief Road; small business growth grants; additional solar panels for the local leisure centre; improved outdoor sports facilities at the local leisure centre and the costs of civil parking enforcement. The projects continue to be delivered, so the Group remains in existence but is now only called to meet if any issue occurs in the delivery of any of the projects. Most of the monies available will have been spent by the end of 2023-24.

Councillor Hay

I was appointed as the CCC representative to the Chatteris Stakeholder Group for the Growing Fenland project. The million pounds of capital funding made available was allocated to the following four projects:

Purchase of the old Barclays Bank in Chatteris for conversion to re-house The Chatteris Museum together with Office space which will be leased out. By moving the Museum from its current site within The Town Council Office building this releases space to enlarge Council Office space and create additional meeting rooms for community use, it also enables the Council to extend the building to provide Flats which will be rented out, the income from the flats and office space will be offset the running & maintenance costs of both buildings. The original amount awarded by CPCA was £771,821 since then we have had agreement from the CPCA that £23,905 left from the Renaissance project can be used to offset increased costs in the Museum project. A further sum of over £200,00 has been promised from The CPCA, this will be confirmed once CTC has received the final quotation for the remaining works. The extra spend required is as a consequence of an increase in building material costs and having to spend on more expensive items requested by the Conservation officer. It had been hoped that the Museum would be in a position to move into

their new premises by the end of 2022 however due to slippage whilst negotiating with Conservation it is now expected that the move will take place mid to late May.

A further £100,000 towards the capital costs associated with decriminalising on-street parking regulation enforcement in the town. This is a joint venture with each of the four market towns in Fenland contributing £100,000. Work is still ongoing on this by FDC.

The Renaissance fund of £92,000 to be split between Business premises refurbishment grants of up to 60% of the cost (maximum grant £5,000) and refurbishment of Street furniture and lighting columns has now been completed.

And £36,179 for Chatteris skills development – involving the purchase of ICT hardware and software to support skills development, this was used to equip the new Chatteris Training Centre which is now open.

Hinchingbrooke Country Park Joint Group

Background

To monitor the operation of Hinchingbrooke Country Park.

Information

No. of representatives:	1
Meetings per annum:	2
Approved by:	Communities, Social Mobility and Inclusion Committee
Guidance Classification:	Other Public Body Representative
Representative for 2022/23:	Councillor K Billington (Con)

No report submitted.

Huntingdon BID Board

Background

BID is the town management vehicle for Huntingdon. It is an arrangement where businesses in a defined area agree improvements they want to make, over and above what the public agencies have to do. The fund is ring fenced and used solely to deliver the agreed set of projects and activities voted on by the businesses within the BID area.

No report submitted.

Information

No. of representatives:	1
Meetings per annum:	10
Approved by:	Strategy and Resources Committee
Guidance Classification:	Other Public Body Representative
Representative for 2022/23:	Councillor T Sanderson (Ind)

Huntingdon Freeman's Trust

Background

A charity assisting individuals and organisations falling within the Huntingdon Town Council area only.

Information

No. of representatives:	1 (4 year appointment)
Meetings per annum:	11
Approved by:	Communities, Social Mobility and Inclusion Committee
Guidance Classification:	Trustee of a Charity
Representative for 2022/23:	Councillor T Sanderson (Ind)

No report submitted.

Hunts Forum of Voluntary Organisations

Background

Hunts Forum of Voluntary Organisations is an umbrella body for voluntary and community groups in Huntingdonshire. It is an independent, non-profit making group formed from a coalition of local voluntary organisations and run by an elected committee of voluntary sector representatives. It supports voluntary and community organisations with information, advice and training.

Information

No. of representatives:	2
Meetings per annum:	4
Approved by:	Communities, Social Mobility and Inclusion Committee
Guidance Classification:	Other Public Body Representative
Representatives for 2022/23:	Councillor G Wilson (LD) Councillor T Sanderson (Ind)

No report submitted.

King Edward Community Centre Association

Background

Leases and manages the King Edward Community Centre in Chatteris.

Information

No. of representatives:	1
Meetings per annum:	TBC
Approved by:	Communities, Social Mobility and Inclusion Committee
Guidance Classification:	Trustee of a Charity
Representatives for 2022/23:	Councillor A Hay (Con)

Report by Representative

Councillor Hay

The Chatteris King Edward Centre is run by a Board of Trustees of which I am one. Also on the Board of Trustees are representatives from Fenland District Council and Chatteris Town Council. The Centre is a Community asset which is supported by an annual grant from the Town Council and is available for receptions, parties, conferences, and training events etc. Rooms are hired out for a wide range of organisations from Pre-school to U3A, The WI to a Community Church, and Short Mat Bowls to the Community Cinema. There truly is something for every age group and interest.

We recently held the first AGM since the Covid pandemic as the Charity Commission advised that we should not hold Face to face meetings and the Trustees concluded that holding a virtual AGM was impractical. We obviously suffered financially during the Covid period, whilst our income was severely hit, we still had to maintain the Centre and this had a real impact on our reserves. However prudent financial management by the Treasurer has meant that we are slowly recovering and rebuilding our reserves.

Once reopened the Centre was quickly busy again and continued to attract new users. The Trustees continue to meet in accordance with the Constitution and are up to date with reporting to the Charity Commission. We continue to Invest in the management and upkeep of the building. The Accounts up to 31st March 2022 showed Income amounting to £64,051.11 and Expenditure of £69,922.65 this resulted in a deficit of expenditure over Income of £5,171.54 which is a better position than the previous year. Although the accounts for 2022/2023 have not been finalised yet it is hoped that we will break even. As well as running the Centre, members of the Committee Publish a Quarterly Newsletter, "Chatteris Centre Point" this however was put on hold after the last publication in Dec 2019, we now have recruited a new editor and publication was re-started in December 2022

Little Paxton Quarry Liaison Group

Background

The aim of this group is to monitor progress of the development and provide a local forum to consider matters of local concern relating to the winning and working of minerals and restoration and after use.

Information

No. of representatives: 2
Meetings per annum: 2
Approved by: Environment & Green Investment Committee
Guidance Classification: Other Public Body Representative

Representative for 2022/23: Councillor K Billington (Con)
Councillor K Prentice (Con)

Report by Representative

Councillor Prentice

I have not attended any meetings here as I was not even on their list. I have a meeting late this month, as officers finally got me included after a couple of months of trying.

Local Safeguarding Children's Board

Background

LSCBs have been established by the government to ensure that organisations work together to safeguard children and promote their welfare. In Cambridgeshire this includes Social Care Services, Education, Health, the Police, Probation, Sports and Leisure Services, the Voluntary Sector, Youth Offending Team and Early Years Services.

Information

No. of representatives:	1
Meetings per annum:	-
Approved by:	Children and Young People Committee
Guidance Classification:	Other Public Body Representative
Representative for 2022/23:	Councillor B Goodliffe (Lab)

Report by Representative

Councillor Goodliffe

The Cambridgeshire and Peterborough Safeguarding Partnership Board brings together a number of agencies across the County to ensure that there is a joined up approach to safeguarding Children and Young People. Safeguarding means protecting a child's right to live in safety, free from abuse and neglect. It is about working together to support children and young people to make decisions about the risks they face in their own lives, and protecting those who lack the capacity to make these decisions.

We all share responsibility for safeguarding and promoting the welfare of children and young people, whether as a parent or family member; a friend or neighbour; a teacher or carer; or as a paid or volunteer worker. Our website is for children and young people, their families and carers and the practitioners and volunteers who work with them. It is increasingly important that members of the local community have an understanding of the work that is being carried out to help keep children and young people safe across Cambridgeshire and Peterborough as 'safeguarding is everyone's business'.

