

# HIGHWAYS AND COMMUNITY INFRASTRUCTURE COMMITTEE



**Date: Tuesday, 12 September 2017**

**Democratic and Members' Services**

Quentin Baker

LGSS Director: Law and Governance

**10:00hr**

Shire Hall

Castle Hill

Cambridge

CB3 0AP

**Kreis Viersen Room**

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

## **AGENDA**

**Open to Public and Press**

### **CONSTITUTIONAL MATTERS**

- 1. Apologies for absence and declarations of interest**

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

- 2. Minutes (11th July 2017) and Action Log**

**5 - 18**

- 3. Petitions**

### **OTHER DECISIONS**

- 4. Service Committee Review of the draft 2018-19 Capital Programme** **19 - 38**

- 5. Annual Update from Cambridgeshire and Peterborough Trading Standards** **39 - 58**

- 6. Finance and Performance report - July 2017** **59 - 84**
- 7. Highways & Community Infrastructure Committee Agenda Plan, Training Plan and Appointments to Outside Bodies** **85 - 90**

The Highways and Community Infrastructure Committee comprises the following members:

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

Councillor Henry Batchelor Councillor Ian Gardener Councillor Mark Howell Councillor Simon King Councillor Paul Raynes Councillor Tom Sanderson Councillor Jocelynne Scutt and Councillor Amanda Taylor

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

Clerk Name: Dawn Cave

Clerk Telephone: 01223 699178

Clerk Email: dawn.cave@cambridgeshire.gov.uk

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

Date: Tuesday 11<sup>th</sup> July 2017

Time: 10:00am- 11.30am

Present: Councillors I Gardener, H Batchelor, M Howell, B Hunt (Vice-Chairman), S King, P Raynes, T Sanderson, J Scutt, M Shuter (Chairman) and A Taylor

In attendance: Councillors A Bailey and P Downes

Apologies: None

### **9. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **10. MINUTES AND ACTION LOG**

The minutes of the meeting held on 30<sup>th</sup> May 2017 were confirmed as a correct record and signed by the Chairman.

The Action Log was noted. Members noted the commitment to include Tree Policy figures in the Finance & Performance reports on a six monthly basis, and that this information was therefore due to be presented to the next Committee meeting.

### **11. PETITIONS**

The Committee considered a 27 signature petition requesting the traffic-calming roadblock on Ermine Street, Little Stukeley. The petitioners were concerned that the traffic calming sometimes caused tailbacks all the way to the main "Make Grow" entrance to Alconbury Weald, causing significant needless delays to those trying to get into Huntingdon, and were concerned that the problem would worsen as more people moved to the Weald.

As there were fewer than 50 signatures, there was no right for the petitioner to address the Committee.

The Committee noted the petition and the Chairman advised that the petitioners would receive a full written response within ten working days of the meeting. It was noted that the Local Member, Councillor Rogers, was aware of the petition, and agreed that the response to the petitioner would be copied to all Committee Members. **Action required.**

## **12. NEW PROCESS FOR LOCAL HIGHWAY IMPROVEMENTS AND PRIVATELY FUNDED HIGHWAY IMPROVEMENTS**

Members considered a report on the introduction of new processes that would enable the recovery of all costs associated with the Local Highways Improvement (LHI) Initiative and Privately Funded Highways Improvements (FPHI). Following publication of the agenda, amended recommendations plus a revised appendix had been circulated to Committee Members.

One of the key drivers behind the proposed changes was full cost recovery, which was included in the Business Plan for both 2017/18 and 2018/19 - there were currently no resource costs attributed to the LHI initiative and FPHI. The proposals would also ensure applications were sufficiently developed so as to ensure assessment and prioritisation of applications could be more effective and meet the objectives and aspirations of local communities. Whilst to date applicant had been urged to contact Highways Officers and seek their input prior to applications being submitted, this did not always happen, and the proposed approach should ensure that all applications followed the same process and were delivered to a consistent level. Members noted the process for FPHI, which was very similar in terms of stages and decision points.

Members noted:

- the “pre application phase”, when applicants were contacted, and options explored to find the most appropriate solution. Officers would provide estimated costs, which would include fees i.e. to fund the costs of officers developing and delivering the scheme. Estimated delivery timescales would be provided, and a fully documented summary would go to the member panel. Each applicant would then have the opportunity to consider if they wanted to continue to the member panel stage, as any issues would have been flagged up at this stage e.g. significantly increased budget requirement;
- the proposal to make all information accessible on the website, including the full applications. The new webpages were still under construction, but it was envisaged that they would be launched in time for this year’s LHI application process;
- the process once applications had been submitted and scoring had been finalised by the Member panel. Scores would be prioritised and the final list submitted to the March H&CI Committee meeting. After that, there was a further decision point for the applicant, where they have to commit in writing to contribute the necessary funding for the scheme to be delivered;
- implementation would be quicker, as much of the feasibility and early development work would already have been carried out;
- how the process for PFHI differed from LHI, including the option for other contractors to deliver schemes. In total a privately funded scheme would take around 12 months to deliver.

At the invitation of the Chairman, Councillor Downes spoke on this item. In response to a question on who had cleared the original report, the Chairman confirmed that he and the Vice-Chairman had been briefed on it, and it was also noted that a previous version of the report had been considered by Spokes.

With regard to PFHI, Councillor Downes asked if there was a way in which some of the highways authority's requirements could be relaxed, for very minor works, e.g. not involve the County Council at all, as the bureaucratic burden seemed disproportionate to the outcomes. Some Members commented that whilst this approach may appear attractive, the national context in which highways authorities operated was still essentially bureaucratic, even in the current financial climate, and this impeded authorities. Councillor Downes suggested that authorities should lobby nationally on this issue. Another Member observed that whilst it may be desirable in some instances to reduce bureaucracy, the regulations in this case were about fairness, enabling local residents to object or agree to proposed schemes and changes.

Arising from the report:

- a Member welcomed the proposal to provide better quality pre-application advice, which had been lacking in the past, and observed that the £500 deposit originally proposed was unaffordable for communities, and she was therefore very happy to support the removal of the deposit;
- Members noted that the new webpages would be launched at the end of July;
- a Member commented that whilst the proposed process would increase transparency, getting communications and expectations right was absolutely key, which was usually a cultural issue of ensuring individual officers were engaged and on-message. Officers confirmed that this was the case;
- Members noted that the top-slicing, and the original proposal for a £500 up-front fee, was to resource officer time spent on developing proposed schemes;
- noting that Town Councils would be granted "one bid per division", a Member asked about those divisions which covered two towns e.g. Huntingdon West and Godmanchester & Huntingdon South: it was confirmed that there would be one bid per division, so in the example given there would be a bid each for both Huntingdon West and for Godmanchester & Huntingdon South;
- a Member commented that LHI was effectively resourcing vital schemes due to a lack of funding nationally;
- a Member commented that there had been confusion in the current process, as applicants had been told not to be specific in their requests, but then had applications turned down for not being specific. Officers reassured Members that any such ambiguities would be cleared up in the proposed process. Most notably, there would be less confusion on scheme costs from the outset;

- it was clarified that the process as proposed would not mean that more schemes could be delivered, but that they could be delivered more efficiently. In particular, the Chairman observed that a lot of time was being wasted by prospective applicants on schemes that would not be implemented, due to a lack of understanding of the process. The proposed changes should make the process smoother;
- a Member suggested that Cambridge City residents needed to be reassured that despite lacking Parish and Town Councils, the processes for them to make applications was available and well-defined, and she suggested that Members with City divisions were consulted on the webpages prior to launch.  
**Action required.**
- Members noted that the revised recommendation was now to top slice pre-application costs rather than charge a £500 flat fee.

