

# ECONOMY AND ENVIRONMENT COMMITTEE



Cambridgeshire  
County Council

**Date: Tuesday, 19 April 2016**

**Democratic and Members' Services**

Quentin Baker

LGSS Director: Law, Property and Governance

**10:00hr**

Shire Hall

Castle Hill

Cambridge

CB3 0AP

**Kreis Viersen Room**

**Shire Hall, Castle Hill, Cambridge, CB3 0AP**

## **AGENDA**

**Open to Public and Press**

### **CONSTITUTIONAL MATTERS**

**1 Apologies and Declarations of Interest**

*Guidance for Councillors on declaring interests is available at  
<http://tinyurl.com/cc-ec-of-interests>*

**2 Economy and Environment Committee Minutes 8th March 2016 5 - 22**

**3 Petitions**

### **KEY DECISIONS**

**4 A605 Kings Dyke Level Crossing Closure - Selection of Preferred Option and Procurement 23 - 28**

## **OTHER DECISIONS**

<b>5</b>	<b>Rights of Way Improvement Plan Update</b>	<b>29 - 62</b>
<b>6</b>	<b>Adult Learning and Skills Review</b>	<b>63 - 74</b>
<b>7</b>	<b>Finance and Performance Report - February 2016</b>	<b>75 - 104</b>
<b>8</b>	<b>Economy and Environment Committee Training Plan_</b>	<b>105 - 114</b>
<b>9</b>	<b>Economy and Environment Policy and Services Committee Agenda Plan</b>	<b>115 - 120</b>

The Economy and Environment Committee comprises the following members:

Councillor Ian Bates (Chairman) Councillor David Jenkins (Chairman) Councillor Edward Cearn (Vice-Chairman)

Councillor John Clark Councillor Lynda Harford Councillor Roger Henson Councillor Noel Kavanagh Councillor Alan Lay Councillor Mac McGuire Councillor Joshua Schumann Councillor Mathew Shuter Councillor Ashley Walsh and Councillor John Williams

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

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**ECONOMY AND ENVIRONMENT COMMITTEE: MINUTES**

**Date:** Tuesday 8<sup>th</sup> March 2016

**Time:** 10.00 a.m. to 11.40 p.m.

**Present:** Councillors: R Butcher (substitute for Councillor Bates), E Cearns (Vice-Chairman and Chairman for the meeting in the absence of Councillor Bates), D Connor (substitute for Councillor Clark), L Harford, R Henson, N Kavanagh, A Lay M Mason, M McGuire, J Schumann, M Shuter, A Walsh and J Williams.

**Apologies:** Councillors I Bates and J Clark.

**194. MINUTES AND ACTION LOG**

The minutes of the meeting held on 19th January were agreed as a correct record.

In discussion on the actions included on the action log the following updates to the published report were orally provided:

- a) Minute 140 – Northstowe Phase 2 – Section 106 Heads of Terms – In respect of the ongoing negotiations, as an information update the Vice Chairman orally reported that there was to be a reconvened meeting of the 4x4 Group to further discuss issues concerning affordable / starter homes.
- b) Minute 175 – ‘Transport Strategy for East Cambridgeshire – Draft for Consultation’ – an update had been sent to local members and the Committee on 2<sup>nd</sup> March from the lead officer providing further information on the consultation which now had a revised closing date for responses of 8<sup>th</sup> April 2016.
- c) Greater Cambridge City Deal Executive Board Delegations – An advice note on Elected Member involvement was emailed to all County Councillors on 7<sup>th</sup> March setting out how Councillors in the County Council and the two district councils would be kept up to date with, and be able to engage with and influence the City Deal’s programme of work. It also set out details of the following two briefing sessions being held to which members of all three Councils were welcome to attend:  
  
18.00 on 29<sup>th</sup> March at the Guildhall, Cambridge  
10.30 on 9<sup>th</sup> September at Shire Hall, Cambridge
- d) Land acquisition and Licence agreements to allow construction to commence to Yaxley to Farcet cycle path – An update was e-mailed to Councillor McGuire on 29<sup>th</sup> January which indicated that the issues still remained outstanding despite chasers being issued. A hard copy of the email was later placed in Councillor Henson’s pigeon hole at Shire Hall. In response, both Members expressed their frustrations at the continued delay, for which there had not been progress for

over two years and with it having been over a year since the Compulsory Purchase Order was agreed (Note: agreed at the October 2014 Committee meeting) . One of them highlighted the current risks for people walking along the path being seriously injured or worse from passing vehicles. Officers were requested to make the Members concerns at the unacceptable delay known to the solicitors involved, with the aim of progressing the necessary land purchase as a matter of priority. **Action**

Members comments in respect of the information provided in the Minutes Action Log included:

- In relation to the Renewal of the Cambridge Quality Bus Partnership, one Member queried whether, as the City Deal Board would be making decisions on measures to reduce congestion and pollution, it should also be a signatory to any new agreement. Officers agreed to look into this further and report back. **Action**
- Requesting that further to the update provided on the budget line 'Discover Cambs Tourism' Brochure that the information unavailable at the time the original response (the breakdown of the allocation to be provided in year 1 to each district) should be circulated following the meeting. **Action**
- With reference to the response provided on Minute 186. 'Cherry Hinton High Street Approval of Contract' and the fact that the County Council did not have a specific policy on replacing trees (*Clarification Note: Appendix 1 of the log explained that this was as there had never been a budget and set out the constraints on the County Council's responsibilities*) in discussion, several Members made reference to incidents of trees being cut down in conservation areas where replacements had not been provided and where the parish council had not received prior notice or guidance on replacement. Reference was made to three trees having been removed by a private individual from Cottenham Green. One Member suggested a review should be undertaken on the process involved to see if lessons could be learned. In response to a further question it was indicated that the current response could be provided more widely as guidance to parish councils. In further discussion, Members considered that specific policy guidance was required on tree replacement that could be provided to individuals / parish councils, including what species of trees could be planted in their place, (to ensure no damage to highways / footways) and agreed to ask the Executive Director to refer the issues raised to Highway and Community Infrastructure Committee for further consideration as the appropriate Committee. **Action**

It was resolved:

To note the updates on the Minutes Action Log.

## 195. PETITIONS

There were no petitions to be considered.

## 196. BUILDING COMMUNITY RESILIENCE

This report introduced '*Stronger Together – Cambridgeshire's Strategy for building resilient communities*' Strategy and sought the Committee's views on the actions being undertaken in support of the Strategy.

The Strategy had been created in response to the enormous challenges the public sector would be facing in the next few years with rising demand, together with significantly reduced resources making the redesign of public services imperative as services could no longer be delivered in the current way. The report suggested that a growing body of research and evidence showed that local community-based support could be more effective in supporting some vulnerable people – and better at preventing some of the crises which necessitate costly Council services. There is evidence to show that this approach can deliver improved services for less money.

The Strategy proposed the following six areas of activity with the report providing an explanation of what the workstream aimed to achieve and the activity planned:

- Communication
- People helping people
- Council members
- Our workforce
- Community spaces
- Partnerships

A table within the report identified the key areas within Economy, Transport and Environment (ETE) Services with details of the ongoing community resilience activity designed to strengthen communities and help to enable individuals to live independently for longer with greater wellbeing. Descriptions of each of the services listed were set out in Appendix A of the report. The report highlighted that a Highway Maintenance Member Steering Group established to identify tasks which could be undertaken by communities, had identified the following four key areas of focus:

- Siding out footways/cycleways
- Cutting back over hanging vegetation
- Cleaning signs
- Litter picking

Comments / queries from Members of the Committee included:

- Concerns being expressed by some Members that the Strategy could be seen as a way of replacing professional officers by unpaid volunteers due to budgetary pressures and that this raised issues of accountability and also in respect of potential safeguarding issues if working with vulnerable adults or children. In response, the lead officer stated that the intention was not to replace professional staff in specialist services required by statute, but to build voluntary capacity in simple task areas such as certain low risk highways activities and to provide community based support to help, for example, people living on their own.

- highlighting that information provided from parish clerks to relevant local councillors varied greatly between different parishes, with a member asking if local councillors could be sent the same information as was being passed to parishes.
- One Member queried the statement included under Equality and Diversity Implications reading: 'Evidence indicates that services delivered by local people within local communities can be more successful than statutory services at reaching people who may need support' stating that he would wish to see the evidence behind such a statement.
- One Member expressed the hope that the workshops referred to in the report would take account of the inspirational work undertaken by the Transforming Lives Innovation site in East Cambridgeshire. It was confirmed that this would be looked into and fed back. The Vice Chairman made the point that it was important to see community resilience work as a partnership between officers, local members and voluntary organisations, volunteers.
- One Member highlighted that in his area the issue of concern was different work practices in respect of cross border working. An example cited being an emergency doctor called out at a weekend from a Suffolk practice having no notes / information on the patient's medical history, which had led to the person being prescribed an antibiotic that they were allergic to.
- Smaller parish councils would not have the resources available to undertake voluntary activities being undertaken by larger parishes. Examples provided were the installation of moveable shelving in a library and organising regular minibuses

Having commented it was resolved:

to support the Community Resilience Strategy.

## **197. PROGRESS UPDATE AND NEXT STAGE OF CONNECTING CAMBRIDGESHIRE PROGRAMME**

The purpose of this report was to outline the progress of the Connecting Cambridgeshire Superfast Broadband rollout to date and seek approval for a follow on phase. The Committee was reminded that a contract signed with BT in early 2013 had been to deliver connectivity by December 2015 to deliver Superfast Broadband infrastructure to areas that would otherwise not benefit from commercial rollout – approximately a third of the County involving 97,000 homes and businesses. The report stated that this had been concluded on time and within budget resulting in combined coverage estimated at 93%.

As a result of the original market consultation exercise producing an overstatement of coverage and the high level of housing growth in Cambridgeshire over the last 2-3 years, the percentage of harder to reach homes had increased. A follow on £4m Phase Two rollout had led to a further 6,000 premises being able to be incorporated by

September 2017 and was anticipated to deliver Superfast coverage to 95% of homes and businesses across Cambridgeshire and Peterborough.

Although the current Superfast coverage in Cambridgeshire exceeded that in most of the surrounding counties, the heavy reliance on and high take up of Superfast broadband services amongst businesses and residents in Cambridgeshire has resulted in significant pressure to provide a similar service for the “final 5%” (approximately 18,000 premises) which are not covered in current rollout plans.

The report highlighted that whilst it was unrealistic to target 100% of premises, it was possible to significantly reduce the “final 5%” with a third rollout phase from two sources of funding available to support this (£5.3m from a claw-back or “gain-share” condition within the contract - requiring BT to reinvest any surplus profits into further broadband rollout - and an anticipated underspend of £2.8m in the deployment of Phase One). In response to a question it was confirmed that as a result of these funding sources, the County Council would not be required to provide any additional funding for this proposed third phase to the original capital funding already allocated for Phases Two and Phase Three of £3m from Peterborough City Council and £20m from the County Council.

It was anticipated that this further third deployment phase would deliver Superfast Broadband to at least 7,500 additional premises, with fibre based broadband (typically between 10-15mbps) increasing the combined Superfast coverage to around 97% of the County. In respect of this proposed third phase, BT would be asked to target the overall number of premises to be covered in a community, rather than on their preferred deployment approach. This would ensure it targeted the greatest numbers first and ensure a visibly transparent and fair prioritisation approach.

Committee Members comments included:

- The local Member for Fulbourn queried the contention that Phase 1 coverage had been concluded successfully, citing for example Horningsea and Little Wilbraham amongst others, as places which were still not receiving full fibre optic coverage as the speed in the latter depended on how near properties were to an exchange box. It was explained in response that the original two phases concentrated on providing coverage to the greatest number of premises rather than providing the same level of service to everyone in one of the targeted communities. In the particular case of Horningsea, the delay to service delivery was caused by problems with securing agreement to wayleaves over private land and issues with Network Rail authorising the necessary access to the ducts under the railway crossing.
- Highlighting that going forward better communication was required so that people understood what was being provided through the BT contract and what alternative solutions might be available. Officers agreed that the communication in the past had not been as clear as it could have been, and agreed that what was required for the next phase was to make clear the service that could be offered and providing details of alternatives that they might wish to pursue themselves.

- A query was raised regarding press reports of BT's monopoly being potentially broken up and the implications of this on funding a third phase. In response it was explained that Ofcom (The Office for Communications) had decided against this, but had required BT to make its infrastructure more widely available. There were no implications to the current contractual arrangements with the money ringfenced to delivery.
- One Member queried the text on page 49 in para 4.4. reading "A 30 public consultation..." It was clarified that the word 'day' was missing and it should have read "A 30 day consultation....." which was a statutory requirement to ensure appropriate use was being made of public funds.

It was resolved unanimously to:

- a) Note the progress of the Connecting Cambridgeshire Programme to date
- b) Endorse the ambition to enable access to Superfast broadband services to as many premises within the "final 5%" across Cambridgeshire as possible within the existing investment allocation.
- c) Support an amended deployment approach, which will prioritise the follow on roll-out in order of the number of premises impacted.
- d) Approve the commencement of a further phase of Superfast Broadband deployment for Cambridgeshire

#### **198. REVIEW OF ECONOMY AND ENVIRONMENT PERFORMANCE INDICATORS FOR 2016/17 FINANCE AND PERFORMANCE REPORT**

Further to the Key Performance Indicators for the 2016/17 Strategic Framework having been approved by Economy & Environment (E & E) Committee on 19<sup>th</sup> January 2016 this report set out details of the review of the remaining, "lower level", E & E indicators for inclusion in the ETE Finance and Performance (F&P) report to ensure that each indicator linked to at least one of the Operating Model outcomes or enablers which were detailed in the report.

The report sought approval to remove the Wider Outcomes of Adult Learning Indicator from the ETE F & P report for 2016/17 for the reasons set out in the report while explaining that there were no specific proposals for any new E & E indicators. The proposed set of 2016/17 E & E performance indicators for the ETE F & P report were attached as Appendix A to the report.

An update was provided to the request at the 19<sup>th</sup> January Committee on whether it was more appropriate to change the age group for the performance indicator on the proportion of Cambridgeshire residents in employment from '16-64' to '18-64' to reflect the change in the law requiring people to undergo education or training until the age of 18. It was clarified that having contacted the Office for National Statistics (ONS) they

had advised that there were currently no plans to change the 16-64 age range for the indicator, with no separate figures published for 16 to 17 year-olds. As a result, it was not possible to derive an employment rate for 18-64 year-olds from the available ONS data and officers advised that it would be prohibitively expensive for the Council to undertake a separate survey of Cambridgeshire residents.

Members' comments included:

- With reference to the periods shown on some of the performance indicators one Member highlighted that some of the information was very out of date, for example the measure of 'the average journey time per mile during the morning peak on the most congested routes' which was showing data for the period ending 31st August 2013. In response it was indicated that the figures were derived from Traffic Master data provided by the Department of Transport and that new software had recently been purchased to analyse the data and it was hoped to provide updated figures for the May report.
- One Member queried the staff sickness figure for ETE shown on page 5 of the report reading "4.63 days per full time equivalent employee" and asked whether this compared favourably to other public sector organisations. In reply it was confirmed that it was believed it did with the average for the County Council overall being 6 days per full time equivalent employee. Another Member, whilst agreeing that she believed the figure was favourable, was concerned that it might mask a small number of people on long terms sickness or those taking repetitive single days absence which was often a sign of stress. Officers in response agreed to provide more information in future regarding how the average figure had been arrived at. **Action**

Having commented, it was resolved unanimously to:

- a) Approve the proposed Economy and Environment key performance indicators for the 2016-17 Finance and Performance Report as set out in Appendix A of the officer's report.
- b) Approve continuing to base the employment rate indicator on the 16-64 age group as outlined in Section 3 of the report.

## **199. FINANCE AND PERFORMANCE REPORT – JANUARY 2016**

This report provided the Committee with an opportunity to comment on the projected financial and performance outturn position as at the end of January 2016.

The key issues highlighted were:

- at the end of January , ETE as a whole was forecasting a year-end underspend on revenue of £1.266m.
- At the end of January, ETE was forecasting an underspend on Capital of £37.1m with two changes highlighted since the last Committee in relation to Huntingdon-West of Town Centre Link Road and Ely Crossing as set out in paragraph 2.4 of the

report.

In relation to the twelve E&E Committee performance indicators set for 2015-16, one was currently showing as red, one as amber and ten green. The indicator currently red was the 'the number of local bus passenger journeys originating in the authority area'. The current forecast for year-end, was that none of the indicators would be red, seven would be amber and five green.

Members raised issues including:

- requesting clarification regarding the entries in respect of Cambridge North Station which showed £4m in the Capital expenditure table on appendix 6 and spend of £178k in Appendix 4 – 'Virements and Budget Reconciliation' table. It was explained that the latter related to the residual amount to cover the cost of providing busway and cycle access. The £4m equated to spend in the previous year, with confirmation that although the timing of the scheme being handed over to Network Rail had resulted in the scheme remaining in the 2015/16 Business Plan, the County Council would not be incurring any further expenditure.
- In respect of the Ely Crossing scheme one Member enquired on the progress of the Business case with the Department for Transport. In response it was reported that the department would not confirm the business case until the tender process had been completed.
- One Member highlighted the issue of slippage and the potential reputational damage of not carrying out schemes included in the programme. It was suggested that if slippage did result in financial implications, it would be helpful to have them highlighted. In reply it was clarified that not all monies unspent was slippage, with Cambridge North Station being an example of money that had been allocated, but subsequently not needed. In addition, a substantial proportion of slippage money was from external funding sources and would not financially impinge on budgets. Officers had recognised the need to improve spend profile forecasts and as a result, a team led by Chris Malyon were looking at ways to improve these going forward. The point of keeping Members informed, where slippage would have a financial impact, would be taken on board as part of future update reports. **Action**

It was unanimously resolved:

To note the report.

## **200. ECONOMY AND ENVIRONMENT COMMITTEE TRAINING PLAN**

The Committee was asked to note the a Committee Training Plan, consider whether invites to listed sessions should be extended to other Committee and make suggestions for further training in respect of the work of the Committee, either at the meeting or passed on to officers following the meeting.

The Vice Chairman highlighted that the equality and diversity training sessions previously undertaken, while helpful in explaining the legal background, did not provide

enough information on equality implications for services under ETE. It was suggested going forward there was a need for such training to look at the implications of policies and potential decisions on specific groups. He suggested it would also be useful to provide input from affected groups and consider using the Council's Cambridgeshire Race, Equality and Diversity Service (CREDS) to help deliver and co-ordinate this aspect of the training.

In further discussion it was also suggested that to help Members in making choices on future training seminars, officers should provide examples of topics that could be offered for further training, including forthcoming legislation and how the transformation agenda would impact on services under the remit of the Economy and Environment Committee.

One member wished to place on record his appreciation to the officers of the New Communities seminar which he had found particularly useful.

It was resolved unanimously:

- a) to note the future training sessions as listed in appendix one.
- b) In respect of the request for Members to put forward further ETE training sessions to be arranged during 2016-17, officers were asked to consider new legislative requirements and the impact of the council's emerging transformation programme which would impact on the work of the Committee and circulate suggestions outside of the meeting.
- c) that equality and diversity implications included in future training sessions should be widened beyond addressing legal requirements to include illustrations of the impact of decisions on client groups
- d) To note the need to sign an attendance sheet when attending training sessions, so that their attendance is accurately recorded.

## **201. ECONOMY AND ENVIRONMENT COMMITTEE SERVICE COMMITTEE AGENDA PLAN**

One Member when considering the Agenda Plan raised the issue of how information on decisions made by the City Deal Board would be circulated. In response it was explained that all of the decisions were published and available for public viewing in the form of both a decision summary and agreed minutes on the City Deal website. Rather than providing reports to committee / spokes this would be achieved by providing the appropriate links.

In response to a query on why the Flood and Water Supplementary Planning document had been moved back to the July Committee meeting, it was confirmed that this was in order to receive further feedback from district councils.

It was resolved unanimously to note the following changes have been made to the Forward Plan since publication:

- Addition to April meeting: Key decision report on Allocations of Integrated Transport Block and Residual Capital
- Additional reports for the 24<sup>th</sup> May: Key Decision report on Concessionary Fares and Community Transport and a non key–decision follow up report on 2016/17 targets for E & E Key Performance Indicators
- Rescheduling Cambourne West Planning Application and Draft S106 Heads of Terms from 19<sup>th</sup> April to the 14<sup>th</sup> July meeting

**202. DATE OF NEXT MEETING 10 A.M. TUESDAY 19<sup>th</sup> APRIL 2016**

Chairman  
19<sup>TH</sup> April 2016

**ECONOMY AND  
ENVIRONMENT  
COMMITTEE**

**Minutes-Action Log**

This is the updated action log as at 7<sup>th</sup> April 2016 and captures the actions arising from the most recent Economy and Environment Committee meetings and updates Members on the progress on compliance in delivering the necessary actions.