Working with partners across Cambridgeshire to ensure safeguarding is carried out in a joined up manner and learning from local and national issues. An excellent resource in terms of learning and managing difficult situations.

The Safeguarding Review Board also considers any Safeguarding reviews and manages the learning from these and ensures we work together with partners to safeguard the County's Children and Young People.

London Stansted Corridor Consortium Board

Background

A group of authorities and organisations in a corridor from London to Cambridge and Peterborough who are lobbying for improved infrastructure and connectivity.

Information

No. of representatives:	1
Meetings per annum:	4
Approved by:	Environment & Green Investment Committee
Guidance Classification:	Other Public Body Representative
Representative for 2022/23:	Councillor E Meschini (Lab)

Report by Representative

Councillor Meschini

This Board is now, more commonly referred to as the UK Innovation Corridor, and has met several times during the course of the last year, the last meeting being held on 4th April 2023. Dates for meetings of the Board are currently scheduled through to October this year.

The Board continues to focus activity on issues associated with economic growth and skills in the corridor, as well as the necessary infrastructure to enable the corridor and the communities and businesses within it to benefit. Areas discussed by the Board during the last year have included housing delivery across the East of England, the Essex County sector growth strategy, Greater Cambridge Transport and business research relating to the economic importance of connecting Cambridge to the world and identifying the key international destinations and economic benefit to the East of England as whole.

In addition to the meetings of the Board, Council Officers, including the Chief Executive, have met directly with the UK Innovation Corridor Chair and Director during the last year, as well as some Council Officers presenting to the Board. Given the complementary role that the Board can play in supporting inclusive economic growth and influencing Government and policy makers within Whitehall, this continues to be a group that the County Council will engage with.

March Educational Foundation

Background

Provides assistance with the education of people under the age of 25 who are resident in March.

Information

No. of representatives:	1 (5 year appointment)
Meetings per annum:	3-4
Approved by:	Children and Young People Committee
Guidance Classification:	Trustee of a Charity
Representative for 2022/23:	Councillor J Gowing (Con)

Report by Representative

Councillor Gowing

This year has continued to see generous Scholarship Awards to Neale-wade students. The awards are given to eligible students that apply, stating how it would assist their journey through University. The land with planning permission, bequeathed by the late Patsy and George Brewin has now been sold. Monies from this will be used to assist other students from Neale-wade with their higher Education.

Milton Landfill Liaison Group

Background

The aim of this group is to develop and maintain lines of communication between the site operator, the County Council & other regulatory bodies and the local community in order that matters of concern can be resolved in a timely and non-confrontational manner.

Information

No. of representatives: 1
Meetings per annum: 1-2
Approved by: Environment & Green Investment Committee
Guidance Classification: Other Public Body representative

Representative for 2022/23: Councillor A Bradnam (LD)

Report by Representative

Councillor Bradnam

This formalises a Milton Parish Council Working Party set up in 2015 to monitor air quality. Members reported and monitored complaints of odour, wind direction, speed, date and time, which enabled us to seek operational improvement from the operator FCC Environment Ltd. EA (permitting) have held the operator to account. The landfill site is due to close in December 2026. The County Council has applied to a) separate the HWRC from landfill site boundary, such that the HWRC can be enlarged and improved beyond 2026 and b) re-profile the restoration plan to 2026. Meetings were six-monthly but have now dropped to annually, since we have had few odour issues.

Mitchell Hill Liaison Group

Background

The aim of this group is to develop and maintain lines of communication between the site operator, the County Council & other regulatory bodies and the local community in order that matters of concern can be resolved in a timely and non-confrontational manner.

Information

No. of representatives:	2
Meetings per annum:	2
Approved by:	Environment & Green Investment Committee
Guidance Classification:	Other Public Body representative

Representatives for 2022/23:	Councillor A Bradnam (LD) Councillor N Gough (LD)
------------------------------	--

Reports by Representatives

Councillor Bradnam

This group brings together representatives from the County Council Planning (Minerals and Waste) Team, the operator, neighbours, parish councils and the environment agency. As such, it is a useful forum in which concerns can be raised and actions and future plans understood.

Councillor Gough

This continues to be a very useful forum to address local issues. Unfortunately, I have been unable to attend any of the meetings this year due to other commitments.

Natural Cambridgeshire

Background

Natural Cambridgeshire consists of a broad range of local organisations, businesses and people whose aim is to bring about improvements in their local natural environment.

Information

No. of representatives:	1
Meetings per annum:	4
Approved by:	Environment & Green Investment Committee
Guidance Classification:	Other Public Body Representative
Representative for 2022/23:	Vacancy

No report submitted.

Nature for Everyone Advisory Group

Background

Anglia Ruskin University and Learning through Landscapes project. Its aim is to increase outdoor learning at school and home for children with complex and severe learning difficulties in order to support their social and emotional development, mental health and wellbeing.

Information

No. of representatives: 1
Meetings per annum: TBC
Approved by: Children and Young People Committee
Guidance Classification: Other Public Body Representative

Representative for 2022/23: Councillor A Bulat (Lab)

Report by Representative

Councillor Bulat

This one has never started as they did not receive the funding.

Needham's Foundation, Ely

Background

Needham's Foundation is a Charitable Trust, the purpose of which is to provide financial assistance for the provision of items, services and facilities for the community or voluntary aided schools in the area of Ely and to promote the education of persons under the age of 25 who are in need of financial assistance and who are resident in the area of Ely and/or are attending or have at any time attended a community or voluntary aided school in Ely.

Information

No. of representatives:	2
Meetings per annum:	2
Approved by:	Children and Young People Committee
Guidance Classification:	Trustee of a Charity

Representatives for 2022/23:	Councillor P Coutts (LD) Councillor A Whelan (LD)
------------------------------	--

Report by Representative

Councillor Coutts

This is a local charity which provides grants to schools and young people who live, have lived or go to school in Ely. As well as the normal grant-giving activity, in the last year the charity has been undertaking a full review of its structure and governance, with a view to incorporation. It is also in discussion with another local charity which has similar objectives with a view to a possible merger.

Councillor Whelan

This is a local charity run by Trustees which provides grants to schools and young people who live, have lived or go to school in Ely. In the year ended 31 December 2021, grants were distributed of £46k

This is a fantastic charity providing additional help to enable our young people to continue their education.

At the time of writing a merger between the Needhams Foundation and the Ely Trinity Dole Charity is being considered. It is envisaged that a combined charity to be named the Needhams Trinity Charity will be set up and that it will by virtue of its size, be better able to serve the community.

Needingworth Quarry Liaison Group

Background

The aim of this group is to develop and maintain lines of communication between the site operator, the County Council, other regulatory bodies and the local community in order that matters of concern can be resolved in a timely and non-confrontational manner.

Information

No. of representatives:	4
Meetings per annum:	2
Approved by:	Environment & Green Investment Committee
Guidance Classification:	Other Public Body Representative

Representatives for 2022/23:	Councillor S Criswell (Con) Councillor N Gough (LD) Councillor K Reynolds (Con) Councillor F Thompson (LD)
------------------------------	---

Reports by Representatives

Councillor Gough

This continues to be a very useful forum to address local issues. Unfortunately, I have been unable to attend any of the meetings this year due to other commitments.

Councillor Criswell

Needingworth Quarry meetings provide a valuable update on activity. They have met once, quite recently and I wasn't invited. I suspect an oversight, but will investigate.

Councillor Thompson

For some reason I have been dropped off the mailing list for this outside body. The minutes for Sept 2022 report that there has been a downturn in sales mostly due to a lack of market confidence, following on from the uncertainty of the troubles in Ukraine, the increase in energy cost and the overall increase in the cost of living. It was reported at the meeting that there have been no complaints made to the council regarding the quarry activity. RSPB report that the new circular 'Quarry Life' walk for visitors was opened around Cuckoo Fen over winter, promoted as part of the sustainable access project, aiming to extend access to horses to achieve the planned bridleway status for this route.