It was resolved, by a majority, to:

- a) approve the introduction of a non-refundable application fee for PFHI applications to enable appropriate resourcing and full cost recovery;
- b) approve the introduction of the LHI & PFHI processes outlined in appendix A & C of this report, which include the recovery of resource costs associated with scheme delivery;
- c) approve changes to the restriction on multiple LHI applications from Town Councils, allowing the same number as there are County Council divisions in their authority area;
- d) to approve the top slice of pre-application costs associated with the feasibility phase of the LHI Process from the annual capital LHI budget.

Councillor Scutt asked for the minutes to record that she had voted against the proposals, because whilst she favoured the process, she did not support the financial aspects.

### **13. PROPOSED NETWORK RAIL (CAMBRIDGESHIRE LEVEL CROSSING REDUCTION) ORDER**

The Committee considered a report on the County Council's formal response to Network Rail's proposed closure of a number of level crossings across the county. These closures would impact on 25 public rights of way or roads and four private crossings. Members were advised that this issue had been considered in depth at the Committee on three occasions over the last year.

In the presentation of the report, points raised included:

- that this issue would need to be considered at full Council in order to meet the relevant statutory provisions;
- whilst the County Council recognised the value of reducing the number of level crossings, it would be objecting to 15 of the proposals, for the following reasons (i)



- lack of a safe alternative; (ii) reduction in connectivity of the network; (iii) diminution in enjoyment for users and access to green space for physical and mental well-being; (iv) an unreasonable increase in liability for the Highways Authority; (v) a significant impact on promoted routes and a lack of evidence for closure;
- Holding objections to four crossings were proposed because further information was required to enable a full assessment of the proposals;
- the Transport & Works Act Order, as proposed by Network Rail, would cost the Council well over £100,000;
- how every effort would be made to work with communities and Network Rail to agree solutions, and therefore Members were being asked to delegate any changes to the Council's position to the Executive Director (Economy, Transport & Environment) in consultation with the Chair of the Highways & Community Infrastructure Committee;
- that the Council was proposing to object to the proposed closure of the Weatherby crossing in Newmarket, which was located in Suffolk but affected residents in Cheveley and Woodditton.

A number of Members praised the officers involved for their excellent work in this very long and detailed process. Members noted comments from Councillor van de Ven, one of the Local Members, who similarly passed on her thanks for officers' sterling work in this matter.

In response to a question on what would happen if Network Rail did not take on board the objections, the officer explained that there would be a formal public enquiry, with the County Council represented by an advocate, and Camilla Rhodes as a witness. In total there had been 51 objections to the Orders, three letters of support, and many representations. The County Council, as highways authority, would have the opportunity to put forward those formal objections. Likely timescales for a public inquiry were noted.

It was unanimously resolved to:

1. update Members at full Council on Network Rail's project to reduce level crossings affecting the highway network;
2. seek approval from full Council of the County Council's proposed full response to the legal Order;
3. allow officers to continue negotiations with Network Rail, with any changes to the Council's position being delegated to the Executive Director (ETE) in consultation with the Chairman of the Highways & Community Infrastructure Committee.

#### **14. FINANCE AND PERFORMANCE REPORT – FINAL OUTTURN 2016/17**

The Committee received a report setting out financial and performance information for Economy, Transport and Environment (ETE), for May 2017.

Members noted emerging potential pressures on the waste service, and that work was underway to model and evaluate the implications on the budget of different levels of performance at the waste plant. In response to a Member question, it was noted that the Waste Steering Group had had its first meeting. It was not possible to share the minutes of that meeting or the presentation given on the basis of commercial sensitivities. The Member commented that she did not agree with the

process by which representatives were appointed to the Group and the lack of transparency in how it had been set up.

With regard to the Performance Indicator for Road Safety, officers agreed to follow up the work being done on the causes for the recent increase, discussed at the previous Committee meeting. **Action required.**

It was resolved unanimously to:

1. review, note and comment on the report.

## **15. HIGHWAYS AND COMMUNITY INFRASTRUCTURE COMMITTEE AGENDA PLAN, TRAINING PLAN AND APPOINTMENTS TO OUTSIDE BODIES**

Members noted the updated Agenda Plan, and agreed to cancel the provisional August meeting. The report on Library Service Transformation was unlikely to be ready for September and would be removed from the agenda. In response to a Member question, officers would confirm whether or not Huntingdonshire on-street parking would be incorporated in to the Cambridge on street parking report that was scheduled for September. **Action**

With regard to the Training Plan, it was noted that the site visit to Amey Cespa on 12<sup>th</sup> July had been cancelled, and would be rearranged.

The Committee considered a schedule of appointments to outside bodies, internal advisory groups and panels, and partnership liaison and advisory groups, which had been tabled. The Clerk cautioned that many of the nominations had been put forward shortly before the meeting so some of the detail needed to be checked and confirmed, and a revised schedule would be approved by the Chairman, under delegated authority, and circulated to Committee Members. **(updated schedule attached).**

A Member felt that changes to the Cambridgeshire Waste Steering Group should have been determined by the Committee, as the process lacked transparency. There was a discussion on the political proportionality of outside bodies, and it was noted that proportionality was only an issue if the outside body required it: only Committee and Sub-Committees of the County Council needed to be politically proportional. The Chairman said he would take advice on the Waste Steering Group, but the intention behind the appointments was to have a smaller core of Members involved, all of whom had experience in this area. The Member raised similar issues with regard to the Libraries Steering Group, and the Chairman commented that he was open to nominations from all parties being put forward for the latter group.

It was resolved to:

1. Note the agenda plan, training plan and appointments to outside bodies.

**Chairman**

## APPOINTMENTS TO INTERNAL ADVISORY GROUPS AND PANELS

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS
<b>Cambridgeshire Waste PFI Member Steering Group</b> A Steering Group to consider reports from officers on the negotiation of disputed matters and future savings of the Waste PFI contract	12	3	1. <b>Councillor M Shuter (Con)</b> 2. <b>S Count (Con)</b> 3. <b>R Hickford (Con)</b> <b>Confirmed on 21/06/17</b>	Daniel Sage Strategic Project Manager (Waste)  07587 585457 <a href="mailto:daniel.sage@cambridgeshire.gov.uk">daniel.sage@cambridgeshire.gov.uk</a>
<b>Cycling Safety Working Group</b> An ad-hoc working group to review and suggest improvements to cycling safety within the County. The Group consists of four Members and representatives from Road Safety, Transport Strategy, Road Engineering and Public Health.	As required	5	Previously 1. Councillor S Criswell (Con) 2. Councillor N Kavanagh (Lab) 3. Councillor A Taylor (LD) 4. Councillor J Schumann (Con) 5. Councillor S van de Ven (LD)	<a href="mailto:road.safety@cambridgeshire.gov.uk">road.safety@cambridgeshire.gov.uk</a>

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS
<b>Strategic Collaboration Board</b> <b>[Previously Highway Transformation Board]</b>  The Strategic Collaboration Board has overall responsibility for the success of the highway service (excluding street lighting). The Board provides strategic direction and decision making, developing the service vision, values and principles through a collaboration charter. Leading by example, the Board will maintain a long-term focus (3-5 year plan), developing and agreeing a suite of strategic performance indicators aligned to strategic outcomes. Monitoring delivery of a transformational route map.	4	2	Member representatives: 1. Chair of H&CI 2. Chair of E&E  (Subs will be the vice-chairs of both committees)	Contacts: Richard Lumley Emma Murden
<b>Libraries Steering Group</b>		3	1. Councillor Raynes 2. Councillor Criswell 3. Councillor Joseph <b>Confirmed on 21/06/17</b> 4. Councillor A Taylor 5. Cllr J Scutt	Christine May, Interim Service Director (Infrastructure Management)