**MINUTES OF 15TH JULY 2015**

<b>Minute No.</b>	<b>Report Title</b>	<b>Action to be taken by</b>	<b>Action</b>	<b>Comments</b>	<b>Status</b>
140.	<b>NORTHSTOWE PHASE 2 – SECTION 106 HEADS OF TERMS</b>  <b>resolution b) Delegation on making any minor changes</b>	<b>Juliet Richardson</b>	A delegation was agreed giving the Executive Director of Economy, Transport and the Environment in consultation with Chairman and Vice Chairman of the Committee the authority to make changes to the Section 106 agreements prior to signing.	The Section 106 Heads of terms were agreed on 29 <sup>th</sup> July 2015 by the Northstowe Joint Development Control Committee, the body with the authority to make the final decision.  An update at 6 <sup>th</sup> April indicated that The S106 is still under drafting with lawyers, no signature yet although progress is being made.	<b>Action Ongoing</b>

## MINUTES OF THE 17<sup>TH</sup> NOVEMBER 2015

Minute No.	Item	Action to be taken by	Action	Comments	Status
168.	<b>SERVICE COMMITTEE REVIEW OF DRAFT REVENUE BUSINESS PLANNING PROPOSALS FOR 2016/17 TO 2020/21</b>	<b>Bob Menzies</b>	A question was raised by Councillor Mason (regarding his concerns of the potential cost of the repairs required to keep the Guided Busway running) was on who was responsible for the budget for ongoing work. This would be taken up by officers in consultation with him outside of the meeting.	At the time of producing the action log update for the previous March meeting officers had still not received Councillor Mason's clarification correspondence. After further correspondence it was confirmed that he had raised the issues directly with officers and at Economy and Environment Spokes meeting and agreed that the action could be closed.	<b>ACTION CLOSED</b>

## MINUTES OF THE 3<sup>RD</sup> DECEMBER 2015

176.	<b>CAMBRIDGE QUALITY BUS PARTNERSHIP RENEWAL</b>	<b>Bob Menzies</b>	<p>a) Problems were highlighted regarding the audio announcement system on some buses with incorrect information being given on the stop had been reached. The Head of Major Infrastructure Delivery undertook to investigate</p> <p>b) The Head of Major Infrastructure Delivery to confirm date the above revised agreement had been signed and to report any feedback from the bus operators.</p>	<p>At the March meeting it was indicated that:</p> <p>a) In terms of the audio announcement there are continuing problems with the current system and as a result, there is a project to change the on board computers to fall in line with new technology to remove the radio network, which will encompass the audio as well. 10 vehicles have already been converted and the others are being programmed over the next few weeks. When installed, the units will then be the subject of further testing.</p> <p>b) In respect of the quality Bus partnership Renewal to date only one operator, Grey's of Ely, has signed the revised QBP. Other</p>	<b>ACTION ONGOING</b>
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			<p>At the March Committee meeting one Member queried whether, as the City Deal Board would be making decisions on measures to reduce congestion and pollution, it should also be a signatory to any new agreement. Officers agreed to look into this further and report back.</p>	<p>operators are concerned about the QBP being revised to 5 years from 10 years and discussions are ongoing to reach agreement.</p> <p>An oral update will be provided at the meeting</p>	
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### MINUTES OF THE 19<sup>TH</sup> JANUARY 2016

Minute No.	Report Title	Action to be taken by	Action	Comments	STATUS
186.	<b>CHERRY HINTON HIGH STREET – APPROVAL TO CONSTRUCT</b>		<p>With reference to the City Council urban realm improvements to shop fronts and the picture shown in the report, one Member expressed concern regarding proposals to plant trees near the highway and asked for details on the relevant Policy governing tree planting on / near highways, as he had concerns regarding potential damage. It was agreed to provide the details outside of the meeting, with the point made that the area shown was on private shop frontage and was therefore not on the public highway.</p>	<p>A full e-mail explanation was sent to Members of the Committee on 25<sup>th</sup> February 2016. This confirmed that the County Council did not have a specific policy on replacement of trees as there has never been a budget. It was explained that The County Council does not manage trees on private property and private roads with the land owner or occupier being responsible. Officers from the County Council deal with:</p> <ul style="list-style-type: none"> <li>• Dead, damaged or diseased trees likely to cause injury or damage;</li> <li>• Trees that impede or obscure safe use of the road;</li> <li>• Trees causing damage or likely to cause damage to property.'</li> </ul>	

Minute No.	Report Title	Action to be taken by	Action	Comments	STATUS
			<p>At the March Committee meeting several Members made reference to incidents of trees being cut down in conservation areas where replacements had not been provided and where the parish council had not received prior notice or guidance on replacement. Members considered that specific policy guidance was required on tree replacement that could be provided to individuals / parish councils, including what species of trees could be planted in their place, (to ensure no damage to highways / footways) and asked the Executive Director to refer the issues raised to Highway and Community Infrastructure Committee for further consideration as the appropriate Committee.</p>	<p>In response to the issues raised at March Committee, officers in ETE were working to finalise a County Council Policy on the maintenance / replacement of trees. Final approval of the Policy will be included as part of the annual Highways infrastructure Asset Management Plan (HIAMP) review and will initially go to Highways and Community Infrastructure Spokes for their comments / views.</p>	<p><b>FURTHER ACTION REQUEST ONGOING</b></p>

Minute No.	Report Title	Action to be taken by	Action	Comments	STATUS
189.	<b>FINANCE AND PERFORMANCE REPORT – NOVEMBER 2015</b>				
	<b>a) land acquisition and licence agreements to allow construction to commence on Yaxley to Farcetpath</b>	<b>Bob Menzies</b>	There was a query asking whether, as land had just been sold in the area, this would require the Council to go through the Compulsory Purchase Order (CPO) process again. It was agreed an update on the current position would be sought from Legal and a written response provided outside of the meeting to the Norman Cross local Councillors (Councillors McGuire and Henson).	At the March Committee meeting it was indicated that the legal issues around the land purchase remained outstanding, despite reminders sent to the land owner's solicitors. At the Committee meeting both local Norman Cross Members expressed their frustrations at the continued delay, with one highlighting the current risks for people walking along the path being seriously injured or worse from passing vehicles. Officers were requested to make the Members' concerns at the unacceptable delay known to the solicitors involved, with the aim of progressing the necessary land purchase as a matter of priority.  An update position was provided to Councillors McGuire and Councillor Henson in a letter dated 7 <sup>th</sup> April with the officers confident that significant progress would be made by May.	<b>ACTION ONGOING</b>
	<b>b) appendix 5 the reserve schedule, budget line titled 'Discover Cambs Tourism Brochure'</b>		Councillor Shuter requested an explanation on whether the money shown on the budget line was for the new Destination Management Organisation (DMO) post or for the City Council. He also queried why the County Council was involved in	A response was provided to Cllr Shuter and the Committee on 22 <sup>nd</sup> January which explained that this budget was a residual joint fund, held on behalf of the districts, from the time when the County Council undertook some tourism co-ordination and joint promotional activities. As it was effectively their money, the districts had asked that it should be used to	<b>ACTION COMPLETED</b>

			<p>tourism, which was a district responsibility. It was agreed that a written response would be provided outside of the meeting.</p>	<p>pay for their first year's Strategic Partner contribution to the new Visit Cambridge &amp; Beyond destination management company, which Cambridge City has set up and had been launched in mid-January. The detail of what the districts were to be allocated for their contribution in year 1 was being finalised at the time of the January response. It was clarified that subsequent year's contributions would need to be found by the individual districts, if they wished to remain a Strategic Partner.</p>	
			<p>At the 8<sup>th</sup> March Committee meeting Councillor Shuter asked that the Committee should be sent details in respect of the year 1 allocation to be provided to each district which had been unavailable at the time of the original response.</p>	<p>An e-mail response was provided on 9<sup>th</sup> March explaining that the remaining £20k in the Discover Cambs Tourism Brochure Fund has now been paid across to the new Visit Cambridge &amp; Beyond DMO (Destination Management Organisation) This is a common feature of many other tourism centres for example York and Chester. This sum covers the Strategic Membership of the DMO for East Cambs, Fenland &amp; Hunts districts from 1 Feb 2016 to 31 March 2017. The £20k is nominally split equally between the 3 districts as they are all being provided with a similar level of service in terms of marketing activity in the first year of membership. (in theory the contribution paid from the fund is £6666.66p for each district although a single invoice covering all 3 of £20k was paid).</p>	<p><b>FURTHER ACTION COMPLETED</b></p>

## MINUTES OF THE 8<sup>TH</sup> MARCH COMMITTEE 2016

Minute No.	Report Title	Action to be taken by	Action	Comments	STATUS
198.	<b>REVIEW OF ECONOMY AND ENVIRONMENT PERFORMANCE INDICATORS FOR 2016/17 FINANCE AND PERFORMANCE REPORT</b>	<b>Graham Amis</b>	One Member queried the staff sickness figure for ETE shown on page 5 of the report reading “4.63 days per full time equivalent employee” Officers agreed to provide more information in future regarding how the average figure had been arrived at.	The lead officer has indicated that future reports will include a breakdown of short and long-term sickness each month when reporting the new set of indicators for 2016/17.	<b>ACTION COMPLETED</b>
199.	<b>FINANCE AND PERFORMANCE REPORT – JANUARY 2016</b>	<b>Chris Malyon</b>	In discussion on the issue of Capital programme slippage it was suggested that if slippage did result in financial implications, it would be helpful to have them highlighted. Officers recognised the need to improve spend profile forecasts and as a result, a team led by Chris Malyon were looking at ways to improve them going forward. The point of keeping Members informed, where slippage would have a financial impact, would be taken on board as part of future update reports.	The issues raised were being considered as part of the work being undertaken by the Capital Programme Board.	<b>ACTION ONGOING</b>



**A605 KINGS DYKE LEVEL CROSSING CLOSURE-SELECTION OF PREFERRED OPTION AND PROCUREMENT**

**To:** Economy and Environment Committee

**Meeting Date:** 19th April 2016

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

**Electoral division(s):** Whittlesey North & Whittlesey South

**Forward Plan ref:** 2016/025                      **Key decision:** Yes

**Purpose:** To update members on the development of King's Dyke level crossing bypass and bridge and to seek approval to tender the detailed design and construction using Eastern Highways Framework contract.

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

- a) Note the Planning Committee approval and current position in relation to the King's Dyke level crossing bypass and bridge;
- b) Approve the use of the competitive process within the Eastern Highways Framework Contract (EHF2) for the detailed design and construction, as detailed in Section 2 of this report, and
- c) Note that, subject to approval to use the EHF contract, approval to award the Design and Construct works package will be sought at a future meeting of the Economy and Environment Committee
- d) Note that once the detailed costs become clear the proposed funding arrangements will be brought to E&E Committee and, should additional funding be required, to the General Purposes Committee for approval before contractual arrangements are finalised.

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## **1 INTRODUCTION & BACKGROUND**

- 1.1 The A605 between Whittlesey and Peterborough carries over 12,000 vehicles per day and there are some 120 daily train movements across the level crossing. The resulting closure of the King's Dyke level crossing barrier causes significant delay to traffic. Future plans by the rail industry to increase the number of trains along the route would further increase delays.
- 1.2 The situation is exacerbated in wetter periods, when local flooding closes North Bank, an alternative route to Peterborough, for long periods of time. The additional 5,000 vehicles a day using the level crossing at these times doubles the average delay per vehicle.
- 1.3 At its meeting on 3rd February 2015, the Economy and Environment Committee considered the response to a public consultation and an Options Assessment Report (OAR) and selected a preferred option to progress to the submission for planning approval. The Committee also approved a procurement strategy using Early Contractor Involvement (ECI) in a two stage Design and Construct Contract and the negotiation of land and rights acquisition required for the delivery of the scheme, including the preparation of Compulsory Purchase and Side Road Orders.
- 1.4 The planning application was submitted in December 2015 and was unanimously approved by the County Council's Planning Committee on the 10<sup>th</sup> March 2016.

## **2. PROCUREMENT OF DETAILED DESIGN AND CONSTRUCTION**

- 2.1 Recent consideration of larger infrastructure procurement has indicated that early involvement of a contractor can minimise construction risk, lead to a more readily deliverable design, and allow more innovative construction methods to be utilised. When the Economy and Environment ( E and E) Committee approved the procurement strategy in 2015, contractual options were limited and it appeared that a full European tendering process would be necessary. However, the County Council has been leading on the procurement of the Eastern Highways Framework (EHF2), a contract shared by 11 local authorities in the eastern region. The contract can deliver schemes costing up to £20 million, which places the King's Dyke improvement within its scope.
- 2.2 The EHF2 procurement has been awarded and will be available for delivery of this scheme. The procurement process has been designed to ensure that all contractors appointed are suitable to undertake design and build schemes of this scale and scope. Six suppliers have been appointed to the framework.
- 2.3 The framework is a four year contract and it seeks to establish good relationships between the contractors and the clients throughout the whole contract life. Use of the framework will reduce procurement and contract preparation time as the pre-qualification and tendering process have identified

suitable contractors under a competitive process and the legal basis of the contract is already established. A further competitive process within the framework, where the selected contractors are invited to compete for the scheme will ensure that best value is obtained.

- 2.4 Procurement options were considered at the King's Dyke Project Board in January, where it was felt that the work undertaken in ensuring that the EHF2 provided a competitive and suitable mechanism to deliver the scheme and that the time savings in procurement had sufficient benefits to justify this route. It is therefore recommended that the scheme is delivered using the EHF2 contract.
- 2.5 The ECI two stage Design and Construct contract brings the contractor into the project team early, with the team working together through the design and construction phases. This provides benefits of ensuring that the contractor can use his experience in the design phase to reduce overall project risk and ensure buildability. There are some significant differences compared with the single stage approach that provide a greater level of cost control and certainty.
- 2.6 Most importantly, although an ECI contract would be awarded for design and construction, the process is divided into two parts, the first phase covering the detailed design and consents process, with construction as a second phase. Once the initial target cost and quality submissions from the contractors have been assessed, E and E Committee will be asked to approve the award of the design and construction work package. There is a presumption that the scheme will be delivered as a single package, but there is no guarantee that the contractor will move directly from detailed design to construction. This would be conditional on satisfactory performance and agreement of a construction target cost based on the detailed design. Should the construction target cost be significantly higher than expected, it will be reported to the E and E committee for further consideration. The contract will give ownership of the design to the County Council, so that in the rare event that a target price cannot be agreed, it may be used to re-tender the construction.

### **3. COSTS AND FUNDING**

- 3.1 Scheme funding of £13.5m is currently included in the Business Plan. This was based on the early stage of the scheme's development.
- 3.2 The estimated cost of the scheme is currently £16.9 million. This includes Optimism Bias at the highest level to reflect risks and assumptions made at the early stage of the design. It is possible that this cost will come down as greater certainty over construction details and work required emerge during the detailed design and as value engineering exercises are undertaken. However, this cannot be guaranteed. The cost will become clearer when a contractor is appointed and a target cost is established based on a more fully developed design.
- 3.3 Currently £11.5 million will be secured from external sources, meaning that the County Council contribution would be a maximum of £2m to meet the figure included in the business plan. However, the Committee should note

that if no additional funding sources are found and significant risks materialise increasing the cost, the County Council may need to borrow more than the amount included in the current business plan.

- 3.4 Members are therefore asked to note that the current estimated cost of £16.9 million remains higher than the Business Plan allocation of £13.5 million and that a greater call on County Council capital funding than currently assumed in the Business Plan may be required. The Committee should also note that it may be asked to approve a request for additional borrowing from the County Council's General Purposes Committee if the contractor's target price indicates that the scheme costs will exceed the amount in the current business plan. Once the detailed costs become clear a report will be brought to this Committee and then General Purposes Committee asking for approval for the proposed funding arrangements prior to finalising the contract.
- 3.5 The preparation of the planning application required some amendments to the design, which has taken longer than anticipated. Less funding will therefore be required in 2016/17, with the majority of the expenditure occurring in 2017/18, subject to land acquisition and Network Rail consents. The tendered target price and the contractor's programme will inform a detailed revised programme and funding profile.

#### **4. PROGRAMME**

- 4.1 Following the approval by Planning Committee in March, information and a specification for the design and construction work is being prepared. This should be completed in July and the contractor will be asked to compete for Design and Construction with the work awarded to the successful contractor in Sept/October. It is anticipated that the Design and Construction will take approximately 16 to 18 months, indicating that the earliest completion date will be late 2017 or early 2018. This assumes that land is acquired by negotiation with no requirement for a Public Inquiry into the acquisition of land.
- 4.2 If land cannot be acquired by negotiation and there are objections to Compulsory Purchase Orders then this will have an impact on the programme while the objections are determined. It has been indicated that this process may take a year to complete.
- 4.3 It should be noted that the construction programme will depend on the method of construction chosen by the contractor and the requirement to secure possessions from Network Rail to work over and close to the railway. Possessions, which require closing the railway, have a substantial lead time, sometimes up to two years. Discussions are continuing with Network Rail so that provisional possessions are agreed as soon as possible to minimise programme risks.

#### **5. LAND ACQUISITION**

- 5.1 The King's Dyke level crossing bypass and bridge scheme will require the acquisition of land. Whilst every reasonable effort will be made to acquire the necessary land and rights by negotiation, a Compulsory Purchase Order and

a Side Roads Order are proposed to ensure the necessary land and powers are available to deliver the scheme. The Orders would be made under the 1980 Highways Act. It should be noted that committee has already approved exercising these powers in order to deliver the approved route.

## **6. SIGNIFICANT IMPLICATIONS**

### **6.1 Resource Implications**

- When the scheme estimate was prepared the cost included a standard rate of Optimism Bias of 65% to reflect the preliminary design stage. With further development of the design there will be a reduction in optimism bias and opportunity to reduce overall costs. In the event that this is not the case, additional borrowing may be required or additional funding sources identified.

If additional borrowing is required to meet the scheme costs, repayment of the borrowing from County Council revenue will increase accordingly. As an example, to meet the currently estimated maximum scheme cost of £16.9 million, the additional annual repayment will be £220k

- Funding for the scheme is being provided from a range of contributions. These include; Growth Deal Funding, £5m; Local Transport Body, £3m; County Council residual capital £3.5m. Currently only a relative small contribution of £275k has been informally offered by Network Rail. It is considered that this does not reflect the benefits that Network Rail will gain from the scheme and negotiations will continue to pursue a contribution that reflects the potential benefits.
- Additional funding sources will continue to be investigated

### **6.2 Statutory, Risk and Legal Implications**

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

- The cost of the scheme will be affected by a number of factors, which will be fully identified as the detailed design and construction progress. These are captured and managed in the project risk register and will be carefully monitored as the scheme progresses. Issues will be reported through the Project Board to this Committee. It is important that officer resource allocated to the project reflects these requirements.
- Land and rights need to be acquired. The acquisition of land and rights carries with it risk and increased opportunity for legal challenge. These risks are identified in the project risk register and are being managed by the project manager and monitored by the Project Board.
- In seeking to construct a bridge over the rail lines the Council will need to enter into a set of agreements with Network Rail both for the development and construction of the project. These agreements can be difficult to obtain and early engagement has commenced.

- All project risks are included in the Project Risk Register which is regularly updated and will be reported at each Project Board Meeting.

### 6.3 Equality and Diversity Implications

There are no significant implications.

### 6.4 Engagement and Consultation Implications

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

- Public consultation has been a key factor in the identifying a recommendation for a preferred option.
- Further public consultation and community engagement has been undertaken as part of the planning process.
- Updates for stakeholders and the public will be provided during the next stages of the scheme.
- The Project Board draws upon local members both for steering the project and local knowledge of issues.

### 6.5 Public Health Implications

- There are no significant implications

Source Documents	Location
Kings Dyke Level Crossing Replacement - Initial Investigation Report -Engineering Options Feasibility Report -Consultation Response summary -Options Assessment Report Economy and Environment Committee 16 <sup>th</sup> September 2014 and 3 <sup>rd</sup> February 2016 Planning Committee report 10 <sup>th</sup> March 2016	Rm 308 Shire Hall Cambridge

**RIGHTS OF WAY IMPROVEMENT PLAN UPDATE**

*To:* **Economy and Environment Committee**

*Meeting Date:* **19 April 2016**

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

*Electoral division(s):* **All**

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

*Purpose:* **This report outlines the updated Rights of Way Improvement Plan following consultation.**

*Recommendation:* **The Economy and Environment Committee is asked to approve the update to the Rights of Way Improvement Plan**

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## **1. PURPOSE**

- 1.1 This report summarises the update to the Rights of Way Improvement Plan (ROWIP) and seeks Committee endorsement for adoption as part of the Local Transport Plan.

## **2. BACKGROUND**

- 2.1 The ROWIP forms part of the Cambridgeshire Local Transport Plan (LTP), and was first adopted in October 2006 as part of the LTP 2006-11. The main focus of the ROWIP is the management of the local public rights of way network, and securing an improved network of local public rights of way.
- 2.2 The County Council has a statutory duty under the Countryside and Rights of Way Act 2000 to keep the ROWIP up to date and reviewed within ten years. This updated ROWIP meets our obligations under the Act, while reflecting the Council's desired outcomes and challenging financial position.
- 2.3 The ROWIP 2006 was developed with significant public consultation and with close involvement of the Local Access Forum (LAF). Consultation with statutory consultees, including the LAF has been undertaken to inform the updated ROWIP.

## **3. KEY ISSUES**

- 3.1 The updated ROWIP (contained in Appendix 2) will form part of the third iteration of the Local Transport Plan, known as LTP3. However, it does not amend the policy basis of the existing ROWIP or LTP3. It demonstrates how our policies and plan for rights of way will contribute towards the Council's vision and outcomes. Whilst we must have a vision for the future, we must also be realistic and recognise that we do not have the resources to deliver all the measures we would wish to over the lifetime of the Plan. With traditional funding for rights of way in decline, we will try to be innovative in the way that we use funds that are available and continue to prepare bids for funding streams as they become available.
- 3.2 The updated ROWIP contains eight revised Statements of Action (SOA) which guide the management of rights of way in Cambridgeshire.
- SOA1 Making the countryside more accessible
  - SOA2 A safer and health-enhancing activity
  - SOA3 72,500 new homes
  - SOA4 Knowing what's out there
  - SOA5 Filling the gaps
  - SOA6 Better land management
  - SOA7 Develop definitive map and other records
  - SOA8 A better countryside environment
- 3.3 Stakeholder consultation was carried out between August and October 2015. Letters were sent to all parish councils and statutory bodies, two adverts placed in local newspapers (as set out in the guidance) and information was available on the County Council website. Seven responses were received, including a detailed response from the Local Access Forum (LAF). Council officers have also attended two LAF meetings, one at the beginning of the

process and the second in February 2016 to discuss their consultation response.

- 3.3 The updated ROWIP has been amended to reflect comments received through the consultation. The LAF remains disappointed that the updated Plan is less ambitious than the original Plan, however understands the current financial challenges facing the Council and its partners.

#### **4. FUTURE DIRECTION**

- 4.1 The ROWIP will continue to guide the management of the public rights of way network, and will be used as a policy basis for securing improvements to the public rights of way network through the planning process as part of major housing and infrastructure projects as well as smaller scale developments. It will also be used to secure funding for rights of way improvements wherever opportunities are available. It will be updated in line with statutory requirements.

#### **5. ALIGNMENT WITH CORPORATE PRIORITIES**

##### **Developing the local economy for the benefit of all**

- 5.1 The ROWIP aims to support growth as set out in the Local Plans covering Cambridgeshire by providing Rights of Way.

##### **Helping people live healthy and independent lives**

- 5.2 Rights of Way are essential for maintaining accessibility to key services that enable people to live healthy and independent lives. The ROWIP has an emphasis on active travel which has many benefits in improving people's health.

##### **Supporting and protecting vulnerable people**

- 5.3 The ROWIP objectives and policies support and protect vulnerable people. This is particularly relevant with regard to policies concerning safety.

#### **6. SIGNIFICANT IMPLICATIONS**

##### **Resource Implications**

- 6.1 Core capital funding for local transport schemes direct to local Highway Authorities has been cut significantly since 2010. The ROWIP recognises the current funding situation and explains this in more detail.
- 6.2 The ROWIP document provides a policy basis against which the County Council can bid for funding for Rights of Way improvements from government and other bodies and for negotiation with developers for either the direct provision of or for contributions towards provisions of transport infrastructure and services.