Northstowe Delivery Group

Background

To deliver the community buildings in Northstowe, and ensure better communication of progress of the Civic Hub (which will contain the new library) and Community Buildings.

Information

No. of representatives:	1
Meetings per annum:	12
Approved by:	Environment & Green Investment Committee
Guidance Classification:	Other Public Body Representative
Representatives for 2022/23:	Councillor F Thompson (LD)

Reports by Representatives

Councillor Thompson

Northstowe Delivery Group was established in September 2022 to deliver on South Cambridgeshire District Council's (SCDC) commitment to Northstowe, to build several Community and Sporting facilities. The role of the Group is to oversee and assist in the delivery of this programme of activity, supporting and working closely with the Senior Responsible Officer at SCDC. This summer we should see the opening of both the Interim Community Centre and the Sports Pavilion in Northstowe, with the aim to consult on the Permanent Community Centre later this year. The Group also oversee the ongoing development of the Communication Plan and Quarterly Northstowe Forums.

North West Anglia NHS Foundation Trust Council of Governors

Background

The North West Anglia NHS Foundation Trust was formed on 1 April 2017. The trust runs three busy hospitals – Peterborough City Hospital, Hinchingsbrooke Hospital and Stamford & Rutland Hospital. Governors are the 'voice' of members of partner organisations in the running of the hospitals, so that hospital services always reflect the needs and expectations of local people.

No report submitted.

Information

No. of representatives:	1
Meetings per annum:	To be agreed
Approved by:	Adults and Health Committee
Guidance Classification:	Other Public Bodies (Partner Governor)
Representative for 2022/23:	Councillor T Sanderson (Ind)

Parking and Traffic Regulations Outside London Adjudication Joint Committee (PATROL) & Bus Lane Adjudication Joint Committee (BLASJC)

Background

PATROL represents over 300 local authorities in England (outside London) and Wales

Information

No. of representatives: 1
Meetings per annum: As required
Approved by: Highways and Transport Committee
Guidance Classification: Other Public Body Representative

Representative for 2022/23: Councillor N Shailer (Lab)

No report submitted.

Pathfinder Legal Services Limited

Background

Company jointly owned by West Northamptonshire Council, North Northamptonshire Council, Central Bedfordshire Council and Cambridgeshire County Council to provide legal services to the owner councils and to other organisations within the public sector and not for profit sector.

Information

No. of representatives:	1 (Consultee member)
Meetings per annum:	4
Approved by:	Strategy and Resources Committee
Guidance Classification:	Other Public Body Representative (Council's representative on a company it part owns)

Representative for 2022/23:	Councillor E Murphy (LD)
-----------------------------	--------------------------

Report by Representative

Councillor Murphy

Pathfinder Legal Services Limited provides its shareholders and other customers with legal advice covering childcare, adult social care and education, planning, property, commercial and procurement, litigation and governance matters.

The County Council engages with Pathfinder on a “teckal” basis also known as the “in-house exemption” from competitive public procurement, and the Council relies on the firm for its legal advice needs in the first instance, working closely in partnership. Pricing is designed to recover costs for the company and provide a cost-effective service to the owners, with a modest profit margin on shareholder work and higher fee rates for external customers.

The firm remains profitable for a further successive year, with a confirmed post-tax profit of £304k for the year-ending 31 March 2022 and a similar profit forecast for the latest financial year. The balance sheet continues to strengthen compared to the pre-2020 position.

A key challenge during 2022-23 has been the indication from West and North Northamptonshire Councils that they intend to change their relationship with and purchasing from the firm. These Councils emerged from local government re-organisation with a mixture of in-house lawyers from previous District Councils with Pathfinder responsible for former upper tier legal advice. The company is awaiting a fully detailed proposal from Northants on the new model and is eager to move forward with ongoing shareholders and clients.

The principal operational challenge for the firm has been the national shortage of local government lawyers, leading to difficulties with the recruitment and retention. The company has further invested in its apprenticeship schemes and continuous professional development in response and made 48 new permanent appointments across the firm during the year.

The company was reaccredited for Lexcel, the excellence in legal practice management and client care standard in November 2022 and commended in the detailed assessment.

Upcoming initiatives for 2023 include a staffing pay and benefits review (in view of retention challenges) and implementation of a new case management system.

Peterborough and Cambridgeshire Community Covenant (Military) Board

Background

The Armed Forces Covenant Board aims to improve the outcomes and life choices of military personnel, reservists, their families and veterans living in Cambridgeshire and Peterborough. The Covenant Board also aims to enhance the relationship between civilian and military communities.

Information

No. of representatives:	1
Meetings per annum:	4
Approved by:	Communities, Social Mobility and Inclusion Committee
Guidance Classification:	Other Public Body Representative
Representative for 2022/23:	Councillor S Kindersley (LD)

No report submitted.

Ramsey Wind Farm Community Benefit Fund Advisory Group

Background

To provide a community benefit fund of £40,000 for community projects within the Parish boundaries of Ramsey, Bury, Upwood and the Raveleys.

Information

No. of representatives:	2
Meetings per annum:	1
Approved by:	Communities, Social Mobility and Inclusion Committee
Guidance Classification:	Other Public Body Representative
Representatives for 2022/23:	Councillor S Corney (Con) Councillor A Costello (Con)

Report by Representative

Councillor Costello

Ramsey Windfarm Community Benefit Advisory Group consists of members from parish, district and county councillors who meet once a year to consider applications by local organisations from Ramsey, Upwood and Bury for grants from a £40,000 pot, which is overseen by Grantscape Ltd. There is some concern that even after many years, this opportunity is not well known in the area and consideration has been given to future advertising to attract more groups.

RECAP Board

Background

RECAP (Recycling in Cambridgeshire & Peterborough) is a partnership of authorities across Cambridgeshire & Peterborough working together to provide excellent waste and recycling services to meet local needs. The RECAP Board is the Member level group of this partnership.

Information

No. of representatives:	1
Meetings per annum:	4
Approved by:	Environment & Green Investment Committee
Guidance Classification:	Other Public Body Representative
Representative for 2022/23:	Councillor R Hathorn (LD)

Report by Representative

Councillor Hathorn

The County Council's representation on RECAP is very important particularly at the moment as DEFRA implement the much heralded qualifying changes in law (QCiLs) which in cases can result in serious additional costs for some or all of the authorities within the DEFRA partnership. In addition to providing a mechanism for reaching some agreement and collaboration in regards to these QCiLs the county wide waste strategy will be at its most effective and strategic if it can be developed across all partners. It will also be far easier to reduce the carbon footprint of waste across the county working collaboratively rather than separately with the other authorities with different responsibilities.

Royal Papworth Hospital NHS Foundation Trust Council of Governors

Background

NHS Foundation Trusts are not-for-profit, public benefit corporations. They are part of the NHS and provide over half of all NHS hospital and mental health services. The County Council is represented on the Council as a nominated Governor.

Information

No. of representatives:	1
Meetings per annum:	4
Approved by:	Adults and Health Committee
Guidance Classification:	Other Public Bodies
Representative for 2022/23:	Councillor P Slatter (LD)

Report by Representative

Councillor Slatter

As an Appointed Governor of the Royal Papworth Hospital Trust, I have been involved with fellow governors in formal assessment visits to the wards, attendance at meetings, and more informal discussions on WhatsApp. Governors have raised concerns about working conditions, and issues affecting recruitment and retention.

As elsewhere, it has been a difficult year for our Trust, which began with some progress addressing challenges for staff and patients dealing with the aftermath of the pandemic, and later on as RPH coped with the effects of industrial action.