**CAMBRIDGESHIRE COUNTY COUNCIL**  
**APPOINTMENTS TO PARTNERSHIP LIAISON AND ADVISORY GROUPS**

**Appendix 2**

<b>NAME OF BODY</b>	<b>MEETINGS PER ANNUM</b>	<b>REPS APPOINTED</b>	<b>REPRESENTATIVE(S)</b>	<b>CONTACT DETAILS</b>
<b>Cambridgeshire and Peterborough Road Safety Partnership Strategic Management Board</b>  The Partnership (CPRSP) is a public sector initiative formed in April 2007 to provide a single point of contact for the provision of road safety work and information.	4	1	M Shuter (Con)	Matt Staton Road Safety Education Team Leader  01223 699652  <a href="mailto:matt.staton@cambridgeshire.gov.uk">matt.staton@cambridgeshire.gov.uk</a>
<b>Clay Farm Centre Advisory Group</b>  The Advisory Group will support and make recommendations to the Centre Manager and /or Partnership review meetings.	4	1	Councillor D Adey (LD)	Sally Roden, Neighbourhood Community Development Manager, Cambridge City Council  <a href="mailto:Sally.rodan@cambridge.gov.uk">Sally.rodan@cambridge.gov.uk</a> 01223 457861 mobile 07920210957
<b>County Advisory Group on Archives and Local Studies</b>  The County Archives and Local Studies Advisory Group exists to provide a forum for those who share an interest in the preservation and use of the documentary heritage of Cambridgeshire (including the historic county of Huntingdonshire).	2	4	1. J Scutt (L) 2. A Taylor (LD) 3. Councillor P Topping (Con) 4. T Sanderson (Ind) 5. N Harrison (LD) ( <u>substitute</u> )	Alan Akeroyd Archives & Local Studies Manager  01223 699489 <a href="mailto:alan.akeroyd@cambridgeshire.gov.uk">alan.akeroyd@cambridgeshire.gov.uk</a>
<b>Highways and Improvement Panels</b>  Established to consider and make recommendations to the Highways and Community Infrastructure Committee on the allocation of funds for locally led minor highway improvements.			See listings below – Previous appointments listed	Andy Preston Highways Projects & Road Safety Manager  <a href="mailto:andrew.preston@cambridgeshire.gov.uk">andrew.preston@cambridgeshire.gov.uk</a>

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS
East Cambridgeshire LHI Panel	1	6 (subs allowed)	Previous appts. Listed: 1. Councillor B Hunt (Con) 2. Councillor P Raynes (Con) 3. Councillor A Bailey (Con) 4. Councillor J Schumann (Con) 5. Councillor L Dupre (LD) 6. Councillor D Ambrose Smith (Con)	
Fenland Rural LHI Panel	1	6 (subs allowed)	1. Councillor S Tierney (Con) 2. Councillor D Connor (Con) 3. Councillor S Count (Con) 4. Councillor S Hoy (Con) 5. Councillor S King (Con) 6. Councillor J Gowing (Con)	
Huntingdonshire LHI Panel	1	7 (subs allowed)	1. Councillor I Gardener (Con) 2. Councillor S Bywater (Con) 3. Councillor S Criswell (Con) 4. Councillor T Sanderson (Ind) 5. Councillor M McGuire (Con) 6. Councillor P Downes (LD) 7. Councillor G Wilson (LD)	
South Cambridgeshire LHI Panel	1	6 (subs allowed)	1. Councillor T Wotherspoon (Con) 2. Councillor R Hickford (Con) 3. Councillor D Jenkins (LD) 4. Councillor S Kindersley (LD) 5. Councillor H Batchelor (LD) 6. Councillor M Smith (Con)	
<b>RECAP Board</b>  RECAP (Recycling in Cambridgeshire & Peterborough) is a partnership of authorities across Cambridgeshire & Peterborough working together to provide excellent waste	4	1	<b>Confirmed as</b> Councillor M Shuter (Con) Councillor W Hunt (Con) – substitute <b>on 06/06/17</b>	Neil Slopes  <a href="mailto:neil.slopes@huntingdonshire.gov.uk">neil.slopes@huntingdonshire.gov.uk</a>

<b>NAME OF BODY</b>	<b>MEETINGS PER ANNUM</b>	<b>REPS APPOINTED</b>	<b>REPRESENTATIVE(S)</b>	<b>CONTACT DETAILS</b>
and recycling services to meet local needs. The RECAP Board is the Member level group of this partnership.				
<b>Traffic Penalty Tribunal</b>  The Traffic Penalty Tribunal is an independent tribunal whose impartial, independent Adjudicators consider appeals by motorists and vehicle owners whose vehicles have been issued with penalty charges, removed or towed away or immobilised by a Council in England or Wales (excluding London) that enforces parking contraventions under the Traffic Management Act 2004.	As required	1 + substitute	Councillor M McGuire (Con)  Substitute – Councillor A Taylor	Philip Hammer Parking Operations Manager  01223 727903  <a href="mailto:Philip.hammer@cambridgeshire.gov.uk">Philip.hammer@cambridgeshire.gov.uk</a>





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

**Minutes-Action Log**



**Introduction:**

This is the updated action log as at **4<sup>th</sup> September 2017** and captures the actions arising from the most recent Highways & Community Infrastructure Committee meetings and updates Members on the progress on compliance in delivering the necessary actions.

**Minutes of 1<sup>st</sup> September 2015**

<b>Minutes of 1<sup>st</sup> September 2015</b>					
<b>Item No.</b>	<b>Item</b>	<b>Action to be taken by</b>	<b>Action</b>	<b>Comments</b>	<b>Completed</b>
132.	<b>Cambridgeshire Highways Annual Report</b>	Richard Lumley	It was agreed that there would be a report to Spokes on the Customer Satisfaction Survey process.	<p>A Comms group has now been established, and one of the tasks is to look at how customer feedback is collected and whether there are alternatives.</p> <p><i>Chris Stromberg &amp; Jane Cantwell are scheduled to attend January 2017 Spokes to give an update on the findings of the Cambridgeshire Highways Communication Performance</i></p>	

				<i>Group, and update on the proposed action plan.</i>	
<b>Minutes of 21<sup>st</sup> February 2017</b>					
<b>241.</b>	<b>Highways Infrastructure Asset Management Plan</b>	Andy Preston/ Jon Clarke/ Sarah Heywood	Tree Policy figures to be reported to Committee	To be included in Finance & Performance reports on a six monthly basis.	In progress
<b>242.</b>	<b>Transport Delivery Plan</b>	Richard Lumley	Road Safety Report to be scheduled for a future meeting.	Road Safety report to go to a future H&CI meeting.	In progress
<b>244.</b>	<b>Committee Agenda Plan</b>	Dawn Cave/ Richard Lumley	Report on progress against LHI schemes to be presented.	To be included in Finance & Performance reports on a six monthly basis.	In progress
<b>Minutes of 11<sup>th</sup> July 2017</b>					
<b>11.</b>	<b>Alconbury Weald petition</b>	Dawn Cave/Richard Lumley	Send petition response.		
<b>12.</b>	<b>New process for Local Highways Improvement (LHI) Initiative and Privately Funded Highways Improvements (FPHI)</b>	Andy Preston	Involve County Councillors with Cambridge City divisions on the webpages re: process for LHI/FPHI.		
<b>14.</b>	<b>Finance and Performance report</b>	Andy Preston/ Matt Staton	Follow up the work being done on the causes for the recent increase in the Performance Indicator for Road Safety.		