##### **Statutory, Risk and Legal Implications**

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

- The County Council as Local Highway Authority (LHA) has a statutory duty ([Transport Act 2000](#), [Local Transport Act 2008](#) and Countryside and Rights of Way Act 2000) to have a Local Transport Plan and ROWIP.

### **Equality and Diversity Implications**

- 6.4 A Community Impact Assessment of the ROWIP Update has been prepared (see Appendix 1).

### **Engagement and Consultation Implications**

- 6.5 Stakeholder consultation was carried out between August and October 2015. Letters were sent to all parish councils and statutory bodies, two adverts placed in local newspapers (as set out in the guidance) and information was available on the County Council website. Seven responses were received, including a detailed response from the Local Access Forum (LAF). Council officers have also attended two LAF meetings, one at the beginning of the process and the second in February 2016 to discuss their consultation response

### **Localism and Local Member Involvement**

- 6.6 Please section 6.5 above

### **Public Health Implications**

- 6.7 The ROWIP addresses health issues including, air quality, noise, accident reduction, access to health care and the health benefits of active travel.

## **SOURCE DOCUMENTS**

<b>Source Documents</b>	<b>Location</b>
Local Transport Plan: Long Term Transport Strategy Local Transport Plan: Policies and Strategy	<a href="http://www.cambridgeshire.gov.uk/ltp">http://www.cambridgeshire.gov.uk/ltp</a>
Rights of Way Improvement Plan 2006	<a href="http://www.cambridgeshire.gov.uk/info/20006/travel_roads_and_parking/66/transport_plans_and_policies">http://www.cambridgeshire.gov.uk/info/20006/travel_roads_and_parking/66/transport_plans_and_policies</a>

**Community Impact Assessment**

<b>Directorate / Service Area</b>		<b>Officer undertaking the assessment</b>	
Economy, Transport and Environment / Transport and Infrastructure Policy and Funding		Name: Karen Kitchener Job Title: Lead Transport and Infrastructure Officer	
<b>Service / Document / Function being assessed</b>		Contact details: <a href="mailto:Karen.Kitchener@Cambridgeshire.gov.uk">Karen.Kitchener@Cambridgeshire.gov.uk</a>	
Rights of Way Improvement Plan (ROWIP) update			
<b>Business Plan Proposal Number (if relevant)</b>			
<b>Aims and Objectives of Service / Document / Function</b>			
The ROWIP demonstrates how our policies and plan for rights of way will contribute towards the Council's vision and outcomes. Whilst we must have a vision for the future, we must also be realistic and recognise that we do not have the resources to deliver all the measures we would wish to over the lifetime of the Plan. With traditional funding for rights of way in decline, we will try to be innovative in the way that we use funds that are available and continue to prepare bids for funding streams as they become available.			
<b>What is changing?</b>			
This document provides an update to the ROWIP 2006 in line with statutory requirements. It has been updated to reflect the changing financial climate and the outcomes for Cambridgeshire.			
<b>Who is involved in this impact assessment?</b>			
e.g. Council officers, partners, service users and community representatives.			
Council officers have carried out this CIA but a wider range of stakeholders have had the opportunity to comment on the updated ROWIP.			

**What will the impact be?**

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

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

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

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

<b>Positive Impact</b>
As: <ul style="list-style-type: none"> <li>the LTP3 objectives meet the council's priorities and remain unchanged,</li> <li>the council has sought responses from a wide range of stakeholders,</li> <li>everybody's views has been treated equally, and has been considered as the final strategies are developed,</li> <li>key stakeholders were made aware of the consultation as well as members of the public</li> </ul>

- through a wide variety of different channels, and
- consultation materials will be made available in other formats if requested; there is a positive impact on all protected characteristics.

It should be noted that the ROWIP sets out at a high level policies linked to rights of way. As schemes are confirmed and funding sources secured, more detailed individual CIAs will be carried out as necessary. The council's priorities, LTP3 objectives are linked and listed below. The links between the council's priorities and the LTP objectives are also shown.

Council's priorities:

- Developing the local economy for the benefits of all
- Helping people live healthy and independent lives
- Supporting and protecting vulnerable people.

**LTP Objective 1**

Enabling people to thrive, achieve their potential and improve their quality of life.

**LTP Objective 2**

Supporting and protecting vulnerable people.

**LTP Objective 3**

Managing and delivering the growth and development of sustainable communities.

**LTP Objective 4**

Promoting improved skill levels and economic prosperity across the county, helping people into jobs and encouraging enterprise.

**LTP Objective 5**

Meeting the challenges of climate change and enhancing the natural environment.

**Council Priorities and LTP Objectives**

Council Priorities	LTP Objectives				
	1	2	3	4	5
Supporting and protecting vulnerable people	✓	✓✓			
Helping people to live health and independent lives	✓✓	✓✓	✓✓		✓
Developing our local economy for the benefit of all			✓✓	✓✓	✓

The Statements of Action of the ROWIP are:

- SOA1 Making the countryside more accessible
- SOA2 A safer and health-enhancing activity
- SOA3 72,500 new homes
- SOA4 Knowing what's out there
- SOA5 Filling the gaps
- SOA6 Better land management
- SOA7 Develop definitive map and other records
- SOA8 A better countryside environment

**Negative Impact**

**Neutral Impact**

**Issues or Opportunities that may need to be addressed**

**Community Cohesion**

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

A wide range of groups will be made aware of the consultations that are carried out, and can feed into the consultation. A list of groups that will be contacted as part of the consultation is currently being produced and can be made available when the consultation has taken place.

# Draft Rights of Way Improvement Plan

## 1. Introduction

The Rights of Way Improvement Plan (ROWIP) was adopted in 2006 as part of the Cambridgeshire Local Transport Plan 2006-2011 (LTP). The Plan was formulated following considerable research, data gathering and extensive public and stakeholder consultation. The Local Access Forum played a key part in the development of the Plan, and have steered the preparation of this update. The Plan is well used and has been invaluable in helping to bring about improvements to the rights of way network and enhancing countryside access.

This document provides an update to the ROWIP in line with the requirements of the Countryside and Rights of Way Act 2002. This update summarises the progress made since the ROWIP was adopted in 2006 and sets out future challenges for rights of way and countryside access to 2031 in the form of updated Statements of Action. This update to the ROWIP forms part of the third iteration of the Local Transport Plan, which is known as LTP3.



Rail commuters accessing Meldreth station on foot and the Wandlebury footpath/cycleway

This update does not amend the policy basis of the existing ROWIP or LTP3 however it does update all Statements of Action that were published in the first ROWIP. The update demonstrates how our policies and plans for rights of way will contribute towards the County Council's vision – 'creating communities where people want to live and work: now and in the future'. Whilst we must have a vision for the future, we must also be realistic and recognise that we do not have the resources to deliver all the measures we would wish to over the lifetime of the Plan. We will try to be innovative in the way that we use funds that are available and continue to prepare strong bids for funding streams as they become available. Delivery of the Plan will require a range of functions and organisations including the voluntary sector to work in partnership. Resourcing levels have decreased significantly since 2006 and therefore some of the objectives have been scaled back as current resourcing levels mean that some areas of work have been, or will be reduced or stopped altogether.

As required by guidance, the updated Statements of Actions give consideration to

- access to woodland,
- provision for cyclists, equestrian and disabled users
- the forthcoming Department for Transport (DfT) Cycling and Walking Investment Strategy

The rights of way network is an important asset, providing access to the countryside and is vital to the rural economy. The vision of improved countryside access in Cambridgeshire builds on the rights of way network to bring benefits addressing transport, tourism, the rural economy, social integration, health and the environment.

### The scope of the ROWIP

Cambridgeshire County Council is responsible for managing the Rights of Way network in Cambridgeshire. Rural path management seeks to follow a joint countryside agenda with landscape, biodiversity and open-spaces to provide a joined up countryside policy. A variety of functions and organisations manage complementary provision which joins to provide a wider access network. Rights of way in urban areas are equally important and are generally managed in tandem with road maintenance programmes.

The main objective of the ROWIP is 'to manage, improve and promote a Public Rights of Way network as an integral part of a wider transport system which meets the needs of the whole community for safe sustainable local transport, which improves public health, enhances biodiversity, increases recreational opportunities and contributes to the rural economy'.

The core of the Plan is a Statement of Action, which sets out how we will manage and improve the local rights of way network. The Statements of Action have been reviewed and updated where appropriate. The Plan is intended as a strategy document, and detailed proposals at a local level will follow the principles set out here. The eight Statements of Action are as follows:

- SOA1 Making the countryside more accessible
- SOA2 A safer and health-enhancing activity
- SOA3 72,500 new homes
- SOA4 Knowing what's out there
- SOA5 Filling the gaps
- SOA6 Better land management
- SOA7 Develop definitive map and other records
- SOA8 A better countryside environment

### Policy context

The ROWIP forms part of the LTP3 and contributes towards the delivery of the Council's main outcomes, which are:

- Older people live well independently
- People with disabilities live well independently
- People at risk of harm are kept safe
- People lead a healthy lifestyle
- Children and young people reach their potential in settings and schools

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

The strategic objectives of the LTP are:

1. Enabling people to thrive, achieve their potential and improve quality of life
2. Supporting and protecting vulnerable people
3. Managing and delivering the growth and development of sustainable communities
4. Promoting improved skills levels and economic prosperity across the county, helping people into jobs and encouraging enterprise
5. Meeting the challenges of climate change and enhancing the natural environment

There is a clear link between the ROWIP Statements of Actions and LTP objectives, as shown in Table 1.

Table 1 How the ROWIP contributes towards LTP objectives

ROWIP Statements of Action	LTP objectives				
	1	2	3	4	5
SOA1 Making the countryside more accessible	✓✓	✓✓✓	✓		✓✓
SOA2 A safer and health-enhancing activity	✓✓	✓✓✓	✓✓		✓✓
SOA3 72,500 new homes	✓	✓✓	✓✓✓	✓	✓
SOA4 Knowing what's out there	✓	✓	✓	✓	✓
SOA5 Filling the gaps	✓	✓	✓	✓	✓
SOA6 Better land management	✓		✓		✓
SOA7 Develop definitive map and other records			✓✓	✓	✓✓
SOA8 A better countryside environment	✓	✓	✓	✓	✓

### Supporting Local Plans

We will work with local planning authorities to establish countryside policies in Local Plans to support the delivery of over 70,000 new homes across Cambridgeshire. We will seek to secure improvements to the rights of way network through the planning process, helping to create sustainable communities and providing access for all to the countryside for recreation and economic purposes. Furthermore, Local Plans for

Cambridgeshire contain policies to protect existing rights of way or allow agreed diversions in exceptional circumstances.

### What funding is available?

Funding from traditional sources e.g. the LTP has been steadily declining, having halved over the past five years. Therefore securing funding through Section 106 Agreements, the Community Infrastructure Levy (CIL) and funding bids will become increasingly important. In addition, funding from partner organisations including parish and town councils and user groups will be required. To further enhance the rights of way network we will encourage and facilitate local communities and organisations to bring about improvements to their local rights of way networks themselves and provide support and advice where appropriate, in accordance with the policies contained in Cambridgeshire County Council's Highway Infrastructure Management Plan 2015-2025.

In some instances the County Council will be unable to take on the additional maintenance liability associated with a new route due to lack of resources. In these cases, long-term maintenance of new routes will have to be secured through agreements with landowners, estate management companies and town and parish councils. The County Council will assist communities in securing such agreements and can provide advice on how local parish and town councils can secure new access opportunities.

### What has already been achieved?

The ROWIP has helped to deliver a wide range of improvements to the Rights of Way network. A large focus has been on surface improvements of numerous routes across the county which have helped to provide better access to and within the countryside. To make the countryside even more accessible, we embarked on a significant stile replacement programme, which saw many stiles replaced with gates. In addition, a number of bridges have been improved or replaced. Some of the highlights of what has been achieved include:

- The DEFRA sponsored Green Fen Way project saw the introduction of over 300 'destination and distance' finger signs.
- The launch of a new website which has provided a one-stop-shop for information regarding public rights of way, adopted roads, cycle tracks, county farms permissive routes and estate paths.
- A series of improvements to bridleways across the county, including a new bridleway around the perimeter of Cambourne, Oakington to Histon new bridleway, Thriplow new bridleway over M11 and a new footpath connecting Cambourne to Caxton.
- Cambridgeshire Fly-tipping Action Group has been established.
- Planning guidance has been produced to inform developers of requirements for Rights of Way.
- Section 106 funding has been secured for a range of rights of way improvements, including Jack's Way.
- Updates to the Definitive Map and Statement have been made as part of the consolidation project, including resolution of gap anomalies between the PROW and road network.

Section 3 provides further details of what has been achieved to date.

## What can the ROWIP aspire to achieve in the future?

With a population of 621,120 (2011 Census) and an area of 3045 km<sup>2</sup>, Cambridgeshire is one of the less densely populated counties in England, albeit one of the most rapidly expanding (12% population increase 2001-2011). Only a minority of the population lives in the rural and mostly arable countryside. However, demand for access to the countryside is growing, and is becoming increasingly important due to its importance to the rural economy, public health and well-being.

The ROWIP will build on past successes and seek to continue many of the projects already started, including selected surface improvements, making more rights of way information available online and securing rights of way improvements as part of the A14 scheme. Work to remove barriers, maintain paths, undertake verge clearance and clearing debris will also continue. There will be an increased focus on encouraging healthy lifestyles by working closely with the newly established Cambridgeshire Health and Well-being Board. Increased working in partnership with statutory and voluntary agencies such as the Local Access Forum and town and parish councils will be key to delivering improvements to countryside access. The value of the Public Rights of Way network in terms of encouraging sustainable transport modes and helping to mitigate the effects of climate change is also reflected in our future priorities. Suitable provision for non-motorised users in new developments plays a greater role in encouraging sustainable ways of travelling.

The updated Statements of Action set out in more detail how we will manage and improve the rights of way network, see Section 2.



Bridge at Whittlesey

## **2. Statement of Action**

The Statement of Action is a required part of the ROWIP. This section identifies specific issues to be addressed and proposes possible solutions and activities. Extensive consultation informed the Statement of Action as part of the ROWIP 2006. These priorities are not within the County Council's capacity to deliver alone. Partnership working will continue to be at the heart of significant improvement to

countryside access in Cambridgeshire. Some actions will be easier to achieve, while others will require substantial funding and collaboration between other parties over an extended period of time.

The Statement of Action is grouped into 8 categories, each covering a separate issue. A 'guiding principle' is presented corresponding to each issue.

- SOA1 Making the countryside more accessible
- SOA2 A safer and health-enhancing activity
- SOA3 72,500 new homes
- SOA4 Knowing what's out there
- SOA5 Filling the gaps
- SOA6 Better land management
- SOA7 Develop definitive map and other records
- SOA8 A better countryside environment



Sawtry Footpath

## SOA1: Making the countryside more accessible (community cohesion)

Guiding principle GP1:

*“Countryside access provision should be physically accessible to the widest possible range of people. Management and improvement of the existing Cambridgeshire Rights of Way network should aim to increase that accessibility, while new countryside access provision should generally be planned to avoid imposing restrictions. Where an existing path may not be fully accessible to those with limited mobility due to limits imposed by external constraints, such route limitations should be effectively communicated to users”.*

The Equality Act 2010 makes it an offence to prevent people with disabilities from enjoying countryside access. Since the Plan was adopted, gates have replaced stiles in numerous locations to improve access for wheelchair users and people with reduced mobility. In addition, a number of rights of way have been improved or resurfaced, and over 300 distance and finger signs have been put in place. Subject to resources, we will continue with this programme to enhance access to the countryside. In addition we would support communities to undertake projects that would encourage people with disabilities, young people and ethnic minorities to visit the countryside.



Access for wheelchair users at Histon/Girton woodland

The current Government Agenda for promoting health and wellbeing through increased opportunities for exercise is locally represented by the Cambridgeshire Health and Wellbeing Board. Links between the work of the Definitive Map Team and Board will be used to help facilitate the use of the countryside as a resource to bring communities together, providing access opportunities for all.

### Future programme

The benefits column gives an indication of the additional benefit of undertaking the action and links:

- A: Promoting a healthy lifestyle.
- B: Delivering a safer highway network.

- C: Providing an inclusive countryside access network  
D: Improving the condition of existing access provision to modern standards.  
E: Providing sustainable access to the countryside.  
F: Maintaining and increasing biodiversity.  
G: Contributing to tourism and rural economic prosperity.  
H: Increasing awareness of the countryside, biodiversity issues and responsible enjoyment of countryside access opportunities.  
I: Improving land management  
J: Providing reliable, enforceable information

Ref	Action	Benefits	Project or service	Local body & potential partners
1/1	Selected surface improvements	D	Project	CCC, Disability Groups, parishes
	Support and implement improvement of paths identified by others which are significant desire lines for people of all abilities. Enable local communities to publicise these routes.			
1/2	Bringing people together	C	Project	CCC, Disability groups
	Help bring communities together through increasing inclusivity by replacing stiles with gaps or gates when paths are diverted. Enable communities to promote their own local network of routes through supporting them to do this where a project is proposed.			
1/3	Survey network accessibility	J	Project	CCC, User groups, Disability groups, Parish and Town Councils
	Compile existing asset information. Publish information on interactive map. Support opportunities identified by others for opening up the countryside for the mobility impaired and their carers.			
1/4	New structures to BSI standards wherever possible.	CD	Project	CCC, Landowners
	While CCC seeks to follow BSI recommendations for structures, and encourages landowners to do likewise, there is no formal requirement, especially for existing infrastructure. Applies to bridges, stiles, gates and steps.			
1/5	Accessibility signs & waymarks	CD	Project	CCC, Disability groups
	Design and procure signs and waymarks. Install signs and waymarks on selected paths. Keep stock of signs and waymarks and use for future maintenance.			

## SOA2 A safer and health-enhancing activity

Guiding principle GP2

*“Countryside Access provision should be safe for users and encourage healthy activities. Where significant potential conflict with motor traffic or railways can be demonstrated, then measures to reduce risk will be considered. Where rights of way are subsumed within urban development, then planners will be encouraged to ensure that path design is open and unthreatening and suitable for regular exercise. Safety-critical path infrastructure will be regularly inspected”.*

One of the six priorities of the Cambridgeshire Health and Wellbeing Board is to encourage healthy lifestyles and behaviours in all actions and activities while respecting people’s personal choices. Improvements to the accessibility of the network will provide new opportunities for healthy activities, where routes that were previously perceived as being unusable are improved to a point where new opportunities for exercise are easily available within a convenient distance for easy access.



Safety issues are particularly important to users of the rights of way network, especially where the network crosses busy roads and railways. This is a particular problem for horses, which can react unpredictably to traffic.

In 2013, 305 people were killed or seriously injured on Cambridgeshire’s roads, with trends showing higher numbers of casualties involving young people, pedal cycles, motor cycles, and on rural roads. Accident prevention work in Cambridgeshire is currently focusing on these areas, which has close links with the rights of way network and its users. The work of the Cambridgeshire and Peterborough Road Safety Partnership will ensure safe links with the PROW network where possible and appropriate. In addition, our programme of road safety education places great emphasis on improving road users’ skill levels to improve safety on the county’s transport network. Specific training is available, including pedestrian training, scooter training, bikeability, motorcycle training, and driver training. Targeted training will also encourage more people to undertake healthy activities such as walking and cycling.

In the past, there have been specific instances of footpaths upgraded to bridleways to provide horse riders with safer off-road routes. Examples of schemes that have improved safety for a range of users include:

- Long Road, Comberton;

- Jack’s Way, paid for from Northstowe monies
- Fordham bypass – bridleway within bypass,
- new footpath linking to FP15 Caxton from Cambourne,
- Cambridgeshire Guided Busway bridleway and cycleway,
- Sapley Road to King’s Ripton route for pedestrians



Newton verge track improvements being enjoyed by a range of users.

The consideration of rights of way as part of planning for new developments can help to address safety issues from the outset, and can sometimes help to provide safe crossings of major routes, or diversions to the rights of way network.

#### Possible solutions/future programme

Ref	Action	Benefits	Project or service	Local body & potential partners
2/1	Improve future road development including A1, A428, A14	CDE	Project	Highways England, CCC
Working with Highways England to plan better ROW provision				
2/2	Verge and footway improvements	CD	Project	CCC
Provide and publicise safe routes alongside busy roads where required to connect to ROW which otherwise are effectively dead-ended by terminating on busy roads without safe soft user provision, taking into account needs of Protected Road Verges, where appropriate.				
2/3	Safety audit of road crossings	BD	Project	CCC road safety, User groups
New proposals for ROW crossing roads will be considered by CCC Road Safety.				
2/4	Implementing safer road crossings	BD	Project	CCC Highway Divisions,

					Highways England
Provide bridges, refuges, signs and visibility splays where new routes are being constructed.					
2/5	Enable increased access to PROW to facilitate healthy lifestyles.	AC	Project		CCC, Health & Well-being Board
Work to establish and enhance links with the newly created Cambridgeshire Health and Wellbeing Board to secure new opportunities for access to PROW through joined up working.					

## SOA3: 72,500 new homes

### Guiding principle GP3

*“New development should not damage countryside provision, either directly or indirectly. New settlements should be integrated into the rights of way network, and improved provision made for the increased population. Where appropriate, development should contribute to the provision of new links and/or improvement of the existing rights of way network.”*

The Local Plans covering the five districts of Cambridgeshire plan for 72,500 new homes across the county to 2031 (2036 in Huntingdonshire). This will place more pressure on the Rights of Way network. For example, new development can adversely affect the network, while the additional population will make new demands of the remaining network. There may also be opportunities for improvements to the RoW network as part of new developments.