As a county councillor I have been able to contribute to discussions in Board meetings regarding the development of our local Integrated Care Service using insights into the work of the local authorities. Similarly I have been able to apply insights into the work of the RPH at a variety of service committees.

Shepreth School Trust

Background

Provides financial assistance towards educational projects within the village community, both to individuals and organisations.

Information

No. of representatives: 1
Meetings per annum: 4
Approved by: Children and Young People Committee
Guidance Classification: Trustee of a Charity

Representative for 2022/23: Councillor P McDonald (LD)

Report by Representative

Councillor McDonald

meet 1x year. Several educational grants made to local students. In total I think 10 during the year.

Soham and District Sports Association Management Committee

Background

Charity providing sport for the local community.

Information

No. of representatives:	1
Meetings per annum:	4
Approved by:	Communities, Social Mobility and Inclusion Committee
Guidance Classification:	Unincorporated Association Member
Representative for 2022/23:	Councillor M Goldsack (Con)

Report by Representative

Councillor Goldsack

The SDSA first has secured funding support from district council for the urgent roof issues faced. This was the real priority for the centre. More than that I can not add due to zero correspondence from the centre manager whom I have asked for meeting updates and agenda progress.

St Neots Master Plan Steering Group

Background

The masterplan project has been developed by the Board of Cambridgeshire and Peterborough Combined Authority to ensure that the market towns in Cambridgeshire are all interconnected in an overall plan that supports the region's future prosperity.

Governance arrangements have been established to achieve collective community ownership of the St Neots Masterplan for Growth, responsibility for delivery of masterplan initiatives, and as a vehicle to oversee future iterations of the masterplan itself. This is made up of representatives from public, private and third sectors.

Information

No. of representatives: 1
Meetings per annum: -
Approved by: Environment & Green Investment Committee
Guidance Classification: Other Public Body Representative

Representative for 2022/23: Councillor S Ferguson (Ind)

No report submitted.

St Neots Museum Management Committee

Background

Provides advice and management support to St Neots Museum for the benefit of the local community.

Information

No. of representatives:	1
Meetings per annum:	2
Approved by:	Communities, Social Mobility and Inclusion Committee
Guidance Classification:	Other Public Body Representative
Representative for 2022/23:	Councillor S Taylor (Ind)

No report submitted.

This Land Board of Directors

Background

This Land is a development business established with the aim of offering a new approach to development, that is much more customer and community focused than the traditional UK house builder model.

Information

No. of representatives:	1
Meetings per annum:	12
Approved by:	Commercial & Investment Committee
Guidance Classification:	Company Director (the Councillor is one of two Non-Executive Directors on this Board (the other being an officer) as shareholder representative)

Representative for 2022/23:	Councillor N Gough (LD)
-----------------------------	-------------------------

Report by Representative

Councillor Gough

The Board of This Land met on a regular basis. The business continues to evolve within a dynamic Cambridgeshire housing market with the delivery of homes and occupations at the Ditton Walk site and at Over. A number of other key sites are progressing in terms of planning applications, construction commencement (Landbeach) or land sales to other developers. Communication with Members has been a priority with regular briefing meetings and the commencement of bi-monthly summaries of activities. There have been a number of changes to the Board during the year with a new Chair, David Meek, being appointed along two new Non-Executive Directors (Wendy Colgrave and Julia Gregory). Steve Cox also stepped down at the last Board meeting to be replaced by Frank Jordan, the County Council's Executive Director of Place and Sustainability.

Trigg's Charity (Melbourn)

Background

Trigg's Charity provides financial assistance to local schools / persons for their educational benefit.

Information

No. of representatives:	1
Meetings per annum:	2
Approved by:	Children and Young People Committee
Guidance Classification:	Unincorporated Association Member
Representative for 2022/23:	Councillor S van de Ven (LD)

Report by Representative

Councillor van de Ven

Thanks to those running this important local charity providing much needed support for local schools, making a direct reach to children in the Melbourn area. Participation provides a valuable insight into school needs and aspirations and in particular new challenges around cost of living.

Warboys Landfill Site Liaison Group

Background

The aim of this group is to develop and maintain lines of communication between the site operator, the County Council, other regulatory bodies and the local community in order that matters of concern can be resolved in a timely and non-confrontational manner.

Information

No. of representatives:	1
Meetings per annum:	1-2
Approved by:	Environment & Green Investment Committee
Guidance Classification:	Other Public Body Representative

Representative for 2022/23:	Councillor S Corney (Con)
-----------------------------	---------------------------

Report by Representative

Councillor Corney

The one and only meeting of the year of this group was held on 28th Sept at Warboys village hall. I chaired a very well attend meeting which I have to say is a very good example of how a liaison group should work. I have come into this position late on in the lifetime of the group as they are finalising the remedial works of the site currently and many of the issues raised are now concerning the waste transfer site and not the landfill. At the same time there were some robust questions asked on how the remedial works were going and whether the recent extension of time would be sufficient to complete the works. All questions were well met and answered thoroughly with further dialog offered should it be needed. Site visits were also offered to group members to see progress. Thermal Treatment Facility

A further planning application was discussed regarding a new thermal treatment facility to use waste from the transfer site and from external sources to generate electricity. Should this application be successful I would expect either this group to continue or a new group be introduced. Whilst I'm sure there will have been heated moments initially, I hope that whichever happens, the group continue to act in the manner I have seen which I am sure has been beneficial for the community.

Warboys Site Liaison Committee

Background

A heat and power plant comprising biomass energy from waste facility and treatment of waste water by evaporation. The Committee will provide a forum for local representatives to discuss site matters and be informed of site progress, and will provide a means whereby information and concerns/complaints about the site can be aired with appropriate solutions discussed.

Information

No. of representatives:	1
Meetings per annum:	4 then 1
Approved by:	Environment & Green Investment Committee
Guidance Classification:	Other Public Body Representative
Representative for 2022/23:	Councillor S Corney (Con)

No report submitted.

Waterbeach Waste Management Park Liaison Group

Background

The aim of this group is to develop and maintain lines of communication between the site operator, the County Council & other regulatory bodies and the local community in order that matters of concern can be resolved in a timely and non-confrontational manner.

Information

No. of representatives:	1
Meetings per annum:	2-3
Approved by:	Environment & Green Investment Committee
Guidance Classification:	Other Public Body Representative

Representative for 2022/23:	Councillor A Bradnam (LD)
-----------------------------	---------------------------

Report by Representative

Councillor Bradnam

The Group meets twice a year. It is important to have County Council representation as we are the disposal authority and the site has the potential to affect the health and welfare of local residents and traffic on the A10. Compliance with BATc legislation to reduce odour emissions will include enclosure of the IVC operation and has required diversion of waste to other operators, while the work is being done. Planning permission has been given for a solar farm, to power the District Council's proposed fleet of electric bin lorries. It is expected to take 6-8 months to construct.

Cambridgeshire and Peterborough Combined Authority: Membership and other appointments

Meeting: Council

Date: 16th May 2023

From: Chief Executive

Purpose: To request the Council to make appointments to the Cambridgeshire and Peterborough Combined Authority for the municipal year 2023/2024.

Recommendations: Full Council is asked to make the following appointments/nominations to the Cambridgeshire and Peterborough Combined Authority for the municipal year 2023/24:

- (a) appoint the Leader of Council to act as the Council's appointee to the Combined Authority and the Deputy Leader as the substitute member;
- (b) nominate two members to the Overview and Scrutiny Committee, and two substitute members from the same political parties as those appointed; and
- (c) nominate one member to the Audit and Governance Committee and one substitute member from the same political party.