**SERVICE COMMITTEE REVIEW OF THE DRAFT 2018-19 CAPITAL PROGRAMME**

**To:** Highways and Community Infrastructure Committee

**Meeting Date:** 12th September 2017

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

**Electoral division(s):** All

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

**Purpose:** This report provides the Committee with an overview of the draft Business Plan Capital Programme for Economy Transport and Environment

**Recommendation:**

- a) It is requested that the Committee note the overview and context provided for the 2018-19 Capital Programme for Economy Transport and Environment
- b) It is requested that the Committee comment on the draft proposals for Economy Transport and Environment's 2018-19 Capital Programme and endorse their development

<b><i>Officer contact:</i></b>		<b><i>Member contact:</i></b>	
Name:	Graham Hughes	Name:	Councillor Mathew Shuter
Post:	Executive Director, ETE	Chairman	Highways and Community Infrastructure Committee
Email:	<a href="mailto:Graham.Hughes@cambridgeshire.gov.uk">Graham.Hughes@cambridgeshire.gov.uk</a>	:	
Tel:	01223 715660	Email:	<a href="mailto:mathew.shuter@cambridgeshire.gov.uk">mathew.shuter@cambridgeshire.gov.uk</a>
		Tel:	01638 508729

## **1. CAPITAL STRATEGY**

- 1.1 The Council strives to achieve its vision through delivery of its Business Plan. To assist in delivering the Plan the Council needs to provide, maintain and update long term assets (often referred to as 'fixed assets'), which are defined as those that have an economic life of more than one year. Expenditure on these long term assets is categorised as capital expenditure, and is detailed within the Capital Programme for the Authority.
- 1.2 Each year the Council adopts a ten year rolling capital programme as part of the Business Plan. The very nature of capital planning necessitates alteration and refinement to proposals and funding during the planning period; therefore whilst the early years of the Business Plan provide robust, detailed estimates of schemes, the later years only provide indicative forecasts of the likely infrastructure needs and revenue streams for the Council.
- 1.3 This report forms part of the process set out in the Capital Strategy whereby the Council updates, alters and refines its capital planning over an extended planning period. New schemes are developed by Services and all existing schemes are reviewed and updated as required before being presented to the Capital Programme Board and subsequently Service Committees for further review and development.
- 1.4 An Investment Appraisal of each capital scheme (excluding committed schemes and schemes with 100% ring-fenced funding) is undertaken / revised, which allows schemes within and across all Services to be ranked and prioritised against each other, in light of the finite resources available to fund the overall Programme and in order to ensure the schemes included within the Programme are aligned to assist the Council with achieving its outcomes.

## **2. DEVELOPMENT OF THE 2018-19 CAPITAL PROGRAMME**

- 2.1 Prioritisation of schemes (where applicable) is included within this report to be reviewed individually by Service Committees alongside the addition, revision and update of schemes. Prioritisation of schemes across the whole programme will be reviewed by General Purposes Committee (GPC) in October, before firm spending plans are considered again by Service Committees in November. GPC will review the final overall programme in December, in particular regarding the overall levels of borrowing and financing costs, before recommending the programme in January as part of the overarching Business Plan for Full Council to consider in February.
- 2.2 The introduction of the Transformation Fund for the 2017-18 planning process has not impacted on the funding sources available to the Capital Programme as any Invest to Save or Earn schemes will continue to be funded over time by the revenue payback they produce via savings or increased income. This is the most financially sensible option for the Council due to the ability to borrow money for capital schemes and defray the cost of that expenditure to the Council over the life of the asset. However, if a scheme is transformational, then it should also move through the governance process agreed for the transformation programme, in line with all other transformational schemes, but without any funding request to the Transformation Fund.

- 2.3 There are several schemes in progress where work is underway to develop the scheme, however they are either not sufficiently far enough forward to be able to include any capital estimate within the Business Plan, or a draft set of figures have been included but they are, at this stage, highly indicative. The following are the two main schemes that this applies to:
- The Adults Committee first considered the Older People's Accommodation Strategy in 2016. Following consideration of outline modelling and a business case to increase the availability of affordable care home beds in the County through more direct intervention in the market by the Council, the Adults Committee is due to receive an update in September on market engagement and next steps towards a more detailed business case and procurement. Amongst a number of options, there is potential for implications for the Council's capital plans through provision of land, other assets or involvement with construction. The Council is engaged with health partners on these challenges, and plans are also in development for an investment in housing for vulnerable people using improved better care fund monies.
  - The Council is in the fortunate position of being a major landowner in Cambridgeshire and this provides an asset capable of generating both revenue and capital returns. This has, however, required the Council to move from being a seller of sites to a developer of sites, through a Housing Company. A Special Purpose Vehicle has been established, the Cambridgeshire Housing Investment Company (CHIC), through which the Council will operate to make best use of sites with development potential in a co-ordinated and planned manner, in order to progress those sites for a range of development options. This will generate capital receipts to support site development and create significant revenue and capital income for the Council which will help support services and communities.

A comprehensive 10-year pipeline of development projects has been identified and the initial model is currently being reviewed, refined and developed by both the Housing Company and the Council. As such, it is expected that the figures within the Business Plan will continue to be refined as the model evolves over the next few months.

### **3. REVENUE IMPLICATIONS**

- 3.1 All capital schemes can have a potential two-fold impact on the revenue position, relating to the cost of borrowing through interest payments and repayment of principal and the ongoing revenue costs or benefits of the scheme. Conversely, not undertaking schemes can also have an impact via needing to provide alternative solutions, such as Home to School Transport (e.g. transporting children to schools with capacity rather than investing in capacity in oversubscribed areas).
- 3.2 The Council is required by the Chartered Institute of Public Finance and Accountancy's (CIPFA's) Prudential Code for Capital Finance in Local Authorities 2011 to ensure that it undertakes borrowing in an affordable and sustainable manner. In order to ensure that it achieves this, GPC recommends an advisory limit on the annual financing costs of borrowing (debt charges) over the life of the Plan. In order to afford a degree of flexibility from year to year, changes to the phasing of the limit is allowed within any

three-year block (starting from 2015-16), so long as the aggregate limit remains unchanged.

- 3.3 For the 2017-18 Business Plan, GPC agreed that this should continue to equate to the level of revenue debt charges as set out in the 2014-15 Business Plan for the next five years (restated to take into account the change to the MRP Policy agreed by GPC in January 2016), and limited to around £39m annually from 2019-20 onwards. GPC will be asked to reconfirm this decision for the 2018-19 process as part of the Capital Strategy paper, also being presented at the September meeting.