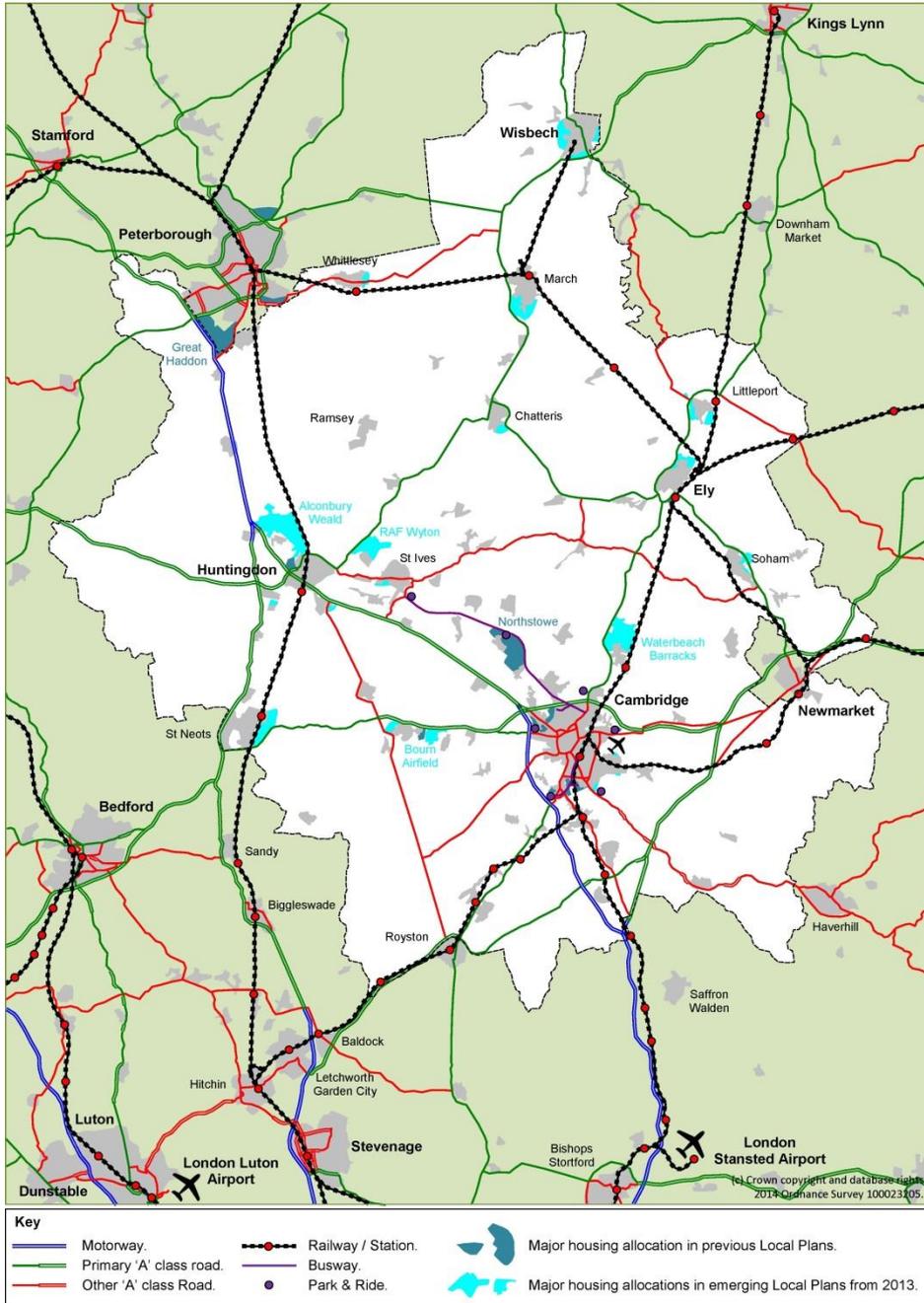
The Highway Authority is able to safeguard existing rights of way and also create improvements to the network as part of development taking place. Improvements to the highway network can be made through the Community Infrastructure Levy and Section 106 Agreements. For example, improvements have been made to Jack’s Way using S106 funding from the Northstowe development and Trumpington Country Park has been part funded through section 106 funding from the Cambridge Southern Fringe development.

Updated planning guidance has been published on the Council’s website and is being provided to all developers who contact the Council.

The pressures that new developments can place on SSSIs (Sites of Special Scientific Interest) situated close to the area require sufficient and suitable green infrastructure, and for management of visitors to minimise the impact.

### Future programme

Ref	Action	Benefits	Project or service	Local body & potential partners
3/1	Development control during development	CD	Service	CCC Planners
	Ensure that RoW are protected from inappropriate use during development and that new facilities are provided to a good standard			
3/2	Minimise damage to existing network	AC	Service	Planners Developers CCC
	Liaise with planners and developers to ensure that new development does not compromise existing countryside access provision. Development should link into the network.			
3/3	Secure S106 or CIL funding for offsite improvements to RoW for new population and implement	ABC DEF GHI	Service	Planners Developers CCC
	Liaise with planners and developers to provide new countryside access provision to link new development into an enhanced network catering for increased population. To include new routes, status upgrades, improved facilities and improved information, signage and interpretation. Facilitate alternative means of providing improvements and ongoing maintenance in discussion with developers and communities in accordance with policies contained in the Highway Infrastructure Asset Management Plan 2015-2025.			
3/4	Extend Strategic Open Space for new population	CFH	Project	Planners Developers CCC



Growth planned in Cambridgeshire

## SOA4 Knowing what's out there

Guiding principle GP4

*Up to date, accurate, comprehensive and integrated access information should be made available to all users of countryside access provision*

The benefits of Rights of Way to public health, sustainable transport, the rural economy and the quality of people's lives are now well established. However, though a minority of people make good use of the network, many do not. This can be due to various reasons, some of which may be addressed by this plan.

- Knowledge and information – there is a lack of local knowledge of routes. More information and signage is required on the ground and a wide range of information in various media to reach more people is required.
- Perceptions – those not familiar with the countryside may perceive issues, which are either not present or not general. These can include lack of knowledge about their and others' rights, concerns about unsympathetic landowners, fear of livestock and worry that they may get lost. Whether real or not, these perceptions need to be addressed.
- Inclusivity – making the countryside accessible for all.
- Parking difficulties and public transport – having confidence to get to the start of an outing – whether a safe place to leave a car or which bus to catch and when – can be key to getting into the countryside
- Urbanising the countryside – over provision of sign posts can reduce enjoyment of the countryside for some users

Since the plan was adopted a significant programme of work has been undertaken to make our mapping records available online. This provides a one-stop-shop for information regarding public rights of way, adopted roads, cycle tracks, county farm permissive routes and estate paths. The information is available here

[http://www.cambridgeshire.gov.uk/info/20012/arts\\_green\\_spaces\\_and\\_activities/199/definitive\\_map\\_and\\_statement](http://www.cambridgeshire.gov.uk/info/20012/arts_green_spaces_and_activities/199/definitive_map_and_statement)

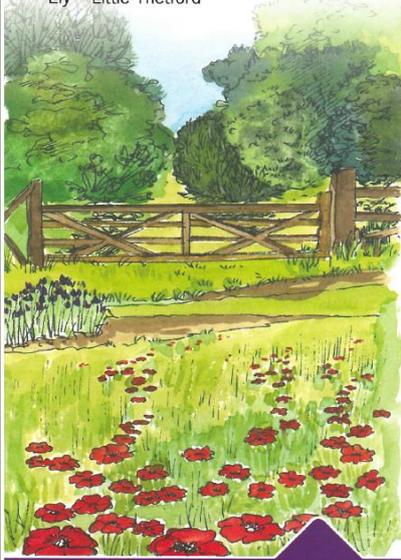
Ref	Action	Benefits	Project or service	Local body & potential partners
4/1	Unify underlying access information	H	Project	CCC Information providers
	Widen GIS and interactive online map information to provide specific information to a wide range of audiences such as access land and presence of stiles/gates and widths of PROW to enable mobility impaired users to make informed decisions before visiting the countryside.			
4/2	Local facilities and events	CH	Service	CCC Volunteers
	Support neighbourhood activities, local map boards and community groups to enhance community cohesion.			
4/3	Keeping routes clear	CH	Project then service	CCC Volunteers Parish/Town Councils
	Clearance of crops over paths, managing vegetation and reinstatement of paths after ploughing will be dealt with as a priority, subject to the availability of revenue funding.			



The

# Cawdle Fen Way

Ely • Little Thetford



[www.cambridgeshire.gov.uk](http://www.cambridgeshire.gov.uk)

## Canals and quays

A former settlement at Braham Farm owed its prosperity to the river. In 1086, monks at a settlement called Brahnewere were recorded as supplying fish to the monastery at Ely.

Unusually, the monks at Brahnewere were totally independent of the other monasteries. They lived in a Grange (now part of the present farmhouse) and were served by inhabitants of their own village settlement.

When the Grange and village were at their most prosperous, the River Great Ouse flowed nearer the island of Stuntney. A channel was dug from the river up to Brahnewere, where it divided into two channels serving both the village and Grange (now called Cawdle Fen Catchwater and Grunty Fen Catchwater). A turning pool was dug to allow boats to dock and turn round.

The site of the turning pool can still be seen from the banks of the Grunty Fen Catchwater and is now occupied by orchards.



## Causeways and waterways

The River Great Ouse ploughs through the landscape of open fenland, hedge-lined meadows and cloud-filled skies. This powerful river, now enclosed by elevated earth banks, used to sweep across the land, changing course regularly. Now complemented by a system of dykes and catchwater drains, the river carried excess water to the Wash to avoid flooding miles of fen land.

The importance of the river to people living in the area can be traced back many years. The village of Little Thetford was first mentioned in AD 972 when it was spelt 'piutforda', meaning people (piut) of the ford (forda).

It is thought that the village of Little Thetford was a main crossing point of the river. This theory is reinforced by the discovery, in 1932, of a Bronze Age causeway leading from Barway to Chapel Hill in Little Thetford. There is also some evidence of Roman settlement in the area, again probably based on the river.



## SOA5 Filling in the Gaps

### Guiding principle GP5

*Countryside access provision should build on the platform of the historical network to meet the needs of today's users and land managers*

A central action for the updated ROWIP is to improve the network as a whole, making connections with the cycle network and wider transport network. Given the lesser extent of the bridleway network, there is also a real need to provide a better connected network for horse riders too, as well as walkers, carriage drivers and 4x4 users. This focus will help contribute to the DfT's Draft Cycling Delivery Plan (2014). By 2025, DfT's Draft Cycling Delivery Plan aims to:

- double cycling, where cycling activity is measured as the estimated total number of bicycle stages made each year, from 0.8 billion stages in 2013 to 1.6 billion stages<sup>1</sup>; and
- increase the percentage of children aged 5 to 10 that usually walk to school from 48% in 2013 to 55%.

The Local Transport Plan will also contribute towards the meeting of these targets through its programme of cycle improvements, safety schemes and traffic management measures.

Work is currently ongoing to record missing links in the network on the Definitive Map where these were identified under the Lost Highways Project.

Through the ROWIP 2006 a number of bridleways have been improved, as discussed in Section 1. We will continue to work with colleagues and developers to ensure equestrian needs are considered during scheme development.



Hilton verge improvements

Ref	Action	Benefits	Project or service	Local body & potential partners
5/1	Recording of Lost Highways	ABC J	Project	CCC User Groups Parish/Town Councils
	Take action to close missing links identified under the lost highways project, subject to availability of funding.			
5/2	Appropriate seasonal byway voluntary	CF	Project	CCC Districts

<sup>1</sup> Cycling activity for the purpose of this document is measured as bicycle stages as in the National Travel Survey. The basic unit of travel in the National Travel Survey is a trip, which consists of one or more stages. A new stage is defined when there is a change in the form of transport. Counting bicycle stages rather than trips allows us to include journeys that involve a bicycle but where this is not the main form of transport (for example, cycling to a railway station to catch the train to work).

	restraints and TROs to protect bridle access				
	Provide minimum restrictions on use of byways to protect surfaces and the interests of the wider user community. Costs have included legal cost and barriers, though savings have been made on avoiding the necessity for repeated surface repairs. Landowner cooperation is needed to ensure that agricultural use does not cause continued damage. Dates of operation of TROs have been standardised across Cambridgeshire during 2014-15.				
5/3	Deliver improved bridleway network	ABC DEG	Service		CCC User groups Parishes
	Prioritise bridleway improvements on grounds that bridleway users currently suffer highest risk on roads and bridleway network is currently most disjointed. Ensure that bridleway improvements have least possible effect on pedestrians so as to maximise benefit to widest user community, subject to available funding. Support alternative mechanisms of delivery where necessary.				
5/4	County Farms Estate	ABC DEG I	Service		CCC
	Work with County Farms to secure permissive access where appropriate to improve network accessibility and connectivity.				



Shepreth footpath improvements

## SOA6 Better Land Management

### Guiding principle 6

*Management and improvement of countryside access should consider the needs of land management, conservation, heritage and concern about rural crime.*

#### Issue

- Public access to the countryside can have a negative impact on land management for conservation and the sustainability of vulnerable species and habitats.
- Many farmers and landowners believe that providing public access entails an inappropriate workload and financial burden
- Concerns about rural crime and the potential effect of increased access can deter landowners from improving access. Issues include fly-tipping, illegal encampments, theft and burglary, arson, poaching, hare coursing and associated intimidation, illegal off-road vehicle use, and trespass.
- Uncontrolled dogs and fouling are a deterrent to countryside users and makes managing land for access both costly and hazardous

#### What has been achieved already?

We have worked with landowners to improve waymarking as opportunities came forward. In addition, we have worked with conservation bodies on a number of projects. We have input into individual neighbourhood panels, and our enforcement officer liaises with the police. We have attended rural crime conferences and Rural Crime Action Team meetings

Ref	Action	Benefits	Project or service	Local body & potential partners
6/1	Waymarking	CI	Service	CCC Landowners
	Work with landowners, Parish and Town Councils to increase waymarking in places where there are concerns about path users causing problems for land management by straying and about inappropriate use of paths. CCC to provide materials for landowners to install on the ground. Officer time needed to check results.			
6/2	Mowing contracts	CGI	Service	CCC Landowners
	Explore opportunities for local communities, District Councils, Parish Councils and landowners to undertake maintenance work on their own land. Though this takes more time to administer the larger number of contracts, there are significant advantages in path 'ownership' and cross-compliance with third-party schemes on cross-field paths. Also puts money back into rural economy.			
6/3	Better conservation liaison	F	Service	CCC Landowners Conservation bodies
	To counter real and perceived conflicts between countryside access and conservation management, CCC will liaise with the Wildlife Trust and Natural Cambridgeshire where necessary to ensure opportunities for greater public understanding are maximised.			
6/4	Rural policing	BC	Service	Police
	Increase resources and profile of resources addressing those aspects of rural crime, which are countryside access related and which can lead landowners to inappropriately block access.			



Drove Lane, Wicken

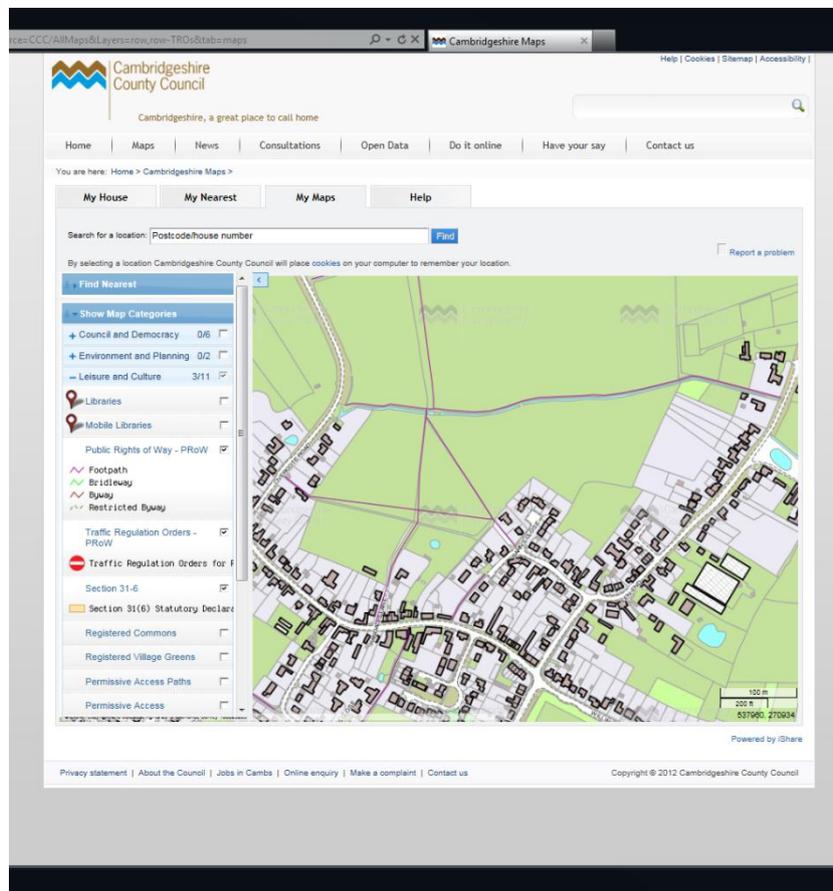
## SOA7 Develop Definitive Map and Other Records

### Guiding principle GP7

*The Definitive Map and Statement should be an accurate, comprehensive, up-to-date and accessible record of the public rights of way network in Cambridgeshire. Proposals for legal changes to the network should be resolved subject to availability of resources.*

The Definitive Map consolidation project was commenced when the first ROWIP was published and is now nearing completion. The identification of lost highways, gaps in the network and routes vulnerable to encroachment is complete, with work to address gaps underway. It is envisaged that a consolidated Definitive Map and Statement covering the whole of the modern County of Cambridgeshire will be published in May 2016.

The County Council will continue to process applications to modify the Definitive Map and Statement along with Public Path Orders to divert, create and extinguish PROW at the landowners' request, to enable development to take place and to resolve Definitive Map anomalies.



Ref	Action	Benefits	Project or service	Local body & potential partners
7/1	Map consolidation – accurate interactive GIS map	CHIJ	Service	CCC
	Consolidate changes from existing definitive maps onto a single reissued map, also represented electronically on GIS to a defined accuracy, of 1:10,000 scale to OS repositioned base and to reach the widest public arena – this work is scheduled for completion by May 2016.			

7/2	Resolving problem paths	CHIJ	Service		CCC Landowners User groups
Continue to catalogue problems with existing definitive routes (e.g. houses built on routes); determine preferred action and implement (e.g. diversion), subject to available funding.					
7/3	Mapping routes which are not definitive	CHIJ	Service		CCC
Continue to map Unclassified Roads and other routes with public access benefits, which integrate with the RoW network and make this information more public.					
7/4	Definitive path widths	CHIJ	Service		CCC
Research and define widths of path widths not recorded on the definitive statement; make Definitive Map Modification Orders to register them on the legal record. Rights of way are also important biodiversity corridors and so establishing their boundaries is crucial to conserving that resource.					
7/5	Definitive Map Casework	ABC DEG IJ	Service		CCC
Formulation of revised Statements of Priority for dealing with applications for Public Path Orders and Definitive Map Modification Orders to enable the backlog of applications to be dealt with fairly and transparently, prioritising those of most importance where appropriate.					

## SOA8 A better countryside environment

Guiding principle GP8

*The countryside access experience in Cambridgeshire should be straightforward, enjoyable and inspiring.*

Issue

If being in the countryside is not a pleasant experience, then countryside access is unlikely to be popular. Issues include fly-tipping, agricultural encroachment, misuse of rights of way and dog waste.

Within our limited resources, we endeavour to keep the path network in good condition by reactive maintenance. Where cropping problems are reported on arable land, enforcement action may be taken, starting with talking to farmers. Problems with fly-tipping and dogs are resolved in partnership with District Councils. Misuse of paths by motor vehicles is referred to the police for appropriate action.



Bridge reinstatement Sawtry (Footpath 27)

Ref	Action	Benefits	Project or service	Local body & potential partners
8/1	Enhance cropping policy to increase compliance with law	C	Service	CCC NFU/CLA Landowners
	Reduce threshold for action. Target repeat offenders with more proactive inspections. Better marking of rights of way on ground. Signpost information to agricultural contractors. Encourage local pressure through communities. Develop cross-compliance programmes with DEFRA and the RPA whereby subsidies are linked to respecting rights of way.			
8/2	Develop path mowing programme	BC	Service	CCC Contractors Environment Agency

Coordinate better with other cutting agencies e.g. Environment Agency on riverbanks.				
8/3	Partnership working and Volunteer groups	BCF	Service	CCC User groups Volunteers
Effective use of volunteer groups to help maintain paths, which would otherwise not be maintained given limited resources.				

### **3. ROWIP Summary of progress**

The first ROWIP published in 2006 contained eight Statements of Action for the management of local rights of way, and for securing an improved network of local rights of way. The Statements of Action identified specific issues to be addressed and proposed possible solutions and activities. The following tables summarise the progress made against each Statement of Action since they were first published in 2006.

Theme 1: Making the countryside more accessible		
1/1	Selected surface improvements <i>We planned to implement prioritised Local Transport Plan funded schemes.</i>	Surface improvements remain one of the largest areas of work. Routes have been improved in a number of areas including, Bourn, Soham, Wicken, Bury and Haddenham
1/2	Survey network accessibility <i>We planned to survey all regional and leaflet promoted routes and sought to put the information online.</i>	All CCC routes have been surveyed and improvement works have taken place. External funding from DEFRA for the Green Fen Way project has funded promotion of routes through updated leaflets and a website. BVPI 178 surveys (to record path condition and ease of use) are no longer undertaken.
1/3	New structures to BSI standards <i>We planned to raise awareness of our performance indicator (BVPI178), replace 100 stiles with gates and carry out an accessibility audit of our bridges.</i>	Gates have replaced stiles at numerous locations and a programme of bridge replacements was undertaken. BVPI data is no longer collected.
1/4	Accessibility signs and waymarks	Over 300 new 'destination and distance' finger signs are now in place, many funded through the DEFRA Green Fen Way Project.

Theme 2: A Safer Activity		
2/2	Improve future road development <i>Ongoing input into Highways England route management schemes and enhancements</i>	The Rights Of Way team is contributing to A14 scheme development to ensure rights of way issues are fully considered.
2/2	Verge and footway improvements <i>We had planned to list and prioritise gaps, verges and safety schemes. Local Transport Plan funding would</i>	A number of verge paths are being managed by the Local Infrastructure and Street Management Service, works have included vegetation clearance to increase visibility at Isleham. Local demand continues for verge improvements. Advice

	<i>be used for improvements</i>	on highways schemes and road safety schemes is provided as appropriate.
2/3	Safety audit of road crossings <i>An audit of existing road crossings to identify opportunities and priorities for improvements works</i>	The Rights of Way Team contribute ideas to the development of schemes.
2/4	Implementing safer road crossings <i>Providing refuges, signs, visibility splays where prioritised</i>	The Rights of Way Team contribute ideas to the development of schemes.