Officer contact:

Name: Michelle Rowe
Post: Democratic Services Manager
Email: michelle.rowe@cambridgeshire.gov.uk
Tel: 01223 699180

1.0 Background

- 1.1 In accordance with the Cambridgeshire and Peterborough Combined Authority Order 2017, each Constituent Council must appoint one of its elected members and a substitute member to the Combined Authority. Each Council made these appointments at its respective Council meeting in May 2017 for the 2017/18 municipal year and is requested to do so for each subsequent municipal year. The Council is now asked to appoint members and substitute members for the municipal year 2023/24.

Non-Executive Committees

- 1.2 The Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2016 requires the Combined Authority to establish an Overview and Scrutiny Committee and an Audit Committee. The Order sets out the rules for membership. The membership of the Overview and Scrutiny and the Audit Committees as a whole should reflect so far as reasonably practicable the balance of political parties of the constituent councils when taken together. The balance is based on membership of political parties, not political groups, on constituent councils across Cambridgeshire and Peterborough.
- 1.3 On 4 May 2023, there were local elections for East Cambridgeshire District Council, Fenland District Council, Cambridge City Council and Peterborough City Council. The Combined Authority will need to review the political balance on constituent councils and will request constituent councils to make the following appointments to these committees.

Overview and Scrutiny Committee

- 1.4 The Combined Authority agreed that to ensure an equitable representation across each constituent authority, two members from each council should be appointed to the Overview and Scrutiny Committee representing a total membership of fourteen members.
- 1.5 The implications of applying political proportionality to a fourteen member Overview and Scrutiny Committee are detailed in Appendix 1 to be circulated when available.
- 1.6 The Council is required to nominate two members to the Overview and Scrutiny Committee for the municipal year 2023/24 based on the political balance set out in Appendix 1.

Audit and Governance Committee

- 1.7 The Combined Authority agreed to establish an Audit and Governance Committee consisting of seven constituent members: one member from each constituent council.
- 1.8 The implications of applying political proportionality to a seven member Audit and Governance Committee are detailed in Appendix 2 to be circulated when available. The Council is required to nominate one member to sit on the Audit and

Governance Committee for the municipal year 2023/24 based on the political balance set out in Appendix 2.

Substitute members

- 1.9 The Combined Authority has agreed that substitute members should be appointed for each position on the Audit and Governance Committee and the Overview and Scrutiny Committee. Any substitute members should come from the same party as the Member they are substituting for to maintain political balance.
- 1.10 For the Overview and Scrutiny Committee, if constituent councils have appointed members from the same political parties, those Councils might only wish to appoint one substitute rather than two. The quorum set down in legislation is two thirds of the total membership. Therefore, it is preferable to appoint two members in case both members are absent from a meeting and need to substitute.

Conclusion

- 1.11 All appointments and nominations made by constituent councils will be reported to the Combined Authority's annual meeting on 31 May 2023.
- 1.12 The political balance calculations in the Appendices will be based on up to date statistics given by constituent councils and take account of the outcome of the local elections that took place on the 4 May 2023. However, there may be last minute changes in the lead up to constituent councils' annual meetings and the Combined Authority's annual meeting on 31st May.
- 1.13 If there are consequential changes to the overall political balance, the Combined Authority may need to review the membership and the allocation of seats to political parties on the above committees. The Monitoring Officer will advise constituent councils if any subsequent changes have been necessary, and whether any changes need to be made to their nominations.

2.0 Financial Implications/ Quality Impact Assessment

- 2.1 In accordance with the Cambridgeshire and Peterborough Combined Authority Order 2017, no remuneration is to be payable by the Combined Authority to its members.

3.0 Legal Implications

- 3.1 These are set out in the report. The Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2016 requires a combined authority to ensure that the members of the committee taken as a whole reflect so far as reasonably practicable the balance of political parties for the time being prevailing among members of the constituent councils when taken together.

4.0 Appendices

4.1 Appendix 1 – Overview and Scrutiny Committee political balance calculations (to be circulated when available)

4.2 Appendix 2 – Audit and Governance Committee political balance calculations (to be circulated when available)

4.3 Accessible versions of the appendices are available on request from Democratic.Services@cambridgeshirepeterborough-ca.gov.uk

5.0 Background Documents

5.1 [Annual Council meetings since May 2017](#)



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Agenda Item: 17(a)

Cambridgeshire & Peterborough Combined Authority Reports from Constituent Council Representatives on the Combined Authority

Overview and Scrutiny Committee
20 March 2023
Councillor Michael Atkins
Councillor Mark Goldsack

Combined Authority Board
22 March 2023
Councillor Lucy Nethsingha

Audit and Governance Committee
24 March 2023
Councillor Graham Wilson

The above meetings have taken place from 1 March 2023 to 31 March 2023.

Overview and Scrutiny Committee – 20 March 2023

The Overview and Scrutiny Committee met on 20 March 2023; the decision summary is attached as Appendix 1.

Combined Authority Board – 22 March 2023

The Combined Authority Board met on 22 March 2023; the decision summary is attached as Appendix 2.

Audit and Governance Committee – 24 March 2023

The Audit and Governance Committee met on 24 March 2023; the decision summary is attached as Appendix 3.

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

Overview and Scrutiny Committee Decision Summary

Meeting: 20 March 2023
 Agenda/Minutes: [Overview and Scrutiny Committee](#)
 Chair: Councillor Lorna Dupre

Summary of decisions taken at this meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1&2.	Apologies & Declarations of Interest	Apologies were received from Cllr Miscandlon, Cllr Smith and Cllr Robertson. Cllr Gawthrope Wood attended as Cllr Robertson's substitute. There were no declarations of interest.
3.	Minutes of the previous meeting and Action Log	<u>RESOLVED</u> That the minutes of the meeting held on 23 January 2023 be approved as a correct record and that the Action Log be noted.
5.	Improvement Framework	<u>RESOLVED:</u> 1. That the February Improvement Highlight Update to the Combined Authority Board on 22 March 2023 be considered and noted.
6.	Delivering the Overview and Scrutiny Function	<u>RESOLVED:</u> The Committee reviewed the options put forward but resolved to defer choosing a preferred option until they had attended a workshop where more information would be provided and they could further discuss and agree the format focus

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		and method for delivering the Overview and Scrutiny function for 2023/24 onwards.
7.	Overview and Scrutiny Annual Report	<p><u>RESOLVED:</u></p> <p>That the draft report be approved subject to the agreed changes set out below:</p> <p>1. That it be noted in the report that Cllr Dew had been the Business Board Lead member until he had stepped down from the Committee in January.</p>
10.	Combined Authority Board Agenda	Members did not put forward any questions to be asked at the CA Board meeting on 22 March 2023.
10.	Overview and Scrutiny Work Programme	<p><u>RESOLVED:</u></p> <p>1. That the draft work programme as shown at Appendix 1 be noted.</p>
11.	Date and Time of Next Meeting	Monday 19 June 2023 at 11am.

Combined Authority Board Decision Summary

Meeting: 22 March 2023
Agenda/Minutes: [Combined Authority Board](#)
Chair: Mayor Nik Johnson

Summary of decisions taken at this meeting.

Part 1 - Governance Items

1.1 Announcements, Apologies for Absence and Declarations of Interest

Apologies for absence were received from Councillor C Boden, Councillor L Nethsingha (substituted by Councillor T Sanderson), Councillor E Murphy and D Preston (substituted by J Peach from 12.23pm).

There were no declarations of interest.