#### 4. SUMMARY OF THE DRAFT CAPITAL PROGRAMME

- 4.1 The revised draft Capital Programme is as follows:

Service Block	2018-19 £'000	2019-20 £'000	2020-21 £'000	2021-22 £'000	2022-23 £'000	Later Yrs £'000
People and Communities	87,573	121,024	78,846	37,229	25,992	85,353
Economy, Transport and Environment	34,250	25,232	17,631	18,561	20,098	19,182
Public Health	-	-	-	-	-	-
Commercial and Investment Committee	46,994	6,938	1,120	12,371	760	18,970
Corporate and Managed Services	7,136	460	460	460	-	-
LGSS Operational	-	-	-	-	-	-
<b>Total</b>	<b>175,953</b>	<b>153,654</b>	<b>98,057</b>	<b>68,621</b>	<b>46,850</b>	<b>123,505</b>

- 4.2 This is anticipated to be funded by the following resources:

Funding Source	2018-19 £'000	2019-20 £'000	2020-21 £'000	2021-22 £'000	2022-23 £'000	Later Yrs £'000
Grants	53,009	32,373	33,046	29,716	31,712	78,020
Contributions	19,927	44,375	54,545	14,164	8,160	196,305
Capital Receipts	21,676	5,252	6,615	19,536	1,909	9,556
Borrowing	51,426	72,842	20,659	12,690	9,215	2,426
Borrowing (Repayable)*	29,915	-1,188	-16,808	-7,485	-4,146	-162,802
<b>Total</b>	<b>175,953</b>	<b>153,654</b>	<b>98,057</b>	<b>68,621</b>	<b>46,850</b>	<b>123,505</b>

\* Repayable borrowing nets off to zero over the life of each scheme and is used to bridge timing gaps between delivery of a scheme and receiving other funding to pay for it.

- 4.3 The following table shows how each Service's borrowing position has changed since the 2017-18 Capital Programme was set:

Service Block	2017-18 £'000	2018-19 £'000	2019-20 £'000	2020-21 £'000	2021-22 £'000	2022-23 £'000	Later Yrs £'000
People and Communities	1,832	15,545	37,793	3,022	3,903	-6,486	-2,333
Economy, Transport and Environment	10,712	2,976	-1,665	-2,859	-3,055	-6,484	-1,723
Public Health	-	-	-	-	-	-	-
Corporate and Managed Services	958	438	-	-	-	-	-
LGSS Operational	-100	-	-	-	-	-	-

Commercial and Investment Committee	-650	1,449	-165	-17	4	2	2,258
Corporate and Managed Services – relating to general capital receipts	-	-	-	-	-	-	-
<b>Total</b>	<b>12,752</b>	<b>20,408</b>	<b>35,963</b>	<b>146</b>	<b>852</b>	<b>-12,968</b>	<b>-1,798</b>

4.4 The table below categorises the reasons for these changes:

Reasons for change in borrowing	2017-18 £'000	2018-19 £'000	2019-20 £'000	2020-21 £'000	2021-22 £'000	2022-23 £'000	Later Yrs £'000
New	580	12,806	20,957	5,761	2,630	300	3,850
Removed/Ended	-6,054	180	200	30	-100	-9,300	11,965
Minor Changes/Rephasing*	-3,757	8,639	5,198	-9,318	5,741	3,320	-8,192
Increased Cost (includes rephasing)	-2,002	4,096	12,050	2,667	901	-839	-420
Reduced Cost (includes rephasing)	2,822	-3,341	-2,174	-1,820	-1,885	-3,182	0
Change to other funding (includes rephasing)	4,978	-459	5,715	5,373	-4,092	-254	-6,752
Variation Budget	16,185**	-1,513	-5,983	-2,547	-2,343	-3,013	-2,249
<b>Total</b>	<b>12,752</b>	<b>20,408</b>	<b>35,963</b>	<b>146</b>	<b>852</b>	<b>-12,968</b>	<b>-1,798</b>

\*This does not off-set to zero across the years because the rephasing also relates to pre-2017-18.

\*\*This reflects removal of this budget for 2017-18, as it is a rolling budget that is refreshed every year

4.5 The revised levels of borrowing result in the following levels of financing costs:

Financing Costs	2018-19 £'000	2019-20 £'000	2020-21 £'000	2021-22 £'000	2022-23 £'000
2017-18 agreed BP	18.6	18.9	22.0	22.9	-
2018-19 draft BP	16.6	17.4	21.6	23.6	25.1
<b>CHANGE (+) increase / (-) decrease</b>	<b>-2.0</b>	<b>-1.5</b>	<b>-0.4</b>	<b>0.7</b>	<b>25.1</b>

4.6 Invest to Save / Earn schemes are excluded from the advisory financing costs limit – the following table therefore compares revised financing costs excluding these schemes. In order to afford a degree of flexibility from year to year, the limit is reviewed over a three-year period – based on the revised programme, the advisory limit is not exceeded for either of these 3 year blocks.

Financing Costs	2018-19 £m	2019-20 £m	2020-21 £m	2021-22 £m	2022-23 £m	2023-24 £m
2018-19 draft BP (excluding Invest to Save / Earn schemes)	26.5	28.8	32.2	34.4	36.1	36.1
Recommend limit	37.9	38.6	39.2	39.7	40.3	40.8
<b>HEADROOM</b>	<b>-11.4</b>	<b>-9.8</b>	<b>-6.9</b>	<b>-5.3</b>	<b>-4.2</b>	<b>-4.8</b>
Recommend limit (3 years)	115.7			120.8		
<b>HEADROOM (3 years)</b>	<b>-28.1</b>			<b>-14.3</b>		

- 4.7 Although the limit hasn't been exceeded, the Business Plan is still under review and as such adjustments to schemes and phasing will continue over the next two to three months. However, as there is significant headroom available, it is not expected that any further revisions will cause a breach of the advisory limit.

## 5. OVERVIEW OF ECONOMY TRANSPORT AND ENVIRONMENT's DRAFT CAPITAL PROGRAMME

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

Service Block	2018-19 £'000	2019-20 £'000	2020-21 £'000	2021-22 £'000	2022-23 £'000	Later Yrs £'000
Economy, Transport and Environment	34,250	25,232	17,631	18,561	20,098	19,182

- 5.2 This is anticipated to be funded by the following resources:

Funding Source	2018-19 £'000	2019-20 £'000	2020-21 £'000	2021-22 £'000	2022-23 £'000	Later Yrs £'000
Grants	18,730	16,108	16,686	17,668	16,664	21,662
Contributions	9,752	3,473	200	1,000	1,000	9,700
Borrowing	5,768	5,651	745	-107	2,434	-12,180
<b>Total</b>	<b>34,250</b>	<b>25,232</b>	<b>17,631</b>	<b>18,561</b>	<b>20,098</b>	<b>19,182</b>

- 5.3 The full list of ETE capital schemes is shown in the draft capital programme at Appendix 1. Table 4 lists the schemes with a description and with funding shown against years. Table 5 shows the breakdown of the total funding of the schemes, for example whether schemes are funded by grants, developer contributions or prudential borrowing.

- 5.4 Papers on the individual schemes have been, or will be, considered separately by the appropriate Service Committee.

### 5.5 Changes to Existing Capital Schemes

- 5.5.1 Changes to existing schemes, such as re-phasing, re-costing, and revised funding are highlighted below. The Integrated Transport Schemes apply to both Economy and Environment Committee and Highways and Community Infrastructure Committee, so those are listed first. Following that, items are grouped by Service Committee.

### 5.6 Integrated Transport and Operating the Network

- 5.6.1 This area is mainly funded by Local Transport Plan grant funding from the Department for Transport as well as schemes funded by developer contributions.



The assumption is made that funding that now goes via the Combined Authority will now be passported across to Cambridgeshire. There is no change from the 2017-18 Business plan.

## **5.7 Highways and Community Infrastructure Committee**

### **5.7.1 Highways Maintenance**

Highways Maintenance (£90m) has been re-profiled on the assumption that £2.25m is carried forward from 22/23 to assist the Challenge Fund bid. There is a budget cut of £1.7m for first 4 years to reflect the savings being made from the capital element of the Highways contract. Total contract saving of £2.2m from the Highways contract with £500k coming from revenue.

### **5.7.2 Ely Archives Centre**

This scheme has been re-phased to reflect the majority of the work that will take place in 2018/19.