Theme 3: 57,000 new homes – minimising and maximising impact of development

3/1	Development control during development <i>We planned to</i> <ul style="list-style-type: none"> <li>- <i>Produce updated planning guidance</i></li> <li>- <i>Maintain regular contact with District Planning and Highways England</i></li> <li>- <i>Assert obligations during planning and construction</i></li> </ul>	Updated planning guidance has been produced and published on the Council's website and is being provided to all developers who contact the Council. Useful contributions to major planning applications affecting Rights of Way continues, including Cambridge Southern Fringe, Cambridge North West, Northstowe and many smaller applications. We have negotiated with developers on many significant schemes such as RAF Brampton and Alconbury Weald to maintain and improve quality links for communities.
3/2	Minimise damage to the existing network <i>Liaise with developers and planners to ensure development does not compromise existing routes</i>	Officers have continued to monitor planning applications and provide information to applicants and developers. We continue to liaise closely with the Local Infrastructure and Streets Service where access and practical maintenance advice is required.
3/3	Secure Section 106 funding for offsite improvements <i>We planned to use a Section 106 progress table to enable monitoring and contribute to the S106 and external funding group</i>	Significant funding has been secured for developments around Cambridge. Improvements were made to a new footpath linking Cambourne to Caxton, and Earith/Colne, and Bottisham.
3/4	Extend strategic open space <i>We planned to contribute technical advice to Growth Area Fund projects and Greenspace Strategy</i>	Valuable contributions have been made to the Wicken Vision and Drayton Lakes. CCC officers have concentrated on community management of existing reserves and land managed in hand through the County Farms Estate.

Theme 4: Knowing what's out there

4/1	Unify access information <i>We planned to put archaeology etc information on the internet map and install encapsulated site maps. Our permissive path agreement forms were to make clear where the path could be</i>	A new website was launched in January 2014. Adopted road, cycle tracks, county farms permissive routes and estate paths data is also available online, enabling us to provide a much-improved one-stop-shop of public access information. A list is now provided online detailing what
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	<i>advertised.</i>	highway and public access information is available. We have also mapped previously unrecorded soft roads to ensure they are captured in inspections and maintenance bids to government, resolving gaps between the roads and PROW network.
4/2	Local facilities and events <i>We planned to host training days, mentor, and maintain staffing and funding.</i>	Patch meetings are held regularly across the County with Parish Council representatives to discuss rights of way issues.
4/3	Better signs and waymarks <i>We planned to produce a bespoke signage report, including the value of maintaining location records – to include waymarks, and implement its recommendations.</i>	A significant number of destination and distance finger posts have now been installed
4/4	Unify marketing of access information <i>We planned to circulate our display board, and produce and implement a leaflet strategy.</i>	In the early stages of the Plan, we attended a number of county shows and a rural crime public meeting. Efforts are now being concentrated on internet delivery and focussing on public health.

Theme 5: Filling the gaps		
5/1	Identify routes required <i>We planned to select schemes from a list of gaps and ask Cambridgeshire Local Access Forum to prioritise it. Links were to be provided equitably across the county.</i>	The initial Gaps Project was completed in 2006 with follow-up work to identify and list all gaps up to 2010. Work then began to undertake the administrative legal work to correct legal records, prioritising those at greatest risk e.g. from losing the route at the 2026 cut-off-date. These are being dealt with through formal investigation, where appropriate achieving the goal quickly by amending the roads (List of Streets) record, otherwise through an evidential Definitive Map Modification Order to record the route on the Definitive Map & Statement, and thus protect the rights and through-link. The Local Access Forum agreed proposals for prioritisation and a significant new link was provided at Cambourne by compulsory Creation Order.
5/2	Voluntary restraints and Traffic Regulation Orders <i>We planned to apply and review the county policy</i>	We have reviewed a number of TROs and Voluntary Restraints and the policy has recently been reviewed as part of the Annual Highways Policy Review. Dates of operation of TROs have been standardised across Cambridgeshire during 2014-15.
5/3	Plan circular routes linked to interpretation. Prioritise route creations for new circular routes for maximum public benefit and use.	Routes have been identified in Chatteris, Whittlesey and Doddington and leaflets produced as part of wider projects. We have been working with partners to identify opportunities for new circular routes as part

		of wider projects.
5/4	<p>Deliver improved bridleway network</p> <p><i>On the maintenance side, we planned to design and implement two bridleway surface schemes and a crossing each year, putting in LTP bids.</i></p> <p><i>On the records side, we planned to identify gaps in the network and make appropriate orders to remedy these.</i></p>	<p>Improvements have been made to bridleways at Bourn, Harlton, Barton, Thriplow, Lode, Cambourne and Little Gransden amongst others. We have been working with colleagues to encourage the consideration of equestrian needs during scheme development (e.g. cycle improvements and local highway improvements), and working with the Northstowe project team to secure bridleways in the new town.</p>

Theme 6: Better land management		
6/1	<p>Waymarking</p> <p><i>We planned to promote waymarking by landowners and to distribute posts</i></p>	<p>Working with landowners. Cropping blitz postcards were sent out each year. The cropping postcards are no longer sent out due to the decreased resources available to undertake this work.</p>
6/2	<p>Mowing contracts</p> <p><i>Extend the proportion of the network cut by farmers on their own land.</i></p>	<p>Farmers grass cutting contracts were suspended pending changes to grass cutting procurement.</p>
6/3	<p>Better conservation liaison</p> <p><i>We planned to adopt a maintenance manual and put it online, to receive papers from the Biodiversity Partnership and send our 'Bulletin' to environmental land management bodies.</i></p>	<p>We have worked with conservation bodies on a number of projects. A 'Bulletin' was sent to environmental land management bodies. The Biodiversity Partnership no longer exists.</p>
6/4	<p>Rural policing</p> <p><i>We planned to get related maintenance procedures adopted and attend rural crime meetings.</i></p>	<p>We input into individual neighbourhood panels, and our enforcement officer liaises with the police as part of day to day operations. We have attended rural crime conferences and Rural Crime Action Team meetings.</p>

Theme 7: Develop Definitive Map and Statement and other records		
7/1	<p>Map consolidation</p> <p><i>We planned to continue to fund staff to update the Definitive Map and Statement.</i></p>	<p>Consolidate changes from existing definitive maps onto a single reissued map, also represented electronically on GIS to a defined accuracy, of 1:10,000 scale to OS repositioned base and to reach the widest public arena – this work is scheduled for completion by May 2016.</p>
7/2	<p>Resolving path problems</p> <p><i>We planned to catalogue and address map consolidation issues.</i></p>	<p>A work programme and prioritisation procedure is now in place.</p>
7/3	<p>Mapping routes which are not definitive</p> <p><i>We planned to identify public routes vulnerable to being lost from any record and record</i></p>	<p>A total of 316 potential Lost Highways were identified, those which are supported by sufficient documentary evidence to enable a full investigation to be conducted into their status have also been identified. Over 40</p>

	<i>them properly. In 2013-14 we proposed to continue to work towards ensuring highway records correctly show the full extent of the highway and at correct status, and to identify areas of work required as part of an overall Asset Information Records Strategy.</i>	records projects have been initiated to resolve gaps in our highways records or to improve their accuracy and accessibility to officers and to the public.
7/4	Recording definitive path widths <i>We planned to do this parish by parish whilst addressing map consolidation issues.</i>	A list of existing paths recorded on the Definitive Map & Statement where additional width is unrecorded (based on additional documentary evidence) had been identified as part of the Lost Highways project. This list has been reviewed against criteria to identify only routes to which the additional width would add value and be worth the resource required to register them. Any other requests for width registration will continue to be dealt with in line with the policy for Definitive Map Casework Prioritisation.

Theme 8: A better countryside environment		
8/1	Anti-fly tip programme <i>We planned to attend Cambridgeshire Fly Tipping Action Group</i>	Working with District Councils, Police and other agencies. Cambridgeshire Fly Tipping Action Group has been established.
8/2	Enforce cropping policy <i>We planned to make contact with the Rural Development Service to address non-compliance and enforce county policy</i>	Continued liaison with DEFRA. Single Farm Payment 'Cross Compliance' conditions are still helping re-instatement.
8/3	Extend mowing programme <i>We planned to add 10% a year to the length to be cut and push for a third or even fourth cut on promoted routes</i>	Lengths have been added to the mowing programme on an annual basis. A new mechanism for delivery has been in place since April 2015 where two cuts are made annually with an option of a third cut if necessary and where resources permit.
8/4	Volunteer groups <i>We planned to publicise volunteering groups on the internet and elsewhere, and work with probation, the Green Lane Association, Parish Path Partnership representatives and farmers</i>	Community Payback (formerly called Community Service) has helped with vegetation clearance and other tasks, as have volunteers from the Ramblers' Association. Parish representatives and farmers continue to give up time and other resources beyond their duties, for example, farmer Matthew Bates and helper spread plantings on 1km of Tadlow Bridleway in return for expenses only. We also acknowledge significant help from user groups. Contributions have been made to the development of a County Council policy on Volunteering.



**ADULT LEARNING AND SKILLS REVIEW REPORT**

**To:** Economy and Environment Committee

**Meeting Date:** 19<sup>th</sup> April 2016

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

**Electoral  
division(s):** All

**Key Decision:** No

**Purpose:** To report on the review of Adult Learning and Skills as agreed at the Economy and Environment Committee on the 14<sup>th</sup> July 2015.

**Recommendation:** The Committee is asked to note and endorse the report.

<b><i>Officer contact:</i></b>	
Name:	Lynsi Hayward-Smith
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## 1. BACKGROUND

1.1 The Adult Learning and Skills review (appendix 1) summarises achievement of the Service in the academic year 2014-2015.

1.2 The recent restructure has formally brought together the management of 3 teams: Adult Community Learning, Learning Services and National Careers Service. The service is now restructuring its delivery model.

1.3 The service offer is:

**a) Community Learning** – provision offering a range of non-accredited learning mainly sub-contracted to Village Colleges, schools and other providers. This includes the ‘traditional’ adult education offer – languages, dance, craft etc. and is increasingly targeted at those who would most benefit from Adult Learning. The target is the learner who can take any course. The universal offer is for those who can pay and a fee is charged by the provider.

**b) Adult skills** – accredited learning directly delivered in Learning Centres and partner locations. Curriculum includes functional skills English, Maths and IT, ESOL (English as a second language), ICT from entry level to level 2, work skills (team working, job hunting, CV (Curriculum Vitae) writing, interview skills etc.) We also offer Traineeships. All of this is free to the learner

**c) Careers Advice & Guidance** – National Careers Service contract holder offering information, advice and guidance services across the County. This is a free offer to the future learner.

**d) Family Learning** – learning aimed at helping parents develop their own skills so that they can better support their children. This is provided free to the learner,

**e) ALDD (Adults with Learning Difficulties & Disabilities)** – aimed at engaging and supporting adults into learning and helping them to progress to independence and employment. A small fee is charged in some cases; paid from the learner’s personal budget.

**f) Cambridgeshire Adult Learning Fund** – funding for first step learning that engages those farthest from learning and with the greatest need. This is mostly commissioned from voluntary sector providers. This is provided at no cost to the learner.

Apart from the Fenland Grant (less than 0.5% of the income) the work of the Service is entirely grant funded, representing an income of around £3 million to the County Council. The service also uses resource from partners and the fees taken by the subcontractors are re-used to offer more learning opportunities, a method entitled “Pound Plus” by the Business Innovation and Skills Department who is the source of the service grant.

- 1.4 The report bases the evaluation on both quantitative and qualitative data gathered on the student engagement and achievement, and on learner, partner and stakeholder feedback.
- 1.5 The style of the report is designed to answer key questions that will be asked of us by Ofsted (the Office for Standards in Education, Children's Services and Skills) inspectors.
- 1.6 A Quality Improvement Plan is written to follow up any concerns, issues or areas for development over the next year.

## **2. MAIN ISSUES**

- 2.1 The review report evaluates the work of the service and its impact on learners, employers and communities. The evaluation involves and is contributed to by staff in the service, partners and learners. The review summary of the report can be found at appendix 1.
- 2.2 The report demonstrates that the work of the service continues to meet the Ofsted standards for a good quality provision.
- 2.3 In line with Adult Learning providers nationally, tracking progress and destination information continues to present challenges
- 2.4 The partnership structure at district level has developed enough for members to be able to actively participate in the commissioning of learning and skills activity, planning the curriculum offer and undertaking needs analysis.
- 2.5 Across all provision areas learners make it clear that their learning needs are thoroughly met with 86% of learners reporting this through course evaluation, and that they are suitably equipped for the next stage in their education or employment.
- 2.6 Overall levels of attendance, retention and achievement have improved on previous years with success rates across the delivery areas increasing averagely by 5%, including good work on embedding wider impact measures with strong emphasis on personal development and welfare. Learner satisfaction with teaching, assessment, progress, support and safety remains strong.
- 2.7 Robust observation records of the quality of teaching and learning show that tutors are providing good to outstanding levels of support to learners, with 78% of observations completed in 2014-15 with outcome of grade 1 or grade 2 tutors effectively using initial, diagnostic, formative and summative assessments. There has been continuous development and regular review of individual learning plans to ensure the Service is meeting the expectations of learners. The support to learners is backed by professional Information, Advice and Guidance with a priority in focusing on progression and outcomes.
- 2.8 The review also notes that leadership and management of the Service continue to be highly effective even with substantial changes to the structure. The culture and priorities of the organisation are communicated positively across all teams and partners. Priorities of the Service, as outlined in business plans, underpin all areas of work in putting learners and communities first.

### **3. ALIGNMENT WITH CORPORATE PRIORITIES**

3.1 The review report demonstrates the way in which the Adult Learning and Skills Service strongly supports the corporate priorities of:

- Developing the local economy for the benefit of all
- Helping people to live independent and healthy lives
- Supporting and protecting vulnerable people

### **4. SIGNIFICANT IMPLICATIONS**

#### **4.1 Resource Implications**

There are no significant implications within this category.

#### **4.2 Statutory, Risk and Legal Implications**

There are no significant implications within this category.

#### **4.3 Equality and Diversity Implications**

Providing high quality training opportunities for adults is vitally important if individuals who currently have difficulty accessing the workforce are to be given opportunities to do so. This report demonstrates that such high quality training is being provided.

#### **4.4 Engagement and Consultation Implications**

There are no significant implications within this category.

#### **4.5 Public Health Implications**

There are no significant implications within this category.

<b>Source Documents</b>	<b>Location</b>
Adult Learning and Skills Self-Assessment Report 2014-2015.	Room 309, Shire Hall, Cambridge.

## Review of Adult Learning and Skills 29<sup>th</sup> February 2016

This paper presents the findings of the review of the work of the Adult learning and Skills Service focusing on the academic year 2014-2015. The five sections of the report look at the context, specific project work, the geographical coverage, success of learners and the external quality assurance of the service. The final section summarises the outcomes. The information in the report is taken from the two reports available and named in the appendices.

### 1. Introduction

#### **Adult Learning & Skills**

The recent restructure has formally brought together the management of 3 teams: Adult Community Learning, Learning Services and National Careers Service. The service is now restructuring its delivery model.

#### **What do we offer?**

- **Community Learning** – provision offering a range of non-accredited learning mainly sub-contracted to Village Colleges, schools and other providers. This includes the ‘traditional’ adult education offer – languages, dance, craft etc. and is increasingly targeted at those who would most benefit from Adult Learning. The universal offer is charged for by the provider, the targeted offer to the hardest to reach is free to the participants.
- **Adult skills** – accredited learning directly delivered in Learning Centres and partner locations. Curriculum includes functional skills English, Maths and IT, ESOL, ICT from entry level to level 2, work skills (team working, job hunting, CV writing, interview skills etc.) We also offer Traineeships. All of this is free to the learner
- **Careers Advice & Guidance** – National Careers Service contract holder offering information, advice and guidance services across the County. This is a free offer to the future learner.
- **Family Learning** – learning aimed at helping parents develop their own skills so that they can better support their children. This is provided free to the learner,
- **ALDD (Adults with Learning Difficulties & Disabilities)** – aimed at engaging and supporting adults into learning and helping them to progress to independence and employment. A small fee is charged in some cases paid from the learner’s personal budget.
- **Cambridgeshire Adult Learning Fund** – funding for first step learning that engages those farthest from learning and with the greatest need. This is mostly commissioned from voluntary sector providers. This is provided at no cost to the learner.

## Where do we work from?

- **Five Learning Centres** in libraries – Cambridge Central, Ely, Huntingdon, March and Wisbech
- **Partner locations** – Children’s Centres, Community Access points, outreach locations
- **Community Colleges and FE Colleges**

## 2. Project Work

- We run a number of **EU funded projects** working on topics such as digital inclusion, combating social isolation through community engagement, developing tools for exploiting open data
- **DWP Flexible Support Fund** – Work Clubs aimed at unemployed people offering job hunting skills, CV writing and work experience placements currently at 10 locations in Cambridgeshire (Whittlesey, March, Manea, Wisbech, Wimblington, Oxmoor Huntingdon, Ramsey, Fletton, Littleport and Ely)
- **Future Digital Skills Fund** – support to get people online and engaged in the digital world which includes introducing them to health information online. This project is delivered across the county

## 3. Geographical reach and achievement

Adult Learning & Skills supports four district based Community Learning and Skills (CLAS) Partnerships. There is a partnership in each district with City and South coming together to form a group as many of the local partners work across the two districts. The CLAS Partnership is made up of local organisations working within each district who have a stake in adult learning and skills, either as a provider or on the demand side. The partnership vision is to enhance life opportunities in the District by offering learning experiences that develop new interests and skills that can lead to increased health and well being, skills development and employment.

The local partnership meetings look at the aims listed below and how partners of the CLAS operate in a way that will ensure local activity is managed to address these:

- Focus public funding on people who are disadvantaged and least likely to participate, including in rural areas and people on low incomes with low skills
- Collect fee income from people who can afford to pay and use where possible to extend provision to those who cannot.
- Promote social renewal by bringing local communities together to experience the joy of learning and the pride that comes with achievement
- Widen participation and transform people’s destinies by supporting progression relevant to personal circumstances
- Maximise the impact of community learning on the social and economic

well-being of individuals, families and communities

Provision is available from our five **Learning Centres** located in libraries across Cambridgeshire in Cambridge City, Ely, Huntingdon, March and Wisbech. This work focuses on improving individuals' employability skills primarily targeting the unemployed who are actively seeking work. Many programmes on offer are linked to accreditation with over 40% of delivery being Functional Skills English and Maths. Other programmes on offer include ICT and Work skills. Online, flexible learning programmes are developed to support the learner's individual needs

**Careers advice and guidance support**, funded through the National Careers Service (NCS), is delivered through the county's main libraries; this is supplemented by a range of outreach activities delivered in community and learning settings aimed at reaching harder to engage adults. Careers advice is also delivered at three of the five local Jobcentres. Careers support is viewed as an integral part of the learning and skills offer to Cambridgeshire residents and all learners engaged in community learning activities are offered access to an NCS adviser to support progression. An analysis of delivery data in 2014/15 shows that the provision is reaching the NCS key priority groups, notably low skilled, unemployed and those furthest away from the labour market due to issues such as disability and age.

In addition Cambridgeshire County Council's Adult Learning and skills **NCS delivery** addresses key local needs by:

- Supporting Work Clubs in Ely, March, Huntingdon and Peterborough providing ongoing and accessible support for unemployed adults looking to re-enter the job market
- Delivery through the Children's Centres to support achievement of Cambridgeshire County Council's "Free childcare to under 2s" with a focus on supporting deprived families to access skills development opportunities and progress into employment.
- Redundancy support to employees and employers notably in 2014-15 to the Public Sector. NCS support was provided to employees of Cambridge City Council, Cambridgeshire County Council, Peterborough City Council and Huntingdon District Council.
- Supporting unemployed adults by delivering careers advice and skills analysis to Jobcentre Plus customers in Jobcentre Plus premises.

The Service has managed a number of **projects** funded through a variety of bodies in 2014-15. The common factor of these projects is that they are undertaken to add value to the core ALS provision and are designed to enable learners to progress into mainstream provision. For example, the Service has set up, through the Department of Work and Pensions Flexible Support Funding 10 Digital Work Clubs across the County designed to give access to both skills development and work experience placements. These clubs support learners in rural or socially isolate areas where access to more traditional source of learning may be restricted and provide a holistic approach to access, supporting and developing a learner's work skills and job readiness

#### 4. Learner Success

##### Adult learning and skills - learner success across the districts

District	Learners	Male	Female	Success rate*
Fenland	941	259	682	89.8%
East	1479	371	1108	91.05%
City	2344	708	1635	91.4%
Hunts	2697	663	2033	91.6%
South	3000	705	2295	94.2%
Total	10461	2706	7753**	91.6%

*\*The success rate is calculated as the number of learners who enrol and successfully achieve the outcome-qualification or individual learning goal, on or before their predicted end date-1 as a percentage of the total enrolment.*

*\*\*The higher uptake by female learners is reflected in the national data for adult learning.*

As the table shows there are fewer learners in Fenland and in general they are slightly less successful at achieving their outcomes than the other districts. It should be noted that the starting points for these learners is generally lower than many of those in other areas and many face significant barriers to learning such as lack of literacy and numeracy skills, mental health or disability or English as a second language (ESOL) needs.

The Service is able to deliver individual tailored learning due to economies of scale of delivering contracts across a number of centres, which make essentials such as quality monitoring both affordable and effective and through the revenue funding to support work in an area where the skills are most needed but the learners are more difficult to engage and more thinly spread, making delivery more expensive and targets more difficult to reach.

Currently there is no specific value added measure that can be used with these learners, but the new "Outcome Success Measures" being piloted by the department for Business Innovation and Skills may with the addition of the wider outcome data offer us some more useful measures in the future.

In **Fenland** specific activity in addition to that in the learner table that is resourced by the Fenland Grant has included:

**994 Learn My Way (LMW) learners across Fenland:** participation in two Learning Centres, Whittlesey and Chatteris Libraries and outreach locations. Please note that this data is for the period September 14 – July 15

A breakdown of these learners shows the following:

- 310 individuals are not in paid work and looking for work
- 46 not in paid work and not looking for work
- 79 employed and looking for work
- 122 employed and not looking for work
- 186 retired

- 6 self employed
- 245 prefer not to say/blank\*

\* *Action is being taken to encourage learners to answer the question*

**27 individuals have complete the City and Guilds Award Online Basics EL3 – in the academic year 14/15**

**137 individuals attended Digital Work Clubs in Fenland - 8 of these individuals went on to do a work placement, 22 either found a job or went on to volunteering. Please note that this figure relates to the period May 2015 – July 2015 only**

### **Deprived Wards**

As the numbers are small at ward level the learner profile data cannot be shared more widely as it could identify individuals or providers. This data is available to be used for local plans.