1.2 Membership Update

It was resolved to:

- a) Note the appointments by Huntingdonshire District Council of Cllr Jon Neish as the member and Cllr Stephen Corney as the substitute on the Overview and Scrutiny Committee for the remainder of the municipal year 2022/23.
- b) Note the appointment by Huntingdonshire District Council of Cllr Lara Davenport-Ray as the substitute member for the Employment Committee from 13th March 2023 to 21st March 2023 inclusive.
- c) Note the appointment by Huntingdonshire District Council of Councillor Tom Sanderson as the substitute member of the Employment Committee from 22nd March 2023 for the remainder of the municipal year 2022/23.

- d) Note the appointment by Peterborough City Council of Cllr Jackie Allen as the representative for the Employment Committee for the remainder of the municipal year 2022/23.
- e) Note the appointment by Cambridgeshire County Council of Councillor Tom Sanderson as substitute member of the Combined Authority Board for the remainder of the municipal year.

1.3 Minutes of the meetings on 25 January 2023 and the Extraordinary meeting on 8 February 2023 and minutes action log

It was resolved to approve the minutes of the meetings on 25 January 2023 and the Extraordinary meeting on 8 February 2023.

The minutes action log was noted.

1.4 Petitions

No petitions were received.

1.5 Public Questions

A public question was received from Roxanne de Beaux, Chief Executive of Camcycle. A copy of the question and response (when available) can be viewed [here](#).

1.6 Senior Appointments

It was resolved to:

- a) Note the contents of this report.
- b) Receive and agree the recommendation made by the Members of the Employment Committee at the meeting on 20th March 2023 that the preferred candidate be appointed to the position of Chief Executive.

- c) Delegate to the Interim Chief Executive the function of agreeing with the successful candidate the terms and conditions of appointment, including associated start date and any other requirements and actions necessary to finalise arrangements.

Part 2 – Activity Highlights

2.1 Combined Authority Monthly Highlights Report: February 2023

It was resolved to:

Note the content of this report.

Part 3 – Finance

3.1 Budget Monitor Report March 2023 [KD2023/005]

It was resolved to:

- a) Note the financial position of the Combined Authority for the year to date.
- b) Approve the draft slippage figures as set out in appendices 1&2 and summarised in paragraphs 3.5 and 5.7.
- c) Approve to merge the three budget lines as set out below:
 - 1) AEB Innovation Fund – Revenue;
 - 2) AEB Provider Capacity Building; and
 - 3) AEB Strategic Partnership Development
- d) Note the correction to LAD 3 and HUG 1 capital and revenue budgets and the national extensions agreed to both programmes.

3.2 Treasury Management Strategies 2023/24

It was resolved to:

a) Approve the following financial strategies:

- i) The Capital Strategy 2023-24
- ii) The Investment Strategy 2023-24
- iii) The Treasury Management Strategy 2023-24

b) Approve the Minimum Revenue Provision statement for 2023-24.

Part 4 – Improvement

4.1 Improvement Plan Update

It was resolved to:

- a) Note the outcomes delivered at the end of the initial three-month period against the outcomes set out in the report to Board in October 2022.
- b) Note progress across the improvement programme in February 2023 as set out in the highlight report attached as Appendix 1.
- c) Note the stocktake undertaken and proposed reframed focus for improvement activity as set out in paragraph 4 and Appendix 2.
- d) Note the resignation of the Independent Improvement Board Chair with immediate effect and the arrangements underway to find a replacement.

4.2 Combined Authority Governance Arrangements

It was resolved to:

- a) Approve the Combined Authority Board Terms of Reference/ Key Functions set out in Appendix A.
- b) Approve proposed changes (including Terms of Reference attached at Appendices B to D) to Thematic Committees set out in 3.6.1 to 3.6.6 of this report.
- c) Approve Terms of Reference for a Human Resources Committee set out in Appendix E.
- d) Approve the Leaders Strategy Meeting Terms of Reference as set out in Appendix F.
- e) Approve the creation of the informal advisory groups as noted in 3.9.1 of this report.
- f) Approve the Calendar of Meetings set out in Appendix G.
- g) Approve the change in role of the Business Board set out in 3.11 of this report.
- h) Approve Business Board Key Functions and CPCA Membership attached at Appendix H for inclusion in Business Board Terms of Reference.
- i) Endorse actions set out in 3.14 to 3.18 of the report in support of progressing new role and functions for the Business Board.

4.3 Review of the Constitution

It was resolved to:

Approve and adopt the recommended revisions to the Constitution detailed in this report.

Part 5 - Combined Authority Decisions

n/a Local Transport Model Full Business Case [KD2023/014 Special Urgency]

It was resolved to:

Delegate authority to the Executive Director for Place and Connectivity in consultation with the Chief Finance Officer and Monitoring Officer to enter into Grant Funding Agreements with Cambridgeshire County Council.

5.1 Climate Action Plan Annual Report [KD2022/081]

It was resolved to:

- a) Note progress on the Climate Action Plan 2022-2025.
- b) Support the changes to the Climate Action Plan set out in Appendix 1.
- c) Support the alignment of reporting data on carbon and greenhouse gas emissions.

5.2 Oxford to Cambridge Pan Regional Partnership

It was resolved to:

- a) Confirm the Combined Authority's intention to become a member of the Oxford to Cambridge Pan Regional Partnership.
- b) Agree to the appointment of the Mayor as the Combined Authority representative on the Pan Regional Partnership.
- c) Agree to nominate the Lead Member for the Environment and Climate Change to represent the Combined Authority on the Environment Working Group of the Partnership.

- d) Agree to nominate the Statutory Deputy Mayor, Lead Member for Economic Growth, to represent the Combined Authority on the Economy Working Group of the Partnership.

5.3 Property Acquisition for Peterborough Bus Depot [KD2023/001]

It was resolved to:

- a) Identify a site at Nursery Lane, Peterborough, as a potential option to serve as a depot for electric buses.
- b) Authorise the acquisition of an option to acquire freehold property and delegate authority to the Interim Chief Executive in consultation with the Mayor or Deputy Mayor to finalise any further terms necessary to enable completion.

5.4 Market Towns Programme: Supporting Community-Owned Businesses and Social Enterprises in Rural Hinterlands – Full Business Case [KD2022/050]

It was resolved to:

Approve the full business case for Phase 2 of the CPCA Market Towns Programme requesting £2,500,000 of CPCA gainshare funding to support Social Enterprise in market town areas.

5.5 Market Towns Programme: Approval of Final Project Proposal (Funding Call 10 – March 2023) [KD2022/081]

It was resolved to:

- a) Approve the final project proposal received under Market Towns Programme from Huntingdonshire District Council to the sum of £802,150 for the towns of Huntingdon and St Ives.
- b) Consider the request received from Huntingdonshire District Council to extend the grant longstop completion date for the St Neots Masterplan (Phase 1) project from 31st March 2023 to 31st March 2024.

5.6 Capital Investment for Affordable Housing at Fanshawe Road, Cambridge [KD2023/011]

It was resolved to:

- a) Approve £1M of grant funding to be awarded to Cambridge City Council for a redevelopment project at Fanshawe Road.
- b) Monitor delivery and outcomes.

5.7 Greater South East Net Zero Hub Local Energy Advice Demonstrator Projects [KD2023/012]

It was resolved to:

- a) Agree the acceptance of the Department for Energy Security & Net Zero, Local Energy Advice Demonstrators (LEAD) Projects MoU 2022 to 2025.
- b) Delegate authority to the Director of Place and Connectivity in consultation with the Chief Finance Officer and Monitoring Officer to finalise the details of the LEAD MoU and to enter into the LEAD MoU.
- c) Delegate authority to the Director of Place and Connectivity, upon the recommendation of the Hub Board, to approve the award of grants for the LEAD project where the decisions do not impact the Combined Authority budget or staffing arrangements and to execute the corresponding grant agreements. Such approvals or decisions to be reported to the next meeting of the Combined Authority Board on the exercise of that delegation.
- d) Delegate authority to the Director of Place and Connectivity, in consultation with the Chief Finance Officer, to approve the budgets corresponding to the LEAD MoU.
- e) Agree the variation to the Net Zero Memorandum of Understanding (MoU) to incorporate the additional strategic projects and funding detailed in paragraph 2.12 of this report.