## **5.8 Economy and Environment Committee**

### **5.8.1 Ely Crossing and Kings Dyke**

No uplift has been made to this scheme and reflect the figures in 2017-18 business plan. As with all large civil engineering projects there are significant risks with this scheme that have the potential to increase costs. All efforts are being made to manage and mitigate these risks, and where risks are realised to minimise the cost impact. Rather than make speculative budget provision for additional costs it is proposed to adjust the business plan only when any extra costs have been fully assessed.

### **5.8.2 Guided Busway**

The figures are adjusted to allow for the retention monies payable to the contractor for 10 years with an expectation that the dispute could be settled in 2019-20. We still have £3m built in for further land compensation.

### **5.8.3 Energy Efficiency Fund**

The energy team have now transferred into the Growth & Economy team within ETE. They manage the Energy Efficiency fund on behalf of CCC, £250k per annum over 4 years from 2016-17.

## **5.9 Overview of new schemes – including justification**

### **5.9.1 East Barnwell Library**

Fit out costs of refurbished library arising out of a CHIC redevelopment of a community centre into a mixed use scheme that will result in the library moving into these new premises. Existing furniture and equipment etc. will not be suitable and there is insufficient funding from other sources to cover the replacement costs.'

### **5.9.2 Milton Road Library**

Fit out costs of refurbished library arising out of the CHIC redevelopment of the library as a mixed use scheme. Existing furniture and equipment etc. will not be suitable and there is insufficient funding from other sources to cover the replacement costs.'

## 6. ALIGNMENT WITH CORPORATE PRIORITIES

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

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

- Investing in key infrastructure schemes will promote growth in the number of jobs in our area and thus growth of the economy.
- Transport schemes are critical in allowing people to get around effectively and efficiently and to access work and other facilities they need.

### 6.2 Helping people live healthy and independent lives

See wording under 6.1 above.

### 6.3 Supporting and protecting vulnerable people

See wording under 6.1 above.

## 7. SIGNIFICANT IMPLICATIONS

Implications	Officer Clearance
<b>Have the resource implications been cleared by Finance?</b>	Yes Name of Officer: Sarah Heywood
<b>Has the impact on Statutory, Legal and Risk implications been cleared by LGSS Law?</b>	Yes Name of Legal Officer: Fiona McMillan
<b>Are there any Equality and Diversity implications?</b>	Yes Name of Officer: Tamar Oviatt-Ham
<b>Have any engagement and communication implications been cleared by Communications?</b>	Yes Name of Officer: Eleanor Bell
<b>Are there any Localism and Local Member involvement issues?</b>	Yes Name of Officer: Tamar Oviatt-Ham
<b>Have any Public Health implications been cleared by Public Health</b>	Yes Name of Officer: Iain Green

### 7.1 Resource Implications

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

- There may be revenue implications associated with operating new or enhanced capital assets but equally capital schemes can prevent the need for other revenue expenditure.
- The overall scale of the capital programme has been reduced to limit the impact on the Council's revenue budget and this in turn will have beneficial impacts on the services that are provided from that source

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

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

- Regulations for capital expenditure are set out under Statute. The possibility of capital investment, from these accumulated funds, may ameliorate risks from reducing revenue resources.
- At this stage, there are no proposals with significant risk arising from "pay-back" expectations.

## **7.3 Equality and Diversity Implications**

There are no significant implications within this category.

## **7.4 Engagement and Consultation Implications**

The following bullet point sets out details of significant implications identified by officers:

- Consultation is continuous and ongoing between those parties involved to ensure the most effective use of capital funding.

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

The following bullet point sets out details of significant implications identified by officers:

- Local Members will be engaged where schemes impact on their area and where opportunities for strategic investment arise.

## **7.6 Public Health Implications**

The following bullet point sets out details of significant implications identified by officers:

- Strategic investment in some of the schemes outlined may have potential to improve Public Health outcomes. This includes schemes that encourage active travel through cycling, walking and use of public transport.

<b>Source Documents</b>	<b>Location</b>
The 2017/18 Business Plan, including the Capital Strategy	<a href="https://www.cambridgeshire.gov.uk/council/finance-and-budget/business-plans/">&lt;https://www.cambridgeshire.gov.uk/council/finance-and-budget/business-plans/&gt;</a>
Capital Planning and Forecast: financial models	c/o Group Accountants 1st Floor Octagon

	Shire Hall, Cambridge
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## Capital Investment Appraisals

### Prioritised List of Schemes

Priority Score (/100)	Class	Service Area	Ref	Title	Total Scheme Cost £000	Total Prudential Borrowing £000	Flexibility in Phasing	Alternative Methods of Delivery
F	Fully Funded	ETE	B/C.1.002	Air Quality Monitoring	115	-		-
F	Fully Funded	ETE	B/C.1.009	Major Scheme Development & Delivery	1,000	-		-
F	Fully Funded	ETE	B/C.1.011	Local Highway Improvements (includes Accessibility & New Paths)	3,410	-		-
F	Fully Funded	ETE	B/C.1.012	Safety Schemes	2,970	-		-
F	Fully Funded	ETE	B/C.1.015	Strategy and Scheme Development work	1,725	-		-
F	Fully Funded	ETE	B/C.1.019	Delivering the Transport Strategy Aims	6,730	-		-
F	Fully Funded	ETE	B/C.2.001	Carriageway & Footway Maintenance including Cycle Paths	46,069	-		-
F	Fully Funded	ETE	B/C.2.002	Rights of Way	700	-		-
F	Fully Funded	ETE	B/C.2.004	Bridge strengthening	12,820	-		-
F	Fully Funded	ETE	B/C.2.005	Traffic Signal Replacement	4,250	-		-
F	Fully Funded	ETE	B/C.2.006	Smarter Travel Management - Integrated Highways Management Centre	1,000	-		-
F	Fully Funded	ETE	B/C.2.007	Smarter Travel Management - Real Time Bus Information	825	-		-
F	Fully Funded	ETE	B/C.4.021	Abbey - Chesterton Bridge	4,600	-		-
F	Fully Funded	ETE	B/C.4.028	A14	25,200	-		-
F	Fully Funded	ETE	B/C.6.001	Variation Budget	-34,643	-28,637		-
F	Fully Funded	ETE	B/C.6.002	Capitalisation of Interest Costs	1,228	1,228		-
C	Committed	ETE	B/C.3.101	Development of Archives Centre premises	5,180	5,180		
C	Committed	ETE	B/C.4.001	Ely Crossing	36,000	6,706		-
C	Committed	ETE	B/C.4.006	Guided Busway	149,791	16,354		-
C	Committed	ETE	B/C.4.017	Cambridge Cycling Infrastructure	5,103	-		-
C	Committed	ETE	B/C.4.023	King's Dyke	13,580	2,080		-
C	Committed	ETE	B/C.4.024	Soham Station	6,700	4,959		-
C	Committed	ETE	B/C.5.002	Investment in Connecting Cambridgeshire	36,290	16,515		-
53	Other	ETE	B/C.3.001	Highways Maintenance (carriageways only from 2015/16 onwards)	83,200	79,561	N/A	- N/A

Priority Score ( /100)	Class	Service Area	Ref	Title	Total Scheme Cost £000	Total Prudential Borrowing £000	Flexibility in Phasing	Alternative Methods of Delivery
44	Statutory	ETE	B/C.3.012	Waste - Household Recycling Centre (HRC) Improvements	8,183	5,580		-
28	Other	ETE	B/C.3.111	East Barnwell Library	77	42		-
27	Other	ETE	B/C.3.108	New Community Hub/ Library Service Provision Darwin Green	340	41		-
25	Other	ETE	B/C.3.110	Milton Road Library	123	88		-
16	Invest to Save	ETE	B/C.4.029	Energy Efficiency Fund	1,000	1,000		-