The following is the ward breakdown of the top 12 most deprived wards used for planning for 2015/16. To note attendance in these wards has increased from 746 at August 2015 to 1157 at February 2016. Outcomes for these learners will be available at the next review point in July 2016.

Ward	Individuals Adult Learning	On-line learners (Not part of Adult Learning Count)	Adult Careers advice
Abbey	65	9	3
Kings Hedges	89	24	8
Parson Drove and Wisbech St Mary	24	13	1
Clarkson	28	5	1
Elm and Christchurch	23	12	2
Hill	43	19	6
Kingsmoor	8	0	2
Kirgate	14	18	1
Medworth	54	10	3
Staithe	18	9	0
Waterlees	80	12	4
Huntingdon North	104	29	7

## **5. External quality measures**

### **Ofsted** outcomes

At the last Ofsted inspection in 2011 the Adult learning Service was graded Good. The service has self-assessed as Good in its recent self-assessment moderation.

### **Matrix**

Matrix is the quality standard for advice, information and guidance given to learners, we are required as part of our contract to hold the MATRIX quality mark.

Matrix re-assessment quotes from the Assessment report October 2015.

*“Good Leadership and Management was clearly in evidence in relation to the restructure which strategically set the organisation up to better serve the community over the years ahead, as well as improving the service provided in line with the council’s strategic aims. By moving from a contract or ‘silo’ type of structure to a regional structure that incorporates all support services, the organisation has opened up more opportunities for people to seamlessly benefit from a greater variety of guidance and training mechanisms already in existence Throughout the assessment it was noted how the culture of the organisation was very positive, with all staff being focused on the unique needs of each individual learner. In addition, the training provided to the staff to help them become more conversant with the other services available in their region, has heightened their enthusiasm. They now feel more competent to be able to offer a more comprehensive/holistic service that helps them support the community and better meet the aims and objectives of the council. Some staff stated how they “feel proud to be part of, and say they are part of the council” due to the service opportunities they are able to offer.”*

A recent **Audit** of the sub-contracting arrangements gave a positive outcome.

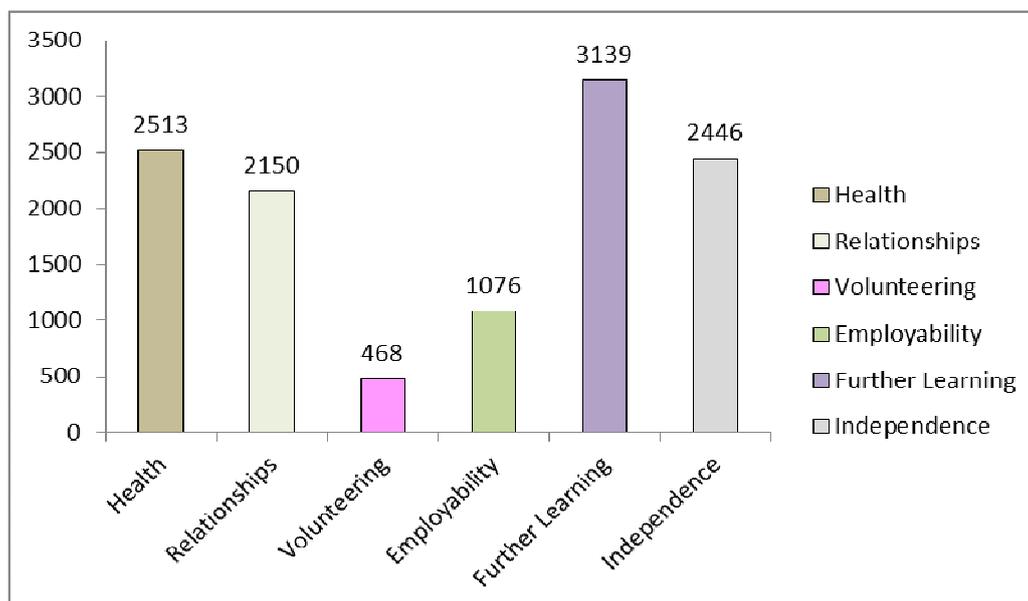
### **Wider Outcomes**

In 14-15 the Service started to collect data from learners on the impact that attending one of our courses had on them beyond the course. Tutors worked with learners to engage with them from the start to the end of their course and to record which of the following benefits of health, relationships, volunteering, employability, further learning, and independence had been achieved.

The chosen impact measures link directly back to Cambridgeshire County Councils operating model and the priorities that are outlined in the Adult Learning & Skills Service Plan.

The data collected in 14-15 was part of a pilot which focused on Community Learning and CALF delivery. In 15-16 collection of this data will be embedded into all delivery areas and reviewed with all learners who undertake learning with the Service.

### **14-15 Wider Impact Data – Total results:**



## 6. Overall performance

Across all provision areas learners make it clear that their learning needs are thoroughly met with 86% of learners reporting this through course evaluation, and that they are suitably equipped for the next stage in their education or employment.

Overall levels of attendance, retention and achievement have improved on previous years with success rates across the delivery areas increasing averagely by 5%, including good work on embedding wider impact measures with strong emphasis on personal development and welfare. Learner satisfaction with teaching, assessment, progress, support and safety remains strong.

Robust observation records of the quality of teaching and learning show that tutors are providing good to outstanding levels of support to learners, with 78% of observations completed in 14-15 with outcome of grade 1 or grade 2 tutors effectively using initial, diagnostic, formative and summative assessments. There has been continuous development and regular review of individual learning plans to ensure the Service is meeting the expectations of learners. The support to learners is backed by professional Information, Advice and Guidance with a priority in focusing on progression and outcomes.

Leadership and management of the Service continue to be highly effective even with substantial changes to the structure. The culture and priorities of the organisation are communicated positively across all teams and partners. Priorities of the Service, as outlined in business plans, underpin all areas of work in putting learners and communities first.

Leaders and managers reflect a clear commitment to sustainable improvement in their policies, procedures and statements. Equalities and Safeguarding are an integral part of teaching and learning in both policy and practice. The service has range of robust processes linked to raising the standards of staff. Management are clearly aware of areas of developments required, prioritising these to ensure the Service improves to the needs of learners and support the growth of local communities.

Lynsi Hayward-Smith  
Head of Adult Learning and Skills

Appendix 2. Adult learning and Skills Self-Assessment Report December 2015  
Appendix 3. MATRIX report October 2015  
**(The appendices can be made available, if required)**



**FINANCE AND PERFORMANCE REPORT – FEBRUARY 2016**

*To:* **Economy and Environment Committee**

*Meeting Date:* **19<sup>th</sup> April 2016**

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

*Electoral division(s):* **All**

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

*Purpose:* **To present to Economy and Environment Committee the February 2016 Finance and Performance report for Economy, Transport and Environment (ETE).**

**The report is presented to provide Committee with an opportunity to comment on the projected financial and performance outturn position, as at the end of February 2016.**

*Recommendations:* **The Committee is asked to review, note and comment upon the report**

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## 1. BACKGROUND

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

## 2. MAIN ISSUES

- 2.1 The report attached as appendix A, is the ETE Finance and Performance report for February 2016.
- 2.2 For **revenue**, at the end of February, ETE as a whole is forecasting an underspend of £1.477m.
- 2.3 In relation to the budgets under the stewardship of this Committee, an underspend of £492K is forecast for year-end, which is £9K different to the forecast position in January.
- 2.4 For **capital**, at the end of February ETE is forecasting slippage of £36.6m. In relation to the budgets under the stewardship of this Committee, there are two changes since last committee:-
  - **Connecting Cambridgeshire**: BT had previously been claiming below the milestone forecasts but have now invoiced for costs of just under £2m which had been forecast to be paid in 2016/17.
  - **Guided Busway**: There is an additional slippage of £450K to reflect that the final land-deals and retention payments will slip into 2016/17.
- 2.5 E&E Committee have twelve **performance indicators** reported to it during 2015-16. Of these one is currently red and eleven are green. The indicator that is currently red is:
  - the number of local bus passenger journeys originating in the authority area;
- 2.6 At year-end, the current forecast is that none of these indicators will be red, six will be amber and six green.

## 3. ALIGNMENT WITH CORPORATE PRIORITIES

### 3.1 Developing the local economy for the benefit of all

There are no significant implications for this priority.

### 3.2 Helping people live healthy and independent lives

There are no significant implications for this priority.

### 3.3 Supporting and protecting vulnerable people

There are no significant implications for this priority.

## 4. SIGNIFICANT IMPLICATIONS

### 4.1 Resource Implications

This report sets out details of the overall financial position of the ETE Service / this Committee.

### 4.2 Statutory, Risk and Legal Implications

There are no significant implications within this category.

### 4.3 Equality and Diversity Implications

There are no significant implications within this category.

### 4.4 Engagement and Consultation Implications

There are no significant implications within this category.

### 4.5 Localism and Local Member Involvement

There are no significant implications within this category.

### 4.6 Public Health Implications

There are no significant implications within this category.

## **SOURCE DOCUMENTS GUIDANCE**

It is a legal requirement for the following box to be completed by the report author.

Source Documents	Location
There are no source documents for this report	.



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

**1. SUMMARY**

**1.1 Finance**

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

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

Monthly Indicators	Red	Amber	Green	Total
Current status this month	1	0	11	12
Current status last month	1	1	10	12
Year-end prediction (for 2015/16)	0	6	6	12

Notes

2014/15 data is still being reported for some indicators due to time lags in data collection. There are also some indicators that are still being measured over the 2014/15 academic year.

**2. INCOME AND EXPENDITURE**

**2.1 Overall Position**

Forecast Variance - Outturn (Previous Month) £000	Directorate	Current Budget for 2015/16 £000	Current Variance £000	Current Variance %	Forecast Variance - Outturn (February) £000	Forecast Variance - Outturn (February) %
-4	Executive Director	2,197	-26	-1	-12	-1
-307	Infrastructure Management & Operations	59,878	-3,689	-7	-488	-1
-479	Strategy & Development	14,355	-388	-3	-480	-3
0	External Grants	-10,734	-117	2	0	0
<b>-791</b>	<b>Total Service Funded Items</b>	<b>65,696</b>	<b>-4,221</b>	<b>-7</b>	<b>-980</b>	<b>-1</b>
-579	Winter Maintenance				-388	-20
+144	Waste Private Finance Initiative (PFI)				-109	0
<b>-1,226</b>	<b>Total</b>	<b>65,696</b>	<b>-4,221</b>	<b>-7</b>	<b>-1,477</b>	<b>-2</b>

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

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

## **2.2 Significant Issues**

The Waste disposal budget is now predicting an underspend as less waste was sent to landfill at the council's expense in the three month period November to January than predicted.

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

There were no items above the de minimis reporting limit recorded in February 2016.

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

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

The following virements were recorded in February 2016:-

- Use of ETE operational savings to fund Library Transformation work £51k
- Allocation of central insurance budget to services to match the actual allocated costs £1,528k

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

### **3. BALANCE SHEET**

#### **3.1 Reserves**

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

#### **3.2 Capital Expenditure and Funding**

##### Expenditure

Archives Centre – a GPC decision maintained the project budget at £4.2m for an archive centre in Ely. A proposal to house additional services, including Registration and teams from Noble House was rejected on the grounds of increased cost, which would have been c£6m. The project was delayed whilst these decisions were made and is now on track for delivery in the next financial year.

Wisbech Access Strategy -Work on reviewing the specification to update the Wisbech Traffic Model is still ongoing, so this project will now be delivered in 2016/17.

Soham station - delay to Network Rail's plans to upgrade the line from Soham to Ely, has increased the scope of the station study to include options that can be delivered in advance of the dualling as well as options with, and post, dualling. An agreement has now been signed with Network Rail for the study but limited spend will occur in 2015/16.

Connecting Cambridgeshire – BT have been consistently claiming below the milestone forecast, however, in the last few claims they have invoiced for unclaimed costs of just under £2m. BT have completed the first phase of the roll-out for less than estimated (as a result of some of the costs being lower than first budgeted), which has resulted in an underspend against budget.

Heritage lottery fund contribution for Wisbech - This capital funding will not be required this financial year as the determination of the bid, which has been led by Fenland District Council will not now be made by the Heritage Lottery Fund until June 2016. A decision was originally expected within this financial year. If the bid is successful and the project goes ahead, it is anticipated that the funds will need to be paid to Fenland District Council towards the end of 2016.

##### Funding

All schemes are funded as was presented in the 2015/16 Business Plan.

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

## 4. **PERFORMANCE**

### 4.1 **Introduction**

This report provides performance information for the suite of key Economy & Environment (E&E) indicators for 2015/16.

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

### 4.2 **Red Indicators (new information)**

This section covers indicators where 2015/16 targets are not expected to be achieved.

#### a) **Economy & Environment**

No new information this month.

#### b) **ETE Operational Indicators**

No new information this month.

### 4.3 **Amber indicators (new information)**

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

#### a) **Economy & Environment**

##### **Adult Learning & Skills**

- The number of people in the most deprived wards completing courses to improve their chances of employment or progression in work - academic year, year-to-date (to February 2016)

There has been a steady increase in the number of learners taking courses in the most deprived areas since January. The provisional figure up to the end of February is 1,387.

The number of people completing courses will not be recorded until the end of the academic year. The target of 2,000 is end-of-year.

#### b) **ETE Operational Indicators**

No new information.

### 4.4 **Green Indicators (new information)**

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

#### a) **Economy & Environment**

##### **Adult Learning & Skills**

- The number of people starting as apprentices - academic year, year-to-date (to October 2015)

Provisional figures for the number of people starting as apprentices up to the end of October 2015 is 1,300, which is similar to figures for the same period in 2014.

Final figures for the 2014/15 academic year show that there were 4,200 starts during the year compared with a target of 4,185. This means that the end-of-year target was achieved and that the County has increased its starts by 11.4% against the previous year.

This compares with an increase of 11.7% in the East of England and 12% nationally.

### Planning applications

- The percentage of County Matter planning applications determined within 13 weeks or within a longer time period if agreed with the applicant - year-to-date (to February 2016)

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

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

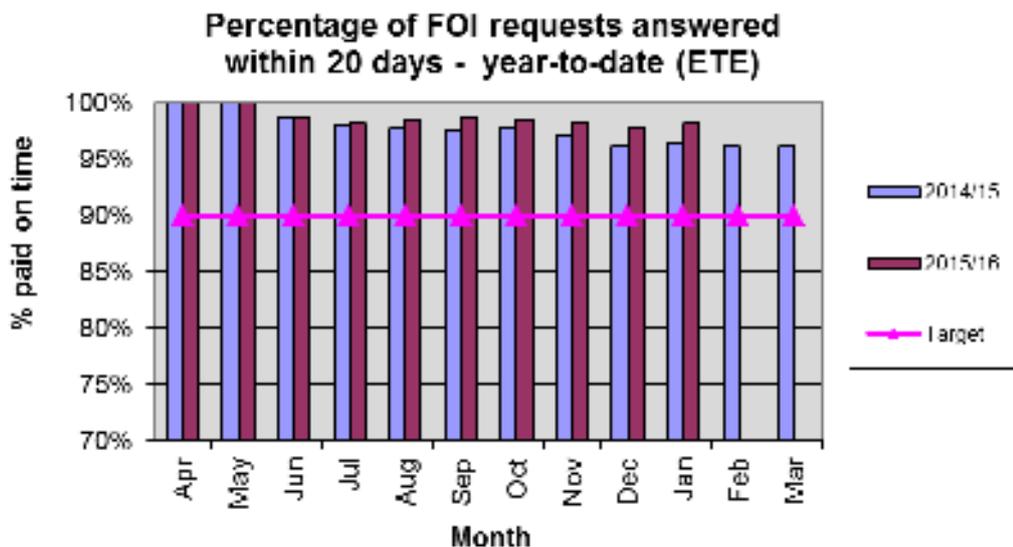
### b) ETE Operational Indicators

#### Freedom of Information (FOI) requests

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

Two hundred and seventy Freedom of Information requests have been received since April. 98.2% of these have been responded to on-time.

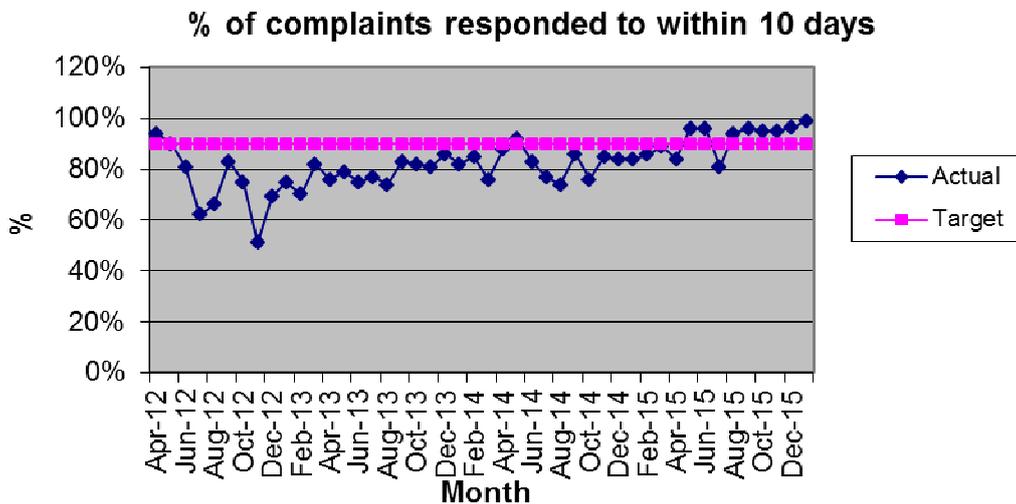
All 32 requests received were responded to on-time during January.



**Complaints and representations – response rate**

- Percentage of complaints responded to within 10 days (January 2016)  
Sixty-eight complaints were received in January. Ninety-nine percent of these were responded to within 10 working days, which is above the challenging 90% target.

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



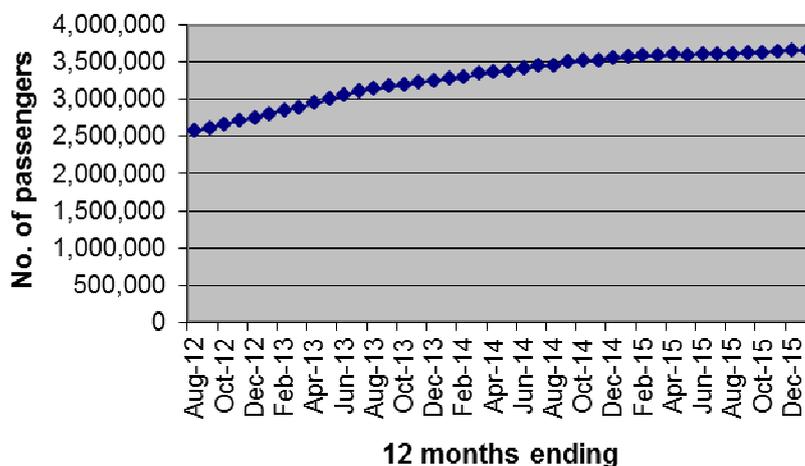
**4.5 Contextual indicators (new information)**

**a) Economy & Environment**

**Passenger Transport**

- Guided Busway passenger numbers (January 2016)  
The Guided Busway carried around 296,000 passengers in January, and there have now been over 14.5 million passengers since the Busway opened in August 2011. The 12-month rolling total is 3.66 million.

**Guided Busway passengers: 12-month rolling total**



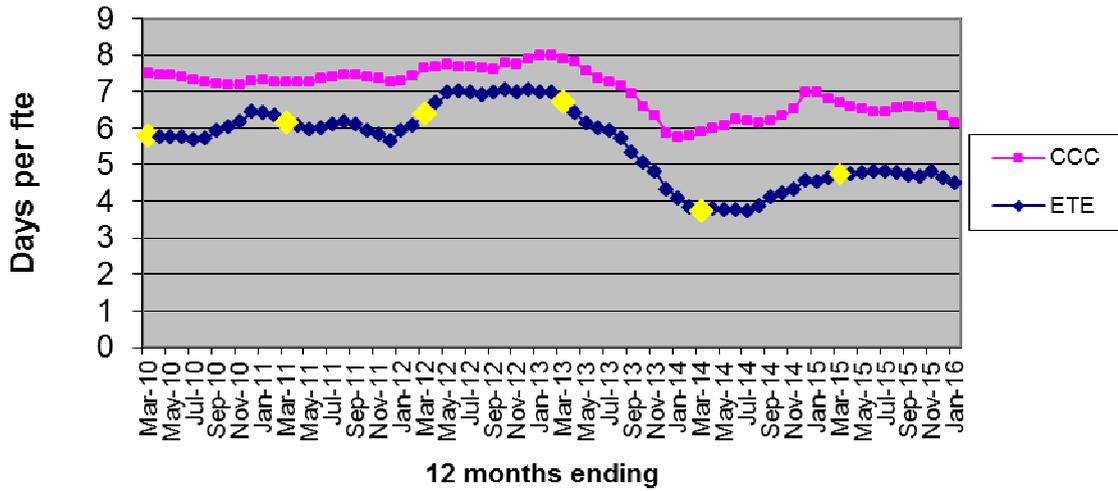
**b) ETE Operational Indicators**

**Staff sickness**

- Economy, Transport & Environment staff sickness per full time equivalent (f.t.e.) - 12-month rolling average (to January 2016)

The 12-month rolling average has remained at around the same low level over the past few months and is now at 4.48 days per full time equivalent (f.t.e.).