- f) Delegate authority to the Director of Place and Connectivity in consultation with the Chief Finance Officer and Monitoring Officer to finalise and execute the variation of the Net Zero MoU.
- g) Delegate authority to the Director of Place and Connectivity, upon the recommendation of the Hub Board, to approve the award of grants, contracts and agreements arising out of the Net Zero MoU where the decisions do not impact the Combined Authority budget or staffing arrangements and to execute the corresponding grants, contracts and agreements. Such approvals or decisions to be reported to the next meeting of the Combined Authority Board on the exercise of that delegation.
- h) Approve the establishment of a Retrofit project board, based on the terms of reference and governance framework for the Sustainable Warmth project board and delegate authority to the Director of Place & Connectivity, in consultation with the Lead Member for the Environment and Climate Change, Chief Finance Officer and Monitoring Officer, to agree the specific terms of reference and governance framework.

Part 6 – Transport Reports

6.1 Local Transport and Connectivity Plan

It was resolved to:

- a) Note and comment on the updated draft of the Local Transport and Connectivity Plan.
- b) Approve the Digital Policy.

6.2 Bus Strategy 2023 [KD2023/006]

It was resolved to:

- a) Note the outcome of the public consultation and support for the Bus Strategy.
- b) Approve the Bus Strategy.

- c) Agree to obtaining competitive quotes for three replacement local bus contracts and award contracts, using pre-determined criteria, for the period ending March 2024.
- d) Delegate to the Executive Director for Place and connectivity in consultation with the Monitoring Officer and Chief Financial Officer, authority to tender and procure for further local bus services subject to there being approved funding.

6.3 Alternative Fuel Strategy

It was resolved to:

- a) Note and comment on the draft Electric Vehicle Implementation Strategy.
- b) Approve the East Anglian Alternative Fuel Strategy.
- c) Approve the drawdown to approved from subject to approval the £88,560 from the Local Vehicle Infrastructure (LEVI) Capability Grant.
- d) Delegate authority to the Interim Head of Transport in consultation with the Chief Finance Officer and Monitoring Officer to enter into Grant Funding Agreements with Cambridgeshire County Council and Peterborough City Council LEVI Capability Fund.

6.4 Active Travel Fund 4 [KD2023/002]

It was resolved to:

- a) Note the contents of the Active Travel Fund 4 bid.
- b) Approve the drawdown of Active Travel Fund 4 funding, subject to Active Travel England (ATE) approving the bid.

- c) Subject to Active Travel England approving the bid, delegate authority to the Interim Head of Transport to enter into a Grant Funding Agreement with Peterborough City Council and Cambridgeshire County Council following consultation with the Chief Financial Officer and Monitoring Officer.

6.5 Transforming Cities Fund Replacement Projects [KD2023/009]

It was resolved to:

- a) Approve the drawdown of £2,500,000 from 'subject to approval budget' to 'approved budget' from the Transforming Cities Fund for Centre of Green Technology.
- b) Approve the drawdown of £2,860,000 from 'subject to approval budget' to 'approved budget' from the Transforming Cities Fund for the Capital Replacement Schemes.
- c) Approve transfer £3,441,880 from 'subject to approval budget' to 'approved budget' from the Fengate Access Study to A1260 Junction 32 / 3 project.
- d) Delegate authority to the Interim Head of Transport in consultation with the Chief Finance Officer and Monitoring Officer to enter into a Grant Funding Agreement for the Centre Green Technology (Inspire Education Group), TCF Capital Replacement Schemes (CCC) and A1260 Junction 32/3 (PCC).

6.6 Peterborough Station Quarter [KD2023/003]

It was resolved to:

- a) Subject to approval from the Department for Transport of the business case, accept the funding offer letter upon notification of funding from the Department for Levelling up, Housing and Communities (DLUHC). The authority has provisionally been awarded the sum of £47,850,000 for Peterborough Railway Station Quarter Project which is intended to be spent between 2023 - 2026.

- b) Subject to acceptance of the grant offer letter, to approve the release of funding of £47,850,000, funding to be released in phased stages of up to £5 million at a time, to Peterborough City Council to enable the development of the Business Cases and construction of the station improvements and local area.
- c) Provide regular updates to the Combined Authority Board each time a £5 million spend has been made from the available funding.
- d) Delegate the authority to the Interim Director of Place and Connectivity to enter into a Grant Funding Agreement with Peterborough City Council, in consultation with the Chief Finance Officer and Monitoring Officer.

6.7 Lancaster Way Non-Motorised User Crossing

It was resolved to:

- a) Approve the drawdown of £100,000 from subject to approval budget to approved budget for an options study to be carried out to investigate the opportunity for crossing.
- b) Delegate authority to the Interim Head of Transport, in consultation with the Chief Finance Officer and Monitoring Officer, to enter into Grant Funding Agreements with Cambridgeshire County Council.

Part 7 – Skills Committee recommendations to the Combined Authority

7.1 Skills Grant Funding allocations and policy changes for 2023-24 [KD2022/076]

It was resolved to:

- a) Approve the Adult Education Budget and Free Courses for Jobs funding allocations to Learning Organisations for the 2023/24 and 2024/25 academic years as set out in Appendix A to this report.
- b) Approve the Multiply funding allocations to Learning Organisations for the 2023/24 and 2024/25 financial years as set out in Appendix A to this report.

- c) Delegate authority to the Interim Associate Director for Skills in consultation with Chief Finance Officer and Monitoring Officer to sign Grant Funding Agreements with the Learning Organisations set out in Appendix A to this report for the 2023/24 and 2024/25 academic years in respect of the Adult Education Budget and Free Courses for Jobs and the financial years 2023/24 and 2024/25 for Multiply
- d) Delegate authority to the Interim Associate Director for Skills to vary grant funding agreements based on performance by up to 25 per cent of the value in 2023/24 and 2024/24 for AEB, Free Courses for Jobs (FCFJ) and Multiply
- e) Approve the proposed devolved funding policy changes set out in Appendix C this report, for the 2023/24 academic year to increase funding for learning organisations and implements the national changes for 2024/25, as set out in Appendix B. In addition, to approve the 'Earnings Boost' policy that ESFA announced on 1 March 2023, in-year for the current academic year 2022/23 and for 2023/24, to match funding policy in non-devolved areas.
- f) Approve the increase to the AEB top slice from 3.4% to 5%.

7.2 Expansion of the Careers Hub [KD2023/010]

It was resolved to:

- a) Accept the grant funding offer on the notification of funding from the Careers and Enterprise Company (CEC) for the continuation of the Careers Hub. Grant funding is expected to be in the sum of approximately £292,000 for the financial year 2023/2024.
- b) Accept future grant funding that is awarded by the Careers and Enterprise Company (CEC) in addition to core funding, up to the value of £95,000 for projects aligned to strategic priorities.
- c) Allocate 5 months of CEC funding to part-fund the 4 full-time equivalent (FTE) roles within the Growth Works service for the period of August to December 2023.
- d) Allocate £112,000 of Corporate Rapid Response Funding as match funding for the period of January to August 2024 as Growth Works funding ceases and the start of UK Shared Prosperity Funding.

- e) Delegate authority to the Interim Associate Director of Skills, in consultation with the Chief Finance Officer and Monitoring Officer, to enter into contracts and grant funding agreements.

7.3 Growth Works Performance Review

It was resolved to:

- a) Note the Growth Works Programme Year Two Review and Performance Data to Q8 (16 December 2022).