# Appendix A

## Section 4 - B: Economy, Transport and Environment Services

**Table 4: Capital Programme**

Budget Period: 2018-19 to 2027-28

Summary of Schemes by Start Date					Total Cost £000	Previous Years £000	2018-19 £000	2019-20 £000	2020-21 £000	2021-22 £000	2022-23 £000	Later Years £000	Committee
Ongoing					131,171	63,286	12,694	15,123	15,673	15,264	13,997	-4,866	
Committed Schemes					291,855	225,326	21,016	10,109	1,958	3,297	6,101	24,048	
2018-2019 Starts					540	-	540	-	-	-	-	-	
<b>TOTAL BUDGET</b>					<b>423,566</b>	<b>288,612</b>	<b>34,250</b>	<b>25,232</b>	<b>17,631</b>	<b>18,561</b>	<b>20,098</b>	<b>19,182</b>	

Ref	Scheme	Description	Linked Revenue Proposal	Scheme Start	Total Cost £000	Previous Years £000	2018-19 £000	2019-20 £000	2020-21 £000	2021-22 £000	2022-23 £000	Later Years £000	Committee
<b>B/C.01</b>	<b>Integrated Transport</b>												
B/C.1.002	Air Quality Monitoring	Funding towards supporting air quality monitoring work in relation to the road network with local authority partners across the county.		Ongoing	115	-	23	23	23	23	23	-	E&E
B/C.1.009	Major Scheme Development & Delivery	Resources to support the development and delivery of major schemes.		Ongoing	1,000	-	200	200	200	200	200	-	E&E
B/C.1.011	Local Infrastructure improvements	Provision of the Local Highway Improvement Initiative across the county, providing accessibility works such as disabled parking bays and provision of improvements to the Public Rights of Way network.		Ongoing	3,410	-	682	682	682	682	682	-	H&CI
B/C.1.012	Safety Schemes	Investment in road safety engineering work at locations where there is strong evidence of a significantly high risk of injury crashes.		Ongoing	2,970	-	594	594	594	594	594	-	H&CI
B/C.1.015	Strategy and Scheme Development work	Resources to support Transport & Infrastructure strategy and related work across the county, including long term strategies and District and Market Town Transport Strategies, as well as funding towards scheme development work.		Ongoing	1,725	-	345	345	345	345	345	-	E&E
B/C.1.019	Delivering the Transport Strategy Aims	Supporting the delivery of Transport Strategies and Market Town Transport Strategies to help improve accessibility and mitigate the impacts of growth.		Ongoing	6,730	-	1,346	1,346	1,346	1,346	1,346	-	H&CI
	<b>Total - Integrated Transport</b>				<b>15,950</b>	-	<b>3,190</b>	<b>3,190</b>	<b>3,190</b>	<b>3,190</b>	<b>3,190</b>	-	
<b>B/C.02</b>	<b>Operating the Network</b>												
B/C.2.001	Carriageway & Footway Maintenance including Cycle Paths	Allows the highway network throughout the county to be maintained. With the significant backlog of works to our highways well documented, this fund is crucial in ensuring that we are able to maintain our transport links.		Ongoing	46,069	-	9,918	9,415	8,912	8,912	8,912	-	H&CI
B/C.2.002	Rights of Way	Allows improvements to our Rights of Way network which provides an important local link in our transport network for communities.		Ongoing	700	-	140	140	140	140	140	-	H&CI

# Appendix A

## Section 4 - B: Economy, Transport and Environment Services

**Table 4: Capital Programme**

**Budget Period: 2018-19 to 2027-28**

Ref	Scheme	Description	Linked Revenue Proposal	Scheme Start	Total Cost £000	Previous Years £000	2018-19 £000	2019-20 £000	2020-21 £000	2021-22 £000	2022-23 £000	Later Years £000	
B/C.2.004	Bridge strengthening	Bridges form a vital part of the transport network. With many structures to maintain across the county it is important that we continue to ensure that the overall transport network can operate and our bridges are maintained.		Ongoing	12,820	-	2,564	2,564	2,564	2,564	2,564	-	H&CI
B/C.2.005	Traffic Signal Replacement	Traffic signals are a vital part of managing traffic throughout the county. Many signals require to be upgraded to help improve traffic flow and ensure that all road users are able to safely use the transport network.		Ongoing	4,250	-	850	850	850	850	850	-	H&CI
B/C.2.006	Smarter Travel Management - Integrated Highways Management Centre	The Integrated Highways Management Centre (IHMC) collects, processes and shares real time travel information to local residents, businesses and communities within Cambridgeshire. In emergency situations the IHMC provides information to ensure that the impact on our transport network is mitigated and managed.		Ongoing	1,000	-	200	200	200	200	200	-	H&CI
B/C.2.007	Smarter Travel Management - Real Time Bus Information	Provision of real time passenger information for the bus network.		Ongoing	825	-	165	165	165	165	165	-	H&CI
	<b>Total - Operating the Network</b>				<b>65,664</b>	<b>-</b>	<b>13,837</b>	<b>13,334</b>	<b>12,831</b>	<b>12,831</b>	<b>12,831</b>	<b>-</b>	
<b>B/C.03</b>	<b>Infrastructure Management &amp; Operations</b>												
B/C.3.001	Highways Maintenance (carriageways only from 2015/16 onwards)	This fund allows the Council to increase its investment in the transport network throughout the county. With the significant backlog of works to our transport network well documented, this fund is crucial in ensuring that we reduce the rate of deterioration of our highways.		Ongoing	83,200	62,932	4,300	4,300	4,300	4,300	3,068	-	H&CI
B/C.3.012	Waste – Household Recycling Centre (HRC) Improvements	To deliver Household Recycling Centre (HRC) improvements by acquiring appropriate sites, gaining planning permission, designing and building new or upgraded facilities. A new facility is proposed in the Greater Cambridge area, a site is required to replace the current facility in March and works are required to maintain/upgrade other HRCs in the network. The programme also includes funds to develop the St Neots HRC reuse facility.		Committed	8,183	455	395	3,357	581	395	3,000	-	H&CI
B/C.3.101	Development of Archives Centre premises	Development of fit for purpose premises for Cambridgeshire Archives, to conserve and make available unique historical records of the county as part of an exciting new cultural heritage centre.		Committed	5,180	2,635	2,545	-	-	-	-	-	H&CI
B/C.3.108	New Community Hub / Library Service Provision Darwin Green	Contribution to the fit -out of new community hub / library facilities in areas of growth in the county.		2018-19	340	-	340	-	-	-	-	-	H&CI
B/C.3.110	Milton Road Library	Fit out costs for the new Milton Road Library		2018-19	123	-	123	-	-	-	-	-	H&CI
B/C.3.111	East Barnwell Library	Fit out costs for East Barnwell Road Library		2018-19	77	-	77	-	-	-	-	-	H&CI