**Sickness (ETE) - 12-month rolling total days per fte**



## APPENDIX 1 – Service Level Budgetary Control Report

Forecast Variance - Outturn January  £'000	Service	Current	Expected to	Actual to	Current		Forecast	
		Budget for 2015-16  £'000	end of February  £'000	end of February  £'000	Variance  £'000	%	Variance - Outturn February  £'000	%
	<b>Economy, Transport &amp; Environment Services</b>							
+10	Executive Director	1,649	2,137	2,123	-13	-1	+19	+1
-14	Business Support	548	497	484	-13	-3	-32	-6
0	Direct Grants	0	0	0	0	+0	0	-20
<b>-4</b>	<b>Total Executive Director</b>	<b>2,197</b>	<b>2,633</b>	<b>2,607</b>	<b>-26</b>	<b>-1</b>	<b>-12</b>	<b>-1</b>
	<b>Directorate of Infrastructure Management &amp; Operations</b>							
-4	Director of Infrastructure Management & Operations	136	124	113	-11	-9	-4	-3
	Assets & Commissioning							
+114	- Street Lighting	9,252	7,627	7,266	-361	-5	+114	+1
+144	- Waste Disposal including PFI	33,350	28,616	27,836	-780	-3	-109	-0
+5	- Asset Management	740	622	641	+19	+3	+5	+1
	Local Infrastructure & Street Management (LISM)							
-22	- Road Safety	663	586	479	-107	-18	-37	-6
+121	- Traffic Manager	-507	-440	-397	+43	-10	+82	-16
+139	- Network Management	1,236	1,068	1,042	-26	-2	+79	+6
-38	- Local Infrastructure & Streets	4,237	3,536	3,083	-453	-13	+145	+3
-579	- Winter Maintenance	1,911	1,667	1,409	-258	-15	-388	-20
-263	- LISMother	2,381	1,839	1,383	-456	-25	-375	-16
	Supporting Business & Communities							
-104	- Communities & Business	1,474	1,290	960	-330	-26	-190	-13
+0	- Parking Enforcement	0	-514	-1,055	-540	+105	+0	+0
+0	- Recycle for Cambridge & Peterborough (RECAP)	0	26	-46	-71	+0	+0	+0
	Community & Cultural Services							
-9	- Libraries	4,108	3,663	3,559	-103	-3	-71	-2
-53	- Archives	615	525	507	-18	-3	-38	-6
-194	- Registrars	-468	-356	-592	-236	+66	-194	+41
+0	- Coroners	751	697	695	-1	-0	-4	-0
0	Direct Grants	-7,038	-5,222	-5,223	-1	+0	0	34
<b>-742</b>	<b>Total Infrastructure Management &amp; Operations</b>	<b>52,840</b>	<b>45,351</b>	<b>41,661</b>	<b>-3,690</b>	<b>-8</b>	<b>-985</b>	<b>-2</b>
	<b>Directorate of Strategy &amp; Development</b>							
+0	Director of Strategy & Development	135	122	128	+5	+4	+0	+0
+36	Transport & Infrastructure Policy & Funding	692	669	663	-6	-1	+36	+5
	Growth & Economy							
-11	- Growth & Development	587	532	498	-33	-6	-11	-2
-38	- County Planning, Minerals & Waste	341	274	217	-57	-21	-18	-5
-29	- Enterprise & Economy	165	148	129	-19	-13	-29	-18
+0	- Mobilising Local Energy Investment (MLEI)	0	11	141	+130	+1,176	+0	+0
+7	- Growth & Economy other	812	786	729	-56	-7	+7	+1
+0	Major Infrastructure Delivery	451	521	391	-130	-25	+0	+0
	Passenger Transport							
+147	- Park & Ride	376	611	688	+77	+13	+126	+34
-320	- Concessionary Fares	5,477	4,665	4,355	-310	-7	-320	-6
-71	- Passenger Transport other	2,563	2,423	2,307	-116	-5	-71	-3
	Adult Learning & Skills							
-200	- Adult Learning & Skills	2,147	2,100	2,105	+5	+0	-200	-9
+0	- Learning Centres	209	168	239	+71	+42	-0	-0
+0	- National Careers	400	128	178	+50	+39	+0	+0
0	Direct Grants	-3,696	-1,803	-1,919	-116	+6	0	0
<b>-479</b>	<b>Total Strategy &amp; Development</b>	<b>10,659</b>	<b>11,354</b>	<b>10,849</b>	<b>-504</b>	<b>-4</b>	<b>-480</b>	<b>-5</b>
<b>-1,226</b>	<b>Total Economy, Transport &amp; Environment Services</b>	<b>65,696</b>	<b>59,338</b>	<b>55,117</b>	<b>-4,221</b>	<b>-7</b>	<b>-1,477</b>	<b>-2</b>

MEMORANDUM								
£'000	Grant Funding	£'000	£'000	£'000	£'000	%	£'000	%
0	- Public Health Grant	-418	-321	-321	+0	+0	+0	+0
0	- Street Lighting - PFI Grant	-3,944	-2,958	-2,958	+0	+0	+0	+0
0	- Waste - PFI Grant	-2,691	-2,018	-2,019	-1	+0	+0	+0
0	- Bus Service Operators Grant	-302	-302	-302	+0	+0	+0	+0
0	- Local Sustainable Transport Funding (LSTF)	-1,000	0	0	+0	+0	+0	+0
0	- Adult Learning & Skills	-1,889	-1,210	-1,346	-136	+0	+0	+0
0	- Learning Centres	-90	-88	-88	+0	0	+0	+0
0	- National Careers funding	-400	-128	-108	+20	-16	+0	+0
<b>+0</b>	<b>Grant Funding Total</b>	<b>-10,734</b>	<b>-7,025</b>	<b>-7,142</b>	<b>-117</b>	<b>2</b>	<b>0</b>	<b>+0</b>

## APPENDIX 2 – Commentary on Forecast Outturn Position

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

Service	Current Budget for 2015/16 £'000	Current Variance		Forecast Variance – Outturn	
		£'000	%	£'000	%
<b>Street Lighting</b>	9,252	-361	-5	+114	+1
It was originally planned to commence part-night lighting in April, however, it was agreed to defer this saving until April 2016 to allow for a full consultation period with local Councils. This will result in the business plan saving not being delivered in 2015/16.					
<b>Waste Disposal including PFI</b>	33,350	-780	-3	-109	0
The expected outturn position is now showing an underspend, as less waste was sent to landfill at the council's expense in the three month period November to January than predicted. Income from third parties is less than expected.					
<b>Network Management</b>	1,236	-26	-2	+79	+6
A number of areas are predicted to overspend in this area including grass cutting. This will be covered by underspends in other parts of the ETE budget.					
<b>Local Infrastructure &amp; Streets</b>	4,237	-453	-13	+145	+3
This area will now overspend against budget to utilise underspends elsewhere within the Service.					
<b>LISM other</b>	2,381	-456	-25	-375	-16
This area is likely to underspend for a variety of reasons, savings from vacancies, more Section 38 income than was expected and the cost of the lane rental permitting scheme development was less than predicted.					
<b>Winter Maintenance</b>	1,911	-258	-15	-388	-20
This year has been a fairly mild winter, currently there is an underspend of £388k as there have only been 32 runs to date.					
<b>Communities &amp; Business</b>	1,474	-330	-26	-190	-13
The predicted underspend is mainly due to savings arising from vacancies within the Service.					
<b>Libraries</b>	4,018	-103	-3	-71	-2

<p>Income from the Enterprise Centre in Central Library was projected to commence from April. As this scheme is no longer going ahead, the level of income for the year will be less than budgeted. Officers are working with Members, public and staff to look at other potential revenue streams to bridge this gap. Staff vacancies within Libraries are being held in view of savings targets for next year, and are producing savings to mitigate the shortage of income from the Enterprise Centre in the current year.</p>					
<b>Registrars</b>	-468	-236	+66	-194	+41
<p>The timing of when ceremony fees are collected has been changed to when notice is given rather than being collected three months prior to the ceremony. This has caused a one off increase in income this year through re-phasing of when it is collected.</p>					
<b>Adult Learning &amp; Skills</b>	2,147	+5	0	-200	-8
<p>The Forecast Outturn relates to budget being set for Skills as core funding but which is now being funded by City Deal.</p>					
<b>Park &amp; Ride</b>	376	+77	+13	+126	+34
<p>A predicted shortfall in income in the region of £475k is expected for parking fees at the Park &amp; Ride sites based on income levels achieved to date.</p> <p>This overspend will be partially covered by increased income from bus lane enforcement, which is expected to be in the region of £300k.</p>					
<b>Concessionary Fares</b>	5,477	-310	-7	-320	-6
<p>Concessionary fares are expected to underspend in the region of £320k, this is due to some commercial routes being withdrawn and a decrease in passenger numbers compared with 2014/15. This figure can easily change with seasonal factors but will be monitored closely for the rest of the year.</p>					
<b>Passenger Transport other</b>	2,563	-116	-5	-71	-3
<p>The current variance relates mainly to Cambridgeshire Future Transport contract renewals during the year achieving higher than anticipated savings, the forecast outturn reflects this.</p>					

### APPENDIX 3 – Grant Income Analysis

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

<b>Grant</b>	<b>Awarding Body</b>	<b>Expected Amount £'000</b>
<b>Grants as per Business Plan</b>	Various	11,410
Adult Learning & Skills grants	Department for Business, Innovation & Skills	-491
Learning centre grants	Various	-212
Non-material grants (+/- £30k)		+27
<b>Total Grants 2015/16</b>		<b>10,734</b>

The Adult Learning & Skills grant and Learning centre grants have been adjusted to match the expected grant in 2015/16.

## APPENDIX 4 – Virements and Budget Reconciliation

	£'000	Notes
<b>Budget as per Business Plan</b>	63,308	
Use of operational savings – LEP funding	50	
Transfer of Open Spaces Service to ETE from Corporate Services	54	
Transfer of Travellers support to ETE from Corporate Services	51	
City Deal funding transferred to Corporate Services	-717	
Centralisation of mobile phone budgets	-55	
Use of operational savings – Lane rental implementation	200	
Use of operational savings – Support of sustainable transport access to Cambridge North station	178	
Use of ETE operational savings – Support to achieve Business planning savings	75	
Use of ETE operational savings – Park & ride parking short-term costs	200	
Use of ETE operational savings – Highways Records Digitisation	45	
Use of ETE operational savings – Waste PFI – Legal & technical advice	300	
Use of ETE operational savings – Renewal of Highways Services contract	150	
Use of ETE operational savings – Development of LED lighting options for street lighting	100	
Use of ETE operational savings – A14 Inquiry	150	
Use of ETE operational savings – Library Project support	51	
Annual Insurance allocation	1,528	
Non-material virements (+/- £30k)	29	
<b>Current Budget 2015/16</b>	<b>65,696</b>	

## APPENDIX 5 – Reserve Schedule

Fund Description	Balance at 31st March 2015 £'000	Movement within Year £'000	Balance at 29th February 2016 £'000	Forecast Balance at 31st March 2016 £'000	Notes
<b>General Reserve</b>					
Service carry-forward	3,369	(1,642)	1,727	2,707	Account used for all of ETE
<b>Sub total</b>	<b>3,369</b>	<b>(1,642)</b>	<b>1,727</b>	<b>204</b>	
<b>Equipment Reserves</b>					
Winter Maintenance Vehicles	683	(287)	397	500	
Libraries - Vehicle replacement Fund	210	(45)	165	200	
<b>Sub total</b>	<b>893</b>	<b>(332)</b>	<b>561</b>	<b>700</b>	
<b>Other Earmarked Funds</b>					
Deflectograph Consortium	67	(9)	59	50	Partnership accounts, not solely CCC
Highways Searches	32	0	32	0	
On Street Parking	1,138	(0)	1,138	1,300	
Bus route enforcement	146	0	146	200	
Highways Commuted Sums	525	54	579	500	
Guided Busway Liquidated Damages	4,088	(1,095)	2,993	2,800	This is being used to meet legal costs if required.
Waste and Minerals Local Development Fra	22	0	22	0	
Proceeds of Crime	190	18	208	150	
Waste - Recycle for Cambridge & Peterborough (RECAP)	225	0	225	150	Partnership accounts, not solely CCC
Discover Cambs Tourism Brochure	23	0	23	23	Partnership accounts, not solely CCC
Fens Workshops	39	17	56	56	Partnership accounts, not solely CCC
Travel to Work	233	9	242	150	Partnership accounts, not solely CCC
Steer- Travel Plan+	76	0	76	0	
Olympic Development	13	0	13	0	
Northstowe Trust	101	0	101	101	
Cromwell Museum	28	0	28	0	
Archives Service Development	234	0	234	234	
National Careers Service	73	0	73	0	
Other earmarked reserves under £30k - IMO	9	1	10	0	
Other earmarked reserves under £30k - S&D	143	32	175	100	
<b>Sub total</b>	<b>7,404</b>	<b>(974)</b>	<b>6,429</b>	<b>5,814</b>	
<b>Short Term Provision</b>					
Mobilising Local Energy Investment (MLEI)	669	0	669	669	
<b>Sub total</b>	<b>669</b>	<b>0</b>	<b>669</b>	<b>669</b>	
<b>Capital Reserves</b>					
Government Grants - Local Transport Plan	0	18,198	18,198	0	Account used for all of ETE
Government Grants - City Deal	0	20,000	20,000	18,200	
Government Grants - S&D	3,268	4,435	7,703	970	
Government Grants - IMO	0	0	0	0	
Other Capital Funding - S&D	11,454	587	12,040	7,000	
Other Capital Funding - IMO	1,176	113	1,288	200	
<b>Sub total</b>	<b>15,897</b>	<b>43,332</b>	<b>59,229</b>	<b>26,370</b>	
<b>TOTAL</b>	<b>28,232</b>	<b>40,385</b>	<b>68,617</b>	<b>33,757</b>	

## APPENDIX 6 – Capital Expenditure and Funding

### Capital Expenditure

2015/16						TOTAL SCHEME	
Original 2015/16 Budget as per BP	Scheme	Revised Budget for 2015/16	Actual Spend (February)	Forecast Spend - Outturn (February)	Forecast Variance - Outturn (February)	Total Scheme Revised Budget	Total Scheme Forecast Variance
£'000		£'000	£'000	£'000	£'000	£'000	£'000
	Integrated Transport						
400	- Major Scheme Development & Delivery	492	130	400	-92	492	0
482	- Local Infrastructure Improvements	561	230	397	-164	482	0
626	- Safety Schemes	631	530	631	0	626	0
345	- Strategy and Scheme Development work	495	539	495	0	345	0
3,156	- Delivering the Transport Strategy Aims	4,070	896	2,077	-1,993	4,450	0
478	- Cambridgeshire Sustainable Transport Improvements	484	375	374	-110	478	0
23	- Air Quality Monitoring	23	20	23	0	23	0
15,038	Operating the Network	15,994	11,077	15,353	-641	16,028	0
	Infrastructure Management & Operations Schemes						
6,925	- £90m Highways Maintenance schemes	8,132	6,714	8,437	305	90,000	0
0	- Waste Infrastructure	588	37	185	-403	5,588	0
3,000	- Archives Centre / Ely Hub	3,131	1,084	1,236	-1,895	4,131	0
251	- Community & Cultural Services	1,719	44	493	-1,226	1,702	0
	Strategy & Development Schemes						
2,446	- Cycling Schemes	6,351	3,325	3,877	-2,474	18,093	0
1,729	- Huntingdon - West of Town Centre Link Road	3,397	197	520	-2,877	10,534	0
9,575	- Ely Crossing	9,883	274	450	-9,433	30,780	0
20,000	- Cambridge North Station	0	11	0	0	4,000	0
0	- Chesterton Busway	2,264	2,156	2,264	0	6,050	0
370	- Guided Busway	3,740	394	450	-3,290	151,147	0
4,843	- King's Dyke	5,050	378	450	-4,600	13,629	0
0	- Wisbech Access Strategy	1,000	102	281	-719	1,000	0
2,500	City Deal	2,500	1,501	1,838	-662	100,000	0
0	- Other Schemes	536	53	77	-459	25,005	0
	Other Schemes						
12,013	- Connecting Cambridgeshire	16,215	6,980	10,458	-5,757	32,550	0
285	- Other Schemes	85	0	0	-85	680	0
<b>84,485</b>		<b>87,341</b>	<b>37,047</b>	<b>50,766</b>	<b>-36,575</b>	<b>517,813</b>	<b>0</b>

The increase between the original and revised budget is due to the carry forward of funding from 2014-15, this being due to the re-phasing of schemes, which were reported as underspending at the end of the 2014-15 financial year.

The timing of the Government announcement that 'Cambridge North' Station scheme will be handed over to Network Rail has resulted in the scheme remaining in the 2015/16 Business Plan. Arrangements have now been finalised, and the County Council will not be incurring any further expenditure on this scheme. The revised budget has been reduced by £20m in 2015/16 to reflect this point.

#### Delivering the Transport Strategy Aims

- S106 developer funded cycling schemes are in various stages with some coming forward for construction in 2016/17 and others requiring further development and consultation.

- Land acquisition and license agreements need to be completed to allow construction to commence on Yaxley to Farcet and the new link through Babraham Research Campus. Scheme delivery is anticipated in 2016/17. Detailed design is underway on a new link from Bar Hill to Longstanton funded through Northstowe Phase 1 S106.
- Integrated Transport Block funded cycling schemes for 2015/16 are largely complete now.
- A cycle route between Cromwell Community College to The Elms, Chatteris is now expected to cost less than was originally budgeted.

Cambridgeshire Sustainable Transport Improvements – funding was originally allocated to part fund a cycle route to Wood Green animal shelter from Godmanchester. Wood Green had indicated that they would provide £80,000 of funding towards the overall cost. They have now indicated that they are not in a position to do this foreseeably. As this funding is time limited DfT grant funding, officers will look to use this funding for alternative schemes.

#### £90m Highways Maintenance schemes

There will be increased costs relating to Brasley Bridge in Grantchester, a maintenance scheme that has straddled two financial years (2013/14 & 2014/15). The cost of fully reconstructing the bridge has proved to be higher than originally budgeted for back in 2012/13.

#### Reasons for overspend:

- The £200k cost of temporarily diverting utility apparatus was planned to be funded from a capital budget in 2013/14, but was delayed to 2014/15. This delay resulted in the scheme being reprogrammed and had a knock-on effect on the how the budget was then allocated across each financial year.
- Delays in the completion of works undertaken by utility contractors also impacted our own contractor and the subsequent availability of specialist plant and resources, leading to additional costs of £36k. Unfortunately we are not able to claim back costs associated with utility works.
- Significant pressure from the local community and businesses to reopen Grantchester Road as soon as possible also led to acceleration of the works to mitigate delays at an additional cost of £54k.
- Unforeseen ground conditions have also impacted on costs, due to the original budget being based on the feasibility / initial design rather than the detailed design. The scheme was allocated £565k for 2015/16, but costs are expected to be £920k, with a total scheme cost of £1.48 million. Since this scheme officers have been working to improve the process between initial feasibility and detailed design so that budgets allocated are more realistic from the outset.

Officers will look to fund this in-year overspend from underspends elsewhere in the overall ETE budget.

Waste infrastructure schemes -The forecast variance is due to a reprogramming of a new Household Recycling Centre to provide a sustainable solution to replace the existing Milton Site in the Cambridge area.

Archives Centre – a GPC decision maintained the project budget at £4.2m for an archive centre in Ely. A proposal to house additional services, including Registration and teams from Noble House was rejected on the grounds of increased cost, which would have been c£6m.

The project was delayed whilst these decisions were made and is now on track for delivery in the next financial year.

Community & Cultural Services -The forecast variance is due to schemes currently not being progressed until the Council's strategy on Community Hubs is developed, which will impact on the future library service network. Therefore it is expected that this funding will be spent over the next couple of years as part of developing community hubs.

New Community Hub – Cambourne – Work is underway to plan for this work, however it will not now take place in this financial year.

New Community Hub – Clay Farm – This scheme is currently 10 weeks behind schedule and we are currently awaiting a revised schedule of payments due to the City Council who are leading on the development of the scheme.

Cambridge Central Library - £300k capital investment was originally allocated for work relating to the enterprise centre. Although that option is no longer being taken forward, other options are being considered, however no expenditure will take place this financial year.

Cycle City Ambition schemes - The total budgeted grant is shown within the report. Huntingdon Road is substantially complete along with the first phase of Harston to Foxton. Works on the Addenbrookes-bound side of Hills Road is underway as is the next phase of Harston to Foxton. Works to start Trumpington Road are delayed due to the need to relocate a gas main. Further consultation is required for A10 Harston. Work continues on the development of Quy to Lode and Abbey-Chesterton bridge. The forecast has now been revised to reflect the forecast delivery timescale and to take into account early stages of design, feasibility and consultation in year one of the programme.

Huntingdon – West of Town Centre link road. The final outstanding costs for the purchase of land, including a large plot next to the Link Road is still under negotiation. No further payments can be made for the purchase of the land until a price is agreed. As such, the completion of this land purchase is now expected to be in the next financial year, which has resulted in a reduction of the 2015/16 forecast spend of £730k. However, future year spend will still be subject to negotiation and agreement of the land costs.

Ely Southern By-Pass – Project forecast is for delivery in late 2017. The DfT have confirmed that the final allocation of funding will not receive approval until the final tender price is known and the business case approved. Any earlier spend would be at some risk which includes £240k consultancy costs. A process for confirming the business case has however now been agreed with the DfT and sign off of the release of funding is expected in May/June and the appointment of an approved contractor in June 2016.

Payments for land purchase amounting to £2.31m will not now be incurred until 2016/17. The procurement process is underway and the land acquisition process is now completed.

Stage	Target Date
Procurement completed	June 2016
Contract awarded	June 2016
Detailed Design stage	June 2016
Construction	Sept/Oct 2016
Scheme open	Late 2017

Meeting timings is dependent on a smooth procurement process, DfT funding approvals, concluding agreements with Network Rail and agreeing a contractor's programme.

Guided Busway – due to the timing uncertainty over the final land-deal and retention payments, the previous £3m forecast spend has been slipped into 2016/17 although the total forecast spend is unchanged. However, there is still considerable uncertainty over the timing and the profile of actual spend could change again.

King's Dyke – The report highlights a potential underspend on the budget in 2015/16. As previously reported the need for additional design work resulted in delays in the preparation of the planning application. This means the 2016/17 allocation will not now be fully realised. The planning application has been submitted and the key stages and expected dates for delivery are shown below:

<b>Stage</b>	<b>Target Date</b>
Planning application submitted	Dec 2015
Application determined	Feb/March 2016
Procurement and contract document preparation	Jan-May 2015
Works package awarded	Sept 2016
Scheme open	Summer 2017

Meeting timings is dependent on a smooth planning process, land acquisition, concluding agreements with Network Rail and agreeing a contractor's programme.

Soham station - delay to Network Rail's plans to upgrade the line from Soham to Ely, has increased the scope of the station study to include options that can be delivered in advance of the dualling as well as options with, and post, dualling. An agreement has now been signed with Network Rail for the study but limited spend will occur in 2015/16.

Wisbech Access Strategy - This scheme is funded by Growth deal funding over 2 years. Work on reviewing the specification to update the Wisbech Traffic Model is still ongoing, so this project will now be delivered in 2016/17.

City Deal – Although we have already received £20m worth of grant funding for the City Deal, the very nature of the schemes will mean that the majority of the expenditure will take place in the latter years of the initial five year period. The budget has therefore been adjusted to match the likely profile of spend. Spend this year is mainly on staffing and the projected spend is being reported to the City Deal Executive Board. The latest forecast spend is based on firmer costings for each of the City Deal schemes.