7.4 Shared Prosperity Fund Implementation Plan

It was resolved to:

- a) Approve the UK-SPF Implementation Plan.
- b) Delegate authority to the Executive Director for Economy & Growth to approve in consultation with local authority partners, the Chief Finance Officer and Monitoring Officer the changes set out at 3.3 of the Skills Committee report.
- c) Delegate authority to the Executive Director for Economy & Growth to approve in consultation with local authority partners, the Chief Finance Officer & Monitoring Officer for Minor Changes as set out in Appendix 1a and supported by the DLUHC Guidance included in the Appendix 1b.
- d) Delegate authority to the Executive Director for Economy & Growth to approve in consultation with the Chief Finance Officer & Monitoring Officer to enter into Grant Funding Agreements associated with the projects set out in the Implementation Plan.

Part 8 – Business Board Recommendations to the Combined Authority

8.1 Profile of Investments

It was resolved to:

Note the content of the Local Growth Fund investment update.

8.2 Economic Growth Strategy Implementation Plan

It was resolved to:

Approve the Economic Growth Strategy Implementation Plan.

8.3 Growth Hub Backfill Funding for 2023-24 [KD2023/008]

Report withdrawn.

Part 9 – Governance Items

9.1 Combined Authority Subsidiary Company Director Appointments

It was resolved to:

- a) Appoint one of the Deputy Mayors as a Director of Angle Holdings Limited to build resilience in overseeing and supporting the orderly closure of the company.
- b) Agree the appointment of two members of the Executive Team within the CPCA as a Directors of Angle Holdings and Angle Developments (East) to oversee and support the orderly closure of the companies.

- c) Agree the appointment of two members of the Executive Team within the CPCA as a Director of the Cambridgeshire & Peterborough Business Growth Company Limited (GrowthCo) to replace an outgoing director of the company and to build resilience.
- d) Agree the appointment of a member of the Executive Team within the CPCA as a Director of the Peterborough HE Property Company Limited (PropCo1) to ensure quoracy of CPCA membership of the Board of that company.

9.2 Delegations to Officers [KD2023/013]

It was resolved to:

- a) Agree delegated authority to the Interim Associate Skills Director in consultation with the Lead member for Skills for approval of the Local Skills Improvement Plan.
- b) Agree delegated authority to the Chief Executive Officer in consultation with the Mayor or Deputy Mayor as appropriate for the commissioning of the refresh of the Cambridgeshire and Peterborough Independent Economic Review.
- c) Agree delegated authority to the Executive Director for Place and Connectivity in consultation with the Monitoring Officer and Chief Financial Officer for the retendering of any bus routes which an operator gives notice that it will cease to provide between 22 March and the next meeting of the Transport and Infrastructure Committee.
- d) Agree delegated authority to the Executive Director for Place and Connectivity in consultation with the Monitoring Officer and Chief Finance Officer to approve commencement and mobilisation of the delivery of activities and associated spend allocated to the 2023-24 year as set out in the approved Department for Levelling Up, Housing and Communities (DLUHC) proposal for Local Growth Capacity Funding.
- e) Agree delegated authority to the Executive Director for Place and Connectivity in consultation with the Monitoring Officer and Chief Financial Officer to determine splitting the extra £125k awarded to the Authority as additional local growth capacity support funds across the three agreed work strands, and to approve commencement and mobilisation of delivery of those activities.

9.3 Forward Plan

It was resolved to:

Approve the Forward Plan for March 2023.

Part 10 – Exempt Matters

It was resolved to exclude the press and public from the meeting on the grounds that the report contained exempt information under Part 1 of Schedule 12A the Local Government Act 1972, as amended, and that it would not be in the public interest for this information to be disclosed. That is, information relating to an individual; information which is likely to reveal the identity of an individual; and information relating to the financial or business affairs of any particular person (including the authority holding that information). The public interest in maintaining the exemption was deemed to outweigh the public interest in its publication.

10.1 Redundancy of staff

It was resolved to:

Note recommendation a).

10.2 Changes to Peterborough R&D Property Company Ltd [KD2023/007]

It was resolved to:

- a) Approve recommendation a).
- b) Approve recommendation b).
- c) Approve recommendation c).

d) Approve recommendation d).

e) Approve recommendation e).

Audit and Governance Committee Decision Summary

Meeting: 24 March 2023
 Agenda/Minutes: [Audit and Governance Committee](#)
 Chair: John Pye (Chair and Independent Person)

Summary of decisions taken at this meeting.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1	Apologies and Declarations of Interests	Apologies were received from Cllr Corney and his substitute Cllr Beutell. No disclosable interests were declared.
2	Chair's Announcements	<p>Introduction and welcome to Nick Bell, new Executive Director for Resources and Performance who is taking on the S73 responsibilities.</p> <p>Thanks were given to Jon Alsop for his hard work and support to the Committee. Rob Emery had been promoted to Assistant Director of Finance and would deputise for Nick as appropriate.</p> <p>Risk Management Training Session would be held after the meeting.</p>
3.	Minutes & Action Log	<p>The minutes of the meetings held on 27 January 2023 were approved as a correct record and the Action log noted.</p> <p>The Committee received an update on the progress on the formation of the Shareholder Board from the Interim Monitoring Officer and requested that the Chair of the Board be invited to attend the next Committee meeting to provide a further update.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		The Committee received a briefing on the resilience of the Finance team at the CPCA following concerns raised around delayed reports and were advised that the finance team structure was being looked out and that going forward the team would be more focused with the new directorate structure and would have more permanent recruitment. The new Executive Director for Performance and Resources was aware of the issues and would be taking steps to address these and would provide an update to the July meeting.
4.	Improvement Framework	<p>The Committee RESOLVED to:</p> <ol style="list-style-type: none"> 1. Note the observations of the External Auditor in his letter to the Chief Executive in February 2023 and the resignation of the IIB Chair with immediate effect and the arrangements underway to find a replacement. 2. The Committee welcomed the report; it had provided assurance that the Improvement Plan was going in the right direction; it provided clarity and focus of purpose.
5.	Internal Audit Action Tracker and information reported to PARC	<p>Committee noted the progress on the Internal Audit Action Tracker and information reported to the Performance & Risk Committee.</p> <p>Committee requested that they receive the report on a quarterly basis going forward.</p>
6.	Information Governance Report	The Committee considered and noted the report which updates the Committee on the current position with regards to Information Governance and requested that this be reported to the Committee on an annual basis going forward.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
7.	Revisions to the CPCA Constitution – Financial Regulations	<p>The Committee reviewed the update to the financial regulations of the CPCA and provided the following feedback:</p> <ol style="list-style-type: none"> 1. That the Chief Finance Officer be invited to redraft the sections, as outlined above, to improve clarity and avoid ambiguity. 2. That the draft be reviewed for grammatical and spelling errors, and for consistency of language eg. the use of Board or Authority 3. That the Committee's comments on the revisions to the Financial Regulations be fed back to the Board ahead of their meeting on 31st May 2023. 4. Recommend to the CA Board that subject to the revisions detailed above that the Financial Regulations be adopted into the Constitution.
8.	Internal Audit Plan 2023-24	The Committee recommended to the Executive Team that items that would contribute most to the Improvement Plan, and any areas of weaknesses that may lead to an unqualified opinion, should be the focus for the next year.
9.	Internal Audit Progress Report	The Committee received and noted the Internal Audit Progress Report.
10.	Annual Report of the Audit & Governance Committee	The Committee approved the annual report for the CA Board.
11.	Work Programme	The Committee approved the work programme.
12.	Date and Time of Next Meetings	<p>Friday 9th June 2023</p> <p>Venue: Pathfinder House, Huntingdon</p>