Connecting Cambridgeshire – This scheme has now been re-phased and will now continue into 2016/17 and 2017/18. We have additional funding and investment from BT for a further rollout phase to be delivered between February 2016 and late summer 2017 to deliver fibre broadband to more premises across Cambridgeshire and Peterborough. The original project planned to complete by the end of December 2015 and it has delivered the planned coverage by the end of December 2015. The milestone payments for the additional rollout phase have now been agreed, this has been reflected in the capital programme. BT have been consistently claiming below the milestone forecast, however, in the last few claims they have invoiced for unclaimed costs of just under £2m. BT have completed the first phase of the roll-out for less than estimated (as a result of some of the costs being lower than first budgeted), which has resulted in an underspend against budget.

Super Connected Cities connection vouchers have successfully issued more connection vouchers than expected to SMEs within Cambridgeshire & the other cities administered by Connecting Cambridgeshire, Ipswich & Milton Keynes. This has increased the forecast outturn by £274k, however, all connection vouchers are funded by Central Government grant.

Heritage lottery fund contribution for Wisbech - This capital funding will not be required this financial year as the determination of the bid, which has been led by Fenland District Council will not now be made by the Heritage Lottery Fund until June 2016. A decision was originally expected within this financial year. If the bid is successful and the project goes ahead, it is anticipated that the funds will need to be paid to Fenland District Council towards the end of 2016.

### Capital Funding

2015/16				
Original 2015/16 Funding Allocation as per BP £'000	Source of Funding	Revised Funding for 2015/16 £'000	Forecast Spend - Outturn (February) £'000	Forecast Funding Variance - Outturn (February) £'000
18,198	Local Transport Plan	18,198	18,198	0
20,000	Other DfT Grant funding	8,328	6,992	-1,336
6,829	Other Grants	10,894	2,213	-8,681
10,024	Developer Contributions	8,951	3,663	-5,288
18,231	Prudential Borrowing	31,534	17,349	-14,185
28,910	Other Contributions	9,436	2,351	-7,085
<b>102,192</b>		<b>87,341</b>	<b>50,766</b>	<b>-36,575</b>

The increase between the original and revised funding is due to the carry forward of funding from 2014-15, this being as a result of the re-phasing of schemes.

Funding	Amount (£m)	Reason for Change
Rolled Forward Funding	-0.9	This reflects slippage or rephasing of the 2014/15 capital programme – as reported in May 15 (£31.9m) and approved by the General Purposes Committee (GPC) on 28th July 2015, with a further £1.0m reported in July 15 and approved by the GPC on 15th September. Reduction of grant that we are able to claim for Super Connected Cities (-£3.6m).
Additional / Reduction in Funding (Other Contributions)	-20.0	Removal of Science Park Station – as reported in May 15 and approved by the GPC on 28th July 2015.

Additional / Reduction in Funding (Specific Grant)	+1.0	Growth Deal Funding relating to Wisbech Access Strategy – as reported in May 15 and approved by the GPC on 28th July 2015.
Additional / Reduction in Funding (DfT Grant)	+1.5	Cycling City Ambition grant – as reported in May 15 and approved by the GPC on 28th July 2015.
Revised Phasing (Section 106 & CIL)	-3.6	Guided Busway – as reported in July 15.
Revised Phasing (Prudential Borrowing)	+0.6	Guided Busway – as reported in July 15 and approved by the GPC on 15th September 2015 (+3.6m). Revised phasing of Guided Busway spend (-3.0m).
Revised Phasing (DfT Grant)	-17.5	City Deal – as reported in July 15 and approved by the GPC on 15th September 2015.

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

### a) Economy & Environment

Frequency	Measure	What is good?	Format	Latest Data		2015/16 Target	Current Status	Year end prediction	Comments
				Period	Actual				
<b>Adult Learning &amp; Skills</b>									
Monthly	The number of people in the most deprived wards completing courses to improve their chances of employment or progression in work	High	Number	To 29-Feb-2016	1,387	2,000	G	A	<p>There has been a steady increase in the number of learners taking courses in the most deprived areas since January. The provisional figure up to the end of February is 1,387.</p> <p>The number of people completing courses will not be recorded until the end of the academic year. The target of 2,000 is end-of-year.</p>
Quarterly	The number of people starting as apprentices	High	Number	To 31-Oct-2015 (2015/16 academic year)	1,300	4,158	G	G	<p>Provisional figures for the number of people starting as apprentices up to the end of October 2015 is 1,300, which is similar to figures for the same period in 2014.</p> <p>Final figures for the 2014/15 academic year show that there were 4,200 starts during the year compared with a target of 4,185. This means that the end-of-year target was achieved and that the County has increased its starts by 11.4% against the previous year.</p> <p>This compares with an increase of 11.7% in the East of England and 12% nationally.</p>
Annual	Wider outcomes of adult learning:	High	%	At end of 2013/14 academic year		Contextual			Recording wider outcomes is becoming increasingly significant in measuring impact and in the commissioning of services. Cambridgeshire Adult Learning & Skills has developed a recording method to gather evidence of Wider Impact from all of the provision delivered through the Community Learning Funding. On a local level this will help to demonstrate the difference we make across a range of agendas and will supplement existing quality improvement arrangements as well as provide a mechanism for helping learners to measure their own progress and the value of the courses we offer. The Wider outcome measures include improvements in health, social
	Completion				87%				
	Achievement				86%				
	Health				38%				
	Independence				65%				
	Social Relationships				62%				
Volunteering	17%								

Frequency	Measure	What is good?	Format	Latest Data		2015/16 Target	Current Status	Year end prediction	Comments
				Period	Actual				
	Employment				23%				relationships, independence, taking up volunteering, gaining employment and improving skills.
	Another course				22%				
<b>Economic Development</b>									
Quarterly	% of 16-64 year-old Cambridgeshire residents in employment: 12-month rolling average	High	%	At 30-Sep-2015	80.9%	80.3%	G	A	The latest figures for Cambridgeshire have recently been published by the Office for National Statistics (ONS).  The 12-month rolling average increased slightly from 79.9% in June to 80.9% in September, which is just above the target of 80.3%. 25.9% of these jobs are part-time.
	'Out of work' benefits claimants – narrowing the gap between the most deprived areas (top 10%) and others	Low	%	May 2015	Most deprived areas (Top 10%) = 11.8% Others = 5.1%  Gap of 6.7 percentage points	Most deprived areas (Top 10%) <=12%  Gap of <7.2 percentage points	G	G	The 2015/16 target of 12% is for the most deprived areas (top 10%) as approved by Economy & Environment Committee earlier this year.  Latest figures published by the Department for Work and Pensions show that, in May 2015, 11.8% of people aged 16-64 in the most deprived areas of the County were in receipt of out-of-work benefits, compared with 5.1% of those living elsewhere in Cambridgeshire.  Comparable figures for May 2014 were 12.6% and 5.4% respectively, so the gap has decreased from 7.2 to 6.7 percentage points.
Yearly	Additional jobs created	High	Number	To 30-Sep-2014	+14,000	+3,500	G	A	The latest figures from the Business Register and Employment Survey (BRES) show that 14,000 additional jobs were created between September 2013 and September 2014 compared with an increase of 7,700 for the same period in the previous year.
<b>Passenger Transport</b>									
Monthly	Guided Busway passengers per month	High	Number	Jan-2016	295,747	Contextual			The Guided Busway carried around 296,000 passengers in January, and there have now been over 14.5 million passengers since the Busway opened in August 2011. The 12-month rolling total is 3.66 million.
Yearly	Local bus passenger journeys originating in the authority area	High	Number	2014/15	Approx. 18.91 million	19.53 million	R	A	There were approximately 18.91 million bus passenger journeys originating in Cambridgeshire in 2014/15, representing a decrease of 700,000 compared with 2013/14.

Frequency	Measure	What is good?	Format	Latest Data		2015/16 Target	Current Status	Year end prediction	Comments
				Period	Actual				
									The main change was figures reported by Whippet. The figures from the new owners, based on newer ticket machines and extrapolated from only 3 months' worth of data, were around 710,000 less than provided previously by Whippet. It hasn't been possible to establish the reason for this discrepancy. Moving forwards the new figure will become the new baseline for Whippet, but the degree of estimation this year means that the overall reported outturn for the indicator for 2014/15 needs to be treated with caution.
<b>Planning applications</b>									
Monthly	The percentage of County Matter planning applications determined within 13 weeks or within a longer time period if agreed with the applicant	High	%	Feb-2016	100%	100%	G	G	Five County Matter planning applications have been received and determined on time since April.  There were 16 other applications excluded from the County Matter figures. These were applications that required minor amendments or Environmental Impact Assessments (a process by which the anticipated effects on the environment of a proposed development is measured). Ninety-four percent of these were determined on time.
<b>Traffic and Travel</b>									
Yearly	Growth in cycling from a 2004/05 average baseline	High	% increase	2014	55.6%	46%	G	G	There was a 17% increase in cycle trips in Cambridgeshire in 2014 compared with 2013. Overall growth from the 2004-05 average baseline is 55.6%, which is better than the Council's target of 33.6%.
	% of adults who walk or cycle at least once a month – narrowing the gap between Fenland and others	High	%	Oct 2014	Fenland = 84.5% Other excluding Cambridge = 89.1%	Fenland = 82.8%	G	A	The Department of Transport has released data for 2014. These figures show that the gap has narrowed from 8.7% to 4.6% and that the percentage of adults who walk or cycle at least once a month in Fenland has increased from 81.1% to 84.5% since 2013.  The percentage for the other districts (excluding Cambridge) has dropped slightly from 89.8% to 89.1%.

Frequency	Measure	What is good?	Format	Latest Data		2015/16 Target	Current Status	Year end prediction	Comments
				Period	Actual				
									<p>The proposed target is for Fenland to increase to the current 89.8% average for the rest of Cambridgeshire (excluding Cambridge) over 5 years i.e. an underlying increase of 1.7% per year.</p> <p>Recognising that the indicator is measured via a sample survey, with associated random variation from one year to the next, the proposed target for 2015/16 relates to the underlying direction of travel.</p>
	The average journey time per mile during the morning peak on the most congested routes	Low	Minutes	12 months ending 31-Aug-2013	3.78	3.7	<b>G</b>	<b>A</b>	At 3.78 minutes per mile, the latest figure for the average morning peak journey time per mile on key routes into urban areas in Cambridgeshire is slightly better than the previous year. This represents an average speed of 15.9 miles per hour. The target for 2015/16 is to reduce this to 3.7 minutes per mile

## b) ETE Operational Indicators

Frequency	Measure	What is good?	Format	Latest Data		2015/16 Target	Current Status	Year end prediction	Comments
				Period	Actual				
<b>ETE Operational Indicators</b>									
Monthly	% of Freedom of Information requests answered within 20 days	High	%	Jan-2016	100%	90%	<b>G</b>	<b>G</b>	Two hundred and seventy Freedom of Information requests have been received since April. 98.2% of these have been responded to on-time.  All 32 requests received were responded to on-time during January.
Monthly	% of complaints responded to within 10 days	High	%	Jan-2016	99%	90%	<b>G</b>	<b>G</b>	Sixty-eight complaints were received in January. Ninety-nine percent of these were responded to within 10 working days, which is above the challenging 90% target.  The year-to-date figure is currently 93%.
Monthly	Staff Sickness - Days per full-time equivalent (f.t.e.) - 12-month rolling total	Low	Days per f.t.e.	To Jan-2016	4.48	Contextual			The 12-month rolling average has remained at around the same low level over the past few months and is now at 4.48 days per full time equivalent (f.t.e.).



**ECONOMY AND ENVIRONMENT COMMITTEE TRAINING PLAN**

**To:** Economy & Environment Committee

**Meeting Date:** 19<sup>th</sup> April 2016

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

**Electoral division(s):** All

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

**Purpose:** To present to Committee the current version of the Training Plan. This is a record of training that has already taken place and a forward look at training seminars proposed for 2016/17.

**Recommendation:** The Economy and Environment Committee is asked to:

- a) note the upcoming training session dates as listed in Appendix one.
- b) consider if it would like invitations to any of the listed sessions to be extended to Members of other committees.
- c) note that a list of potential training sessions for 2016/17 will be brought to the next E&E Committee Meeting.
- d) note the need to sign an attendance sheet when attending training sessions, so that Members' attendance is accurately recorded.

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## **1.0 BACKGROUND**

1.1 At the meeting of the Council held on 24 March 2015, it was agreed that each committee should consider and approve its own training plan at every meeting. Members of the Constitution and Ethics Committee were concerned about the low take up at some training events and were keen to encourage greater participation and the Council had agreed the Committee's recommendation that Member attendance should be recorded as part of the public record. It was also considered that taking the training plan to the committee meeting would facilitate the organisation of training at a time convenient for the majority of committee members.

## **2.0 Economy and Environment Committee Plan**

2.1 Several training seminars have already taken place for Economy and Environment (E&E) Committee Members and where appropriate, invitations have been extended to other relevant Committee Chairs and Vice-Chairs. The sessions have generally been well attended.

2.2 In consultation with Members, Economy, Transport and Environment (ETE) officers identified training to be provided in 2015/16. These are recorded on the current training plan in **appendix 1** and were approved by the Committee at its meeting on 14<sup>th</sup> July 2015. There is an upcoming training session on 'Transport Strategies and Funding' due to take place on 19<sup>th</sup> April 2016. A date for the Adult Learning and Skills session has now been identified and will take place on 26<sup>th</sup> May 2016.

2.3 There are currently no training sessions planned to take place beyond May 2016. Officers are currently putting together examples of potential training sessions that could be provided for E&E Members to consider. This will be brought to the next E&E Committee for discussion and thereafter sessions will be planned.

2.4 Following comments at the November E&E Committee on the attendance record of some of the training sessions, officers will ensure that the trainer at each session has an attendance sheet and they will be asked to remind Members of the need to ensure they sign so that their attendance is recorded. Please note the appendix in this report only records E&E attendance at joint training sessions.

## **3.0 ALIGNMENT WITH CORPORATE PRIORITIES**

### **3.1 Developing the local economy for the benefit of all**

3.1.1 Member training is an essential part of ensuring that good and well informed decisions are made and in turn this help members to achieve the objectives of the Council including those relating to the economy.

### **3.2 Helping people live healthy and independent lives**

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

### **3.3 Supporting and protecting vulnerable people**

3.3.1 Member training is an essential part of ensuring that good and well informed decisions are made and in turn this help members to achieve the objectives of the Council including those relating to supporting and protecting vulnerable people.

## **4.0 SIGNIFICANT IMPLICATIONS**

### **4.1 Resource Implications**

4.1.1 There are no significant implications within this category.

### **4.2 Statutory, Risk and Legal Implications**

4.2.1 Member training will help ensure that Members are able to make sound and well informed decisions..

### **4.3 Equality and Diversity Implications**

4.3.1 There are no significant implications within this category.

The Council's Diversity Group continues to advise Service Committees on the inclusion of equality and diversity training within their yearly training plans. This has so far resulted in specific training for Committees on Community Impact Assessments (CIAs) and the Public Sector Equality Duty. Each Service Committee is encouraged to consider when and where further development around equality and diversity issues would be appropriate.

To help facilitate this, ETE report authors and those presenting training to members will be reminded of the need to consider whether the training topics, or report recommendations to a committee have any significant equality and diversity implications that need to be drawn to Members' attention.

### **4.4 Engagement and Consultation Implications**

4.4.1 There are no significant implications within this category.

### **4.5 Public Health Implications**

4.5.1 There are no significant implications within this category.

### **4.6 Localism and Local Member Involvement**

4.6.2 There are no significant implications within this category.

<b>Source Documents</b>	<b>Location</b>
None	



<b>ECONOMY AND ENVIRONMENT COMMITTEE TRAINING PLAN</b>	Published 04.2016 Updated 04.04.2016	<b>Appendix 1</b>
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The Training plan that follows is a record of Economy and Environment Member Training that has previously taken place and a forward look at training that is yet to be scheduled and/or take place.

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

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

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

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

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

Ref	Subject	Desired Learning Outcome/Success Measures	Priority	Date, Time & Venue	Responsibility	Nature of training	Attendance by:	Cllrs Attending	% of total
		and Plans.		Room 022ab, Shire Hall			Substitutes		
11.	Adult Learning and Skills	Members will get a general overview of the Adult and Skills Service and what it provides and begin to look at where service provision is required in future.		26.5.2016  2pm – 3.30pm  Room, TBC, Shire Hall	Lynsi Hayward- Smith	Training seminar	E&E Committee Members & Substitutes		

		Agenda Item 9
<b>ECONOMY AND ENVIRONMENT POLICY AND SERVICE COMMITTEE AGENDA PLAN</b>	Published 1st April 2016	 <b>Cambridgeshire County Council</b>

### Notes

Committee dates shown in bold are confirmed.  
Committee dates shown in brackets and italics are reserve dates.

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

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

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

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

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

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

<b>Committee date</b>	<b>Agenda item</b>	<b>Lead officer</b>	<b>Reference if key decision</b>	<b>Spokes meeting date</b>	<b>Deadline for draft reports</b>	<b>Agenda despatch date</b>
<b>19/04/16</b>	Kings Dyke – Planning Application Outcome and procurement	B Stinton	Not applicable	2.30 p.m. 17 <sup>th</sup> March 2016	06/04/16	08/04/16
	Rights of Way Improvement Plan Update	Jeremy Smith	Not applicable			
	Adult Learning & Skills Review	Lynsi Hayward-Smith	Not applicable			

<b>Committee date</b>	<b>Agenda item</b>	<b>Lead officer</b>	<b>Reference if key decision</b>	<b>Spokes meeting date</b>	<b>Deadline for draft reports</b>	<b>Agenda despatch date</b>
	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable			
	Economy and Environment Committee Training Plan	Georgina Fuller	Not applicable			
	Agenda Plan	Democratic Services	Not applicable			
<b>24/05/16</b>	Ely Southern Bypass – Award of Contract for Design and Construction	Brian Stinton	2015/036	9.30 a.m. 28 <sup>th</sup> April 2016	11/05/16	13/05/16
	Allocations of Integrated Transport Block and Residual Capital	Jeremy Smith	2016/013			
	Section 106 Recommended Allocations	Jeremy Smith / Elsa Evans	2016/005			
	Concessionary Fares and Community Transport	Paul Nelson	2016/010			
	Energy Investment Unit – Business Development Strategy	Sheryl French	2016/025			
	2016/17 targets for E & E Key Performance Indicators	Graham Amis	Not applicable			
	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable			
	Economy and Environment Committee Training Plan	Georgina Fuller	Not applicable			
	Agenda Plan	Democratic Services	Not applicable			
<b>[09/06/16] Provisional Meeting</b>	Keep free if possible			9.30 a.m. 12 <sup>th</sup> May 2016	25/05/16	27/05/16

<b>Committee date</b>	<b>Agenda item</b>	<b>Lead officer</b>	<b>Reference if key decision</b>	<b>Spokes meeting date</b>	<b>Deadline for draft reports</b>	<b>Agenda despatch date</b>
<b>14/07/16</b>	Refit 2 Framework, Procurement Update, Energy Performance Contracting	Sheryl French	2016/026	2.00p.m. 14 <sup>th</sup> June	29/06/16	1/07/16
	Floods and Water Supplementary Planning Document	Judit Caballo	Not applicable			
	Cambourne West Planning Application and Draft S106 Heads of Terms	Stuart Clarke	Not applicable			
	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable			
	Economy and Environment Committee Training Plan	Georgina Fuller	Not applicable			
	Agenda Plan	Democratic Services	Not applicable			
<i>[11/08/16] Provisional Meeting</i>				2.00p.m. 12 <sup>th</sup> July	27/07/16	29/07/16
<b>01/09/16</b>	Cycle City Ambition, Huntingdon Road Phase 2 and A10 Harston - report consultation results and seek approval to construct	Mike Davies	Not applicable	2.00p.m. 4 <sup>th</sup> August	16/08/16	18/08/16
	Finance and Performance Report	Sarah Heywood / David Parcell				
	Economy and Environment Committee Training Plan	Georgina Fuller	Not applicable			
	Agenda Plan	Democratic Services	Not applicable			
<i>[13/10/16] Provisional Meeting</i>				2.00 p.m. 15 <sup>th</sup> September 2016	28/09/16	30/09/16

<b>Committee date</b>	<b>Agenda item</b>	<b>Lead officer</b>	<b>Reference if key decision</b>	<b>Spokes meeting date</b>	<b>Deadline for draft reports</b>	<b>Agenda despatch date</b>
<b>10/11/16</b>	S106 funded cycling projects - report consultation results and seek approval to construct	Mike Davies	Not applicable	2.30p.m. 6 <sup>th</sup> October 2016	26/10/16	28/10/16
	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable			
	Bus Service from Newmarket Road to Park & Ride via Addenbrooke's	Paul Nelson	Not applicable			
	Economy and Environment Committee Training Plan	Georgina Fuller	Not applicable			
	Agenda Plan	Democratic Services	Not applicable			
<b>01/12/16</b>	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable	9.30 a.m. 1 <sup>st</sup> November 2016	16/11/16	18/11/16
<b>12/01/17</b>	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable		21/12/16	23/12/16
	Economy and Environment Committee Training Plan	Georgina Fuller	Not applicable			
	Agenda Plan	Democratic Services	Not applicable			
<i>[09/02/17 Provisional Meeting</i>	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable		25/01/17	27/01/17
<b>09/03/17</b>	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable		22/02/17	24/02/17
	Economy and Environment Committee Training Plan	Georgina Fuller	Not applicable			
	Agenda Plan	Democratic Services	Not applicable			

<b>Committee date</b>	<b>Agenda item</b>	<b>Lead officer</b>	<b>Reference if key decision</b>	<b>Spokes meeting date</b>	<b>Deadline for draft reports</b>	<b>Agenda despatch date</b>
<i>[06/04/17] Provisional Meeting  This date will be required due to the need to agree the Transport Block report</i>	Allocation of Integrated Transport Block and Residual Capital Author/presenter:	Jeremy Smith	Key decision		22/03/17	24/03/17
<b>01/06/17</b>						
	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable		23/05/17	25/05/17
	Economy and Environment Committee Training Plan	Georgina Fuller	Not applicable			
	Agenda Plan	Democratic Services	Not applicable			
<b>To be programmed</b>						
<b>Developer Contributions Guide</b>		<b>Colum Fitzsimons</b>	<b>Not applicable</b>			

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

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

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

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

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

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

For further information, please contact Quentin Baker on 01223 727961 or [Quentin.Baker@cambridgeshire.gov.uk](mailto:Quentin.Baker@cambridgeshire.gov.uk)