# Appendix A

## Section 4 - B: Economy, Transport and Environment Services

**Table 4: Capital Programme**

Budget Period: 2018-19 to 2027-28

Ref	Scheme	Description	Linked Revenue Proposal	Scheme Start	Total Cost £000	Previous Years £000	2018-19 £000	2019-20 £000	2020-21 £000	2021-22 £000	2022-23 £000	Later Years £000
	<b>Total - Infrastructure Management &amp; Operations</b>				<b>97,103</b>	<b>66,022</b>	<b>7,780</b>	<b>7,657</b>	<b>4,881</b>	<b>4,695</b>	<b>6,068</b>	-
<b>B/C.04</b>	<b>Strategy &amp; Development</b>											
B/C.4.001	Ely Crossing	The project will alleviate traffic congestion on the A142 at the level crossing adjacent to Ely railway station, which will benefit local businesses and residents. The station area is a gateway to the city. Implementation of the bypass option would remove a significant amount of traffic around the station and enhance the gateway area, making the city more attractive to tourists and improve the local environment.		Committed	36,000	34,923	1,077	-	-	-	-	- E&E
B/C.4.006	Guided Busway	Guided Busway construction contract retention payments.		Committed	149,791	145,091	500	3,460	370	370	-	- E&E
B/C.4.017	Cambridge Cycling Infrastructure	Cambridge Cycling Infrastructure		Committed	5,103	3,897	1,206	-	-	-	-	- E&E
B/C.4.021	Abbey - Chesterton Bridge	The Chisolm Trail cycle route scheme is being delivered as part of the City Deal Programme and will link together three centres of employment in the city along a North / South axis, including Addenbrooke's hospital, the CB1 Area and the Science Park. The Abbey - Chesterton Bridge scheme is one element of the trail that is not included within the City Deal scheme.		Committed	4,600	2,677	1,923	-	-	-	-	- E&E
B/C.4.023	King's Dyke	The level crossing at King's Dyke between Whittlesey and Peterborough has long been a problem for people using the A605. The downtime of the barriers at the crossing causes traffic to queue for significant periods of time and this situation will get worse as rail traffic increases along the Ely to Peterborough railway line in the future. The issue is also made worse during the winter months as the B1040 at North Brink often floods, leading to its closure and therefore increasing traffic use of the A605 across King's Dyke.		Committed	13,580	6,917	6,663	-	-	-	-	- E&E
B/C.4.024	Soham Station	Proposed new railway station at Soham to support new housing development.		Committed	6,700	1,241	-	-	-	1,500	2,000	1,959 E&E

# Appendix A

## Section 4 - B: Economy, Transport and Environment Services

**Table 4: Capital Programme**

Budget Period: 2018-19 to 2027-28

Ref	Scheme	Description	Linked Revenue Proposal	Scheme Start	Total Cost £000	Previous Years £000	2018-19 £000	2019-20 £000	2020-21 £000	2021-22 £000	2022-23 £000	Later Years £000	
B/C.4.028	A14	Improvement of the A14 between Cambridge and Huntingdon. This is a scheme led by the Highways Agency but in order to secure delivery a local contribution to the total scheme cost, which is in excess of £1bn, is required. The Council element of this local contribution is £25m and it is proposed that it should be paid in equal instalments over a period of 25 years commencing in 2020.		Committed	25,200	200	-	-	1,000	1,000	1,000	22,000	E&E
B/C.4.029	Energy Efficiency Fund	Establish a funding stream (value £250k per year, for four years) for investment in energy and water efficiency improvement measures in Council buildings.	F/R.5.002	Ongoing	1,000	354	250	250	146	-	-	-	E&E
<b>Total - Strategy &amp; Development</b>					<b>241,974</b>	<b>195,300</b>	<b>11,619</b>	<b>3,710</b>	<b>1,516</b>	<b>2,870</b>	<b>3,000</b>	<b>23,959</b>	
B/C.05	<b>Other Schemes</b>												
B/C.5.002	Investment in Connecting Cambridgeshire	Connecting Cambridgeshire is working to ensure businesses, residents and public services can make the most of opportunities offered by a fast-changing digital world. Led by the Council, this ambitious partnership programme is improving Cambridgeshire's broadband		Committed	36,290	27,290	6,000	3,000	-	-	-	-	E&E
<b>Total - Other Schemes</b>					<b>36,290</b>	<b>27,290</b>	<b>6,000</b>	<b>3,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
B/C.08	<b>Capital Programme Variation</b>												
B/C.6.001	Variation Budget	The Council has decided to include a service allowance for likely Capital Programme slippage, as it can sometimes be difficult to allocate this to individual schemes due to unforeseen circumstances. This budget is continuously under review, taking into account recent trends on slippage on a service by service basis.		Ongoing	-34,643	-	-8,883	-5,951	-4,794	-5,057	-5,092	-4,866	E&E, H&CI
B/C.6.002	Capitalisation of Interest Costs	The capitalisation of borrowing costs helps to better reflect the costs of undertaking a capital project. Although this budget is initially held on a service basis, the funding will ultimately be moved to the appropriate schemes once exact figures have been calculated each year.		Committed	1,228	-	707	292	7	32	101	89	E&E, H&CI
<b>Total - Capital Programme Variation</b>					<b>-33,415</b>	<b>-</b>	<b>-8,176</b>	<b>-5,659</b>	<b>-4,787</b>	<b>-5,025</b>	<b>-4,991</b>	<b>-4,777</b>	
<b>TOTAL BUDGET</b>					<b>423,566</b>	<b>288,612</b>	<b>34,250</b>	<b>25,232</b>	<b>17,631</b>	<b>18,561</b>	<b>20,098</b>	<b>19,182</b>	

## Appendix A

### Section 4 - B: Economy, Transport and Environment Services

**Table 4: Capital Programme**

Budget Period: 2018-19 to 2027-28

Funding	Total Funding £000	Previous Years £000	2018-19 £000	2019-20 £000	2020-21 £000	2021-22 £000	2022-23 £000	Later Years £000
<b>Government Approved Funding</b>								
Department for Transport	204,524	99,958	16,778	16,108	16,686	16,668	16,664	21,662
Specific Grants	38,240	35,288	1,952	-	-	1,000	-	-
<b>Total - Government Approved Funding</b>	<b>242,764</b>	<b>135,246</b>	<b>18,730</b>	<b>16,108</b>	<b>16,686</b>	<b>17,668</b>	<b>16,664</b>	<b>21,662</b>
<b>Locally Generated Funding</b>								
Agreed Developer Contributions	26,701	18,929	4,499	3,273	-	-	-	-
Anticipated Developer Contributions	12,700	400	200	200	200	1,000	1,000	9,700
Prudential Borrowing	110,697	106,688	7,066	5,851	945	-107	2,434	-12,180
Prudential Borrowing (Repayable)	-	1,698	-1,298	-200	-200	-	-	-
Other Contributions	30,704	25,651	5,053	-	-	-	-	-
<b>Total - Locally Generated Funding</b>	<b>180,802</b>	<b>153,366</b>	<b>15,520</b>	<b>9,124</b>	<b>945</b>	<b>893</b>	<b>3,434</b>	<b>-2,480</b>
<b>TOTAL FUNDING</b>	<b>423,566</b>	<b>288,612</b>	<b>34,250</b>	<b>25,232</b>	<b>17,631</b>	<b>18,561</b>	<b>20,098</b>	<b>19,182</b>

# Appendix A

## Section 4 - B: Economy, Transport and Environment Services

**Table 5: Capital Programme - Funding**

Budget Period: 2018-19 to 2027-28

Summary of Schemes by Start Date					Total Funding £000	Grants £000	Develop. Contr. £000	Other Contr. £000	Capital Receipts £000	Prud. Borr. £000	Committee
Ongoing					131,171	81,322	-1,187	-888	-	51,924	
Committed Schemes					291,855	161,442	40,219	31,592	-	58,602	
2018-2019 Starts					540	-	369	-	-	171	
<b>TOTAL BUDGET</b>					<b>423,566</b>	<b>242,764</b>	<b>39,401</b>	<b>30,704</b>	<b>-</b>	<b>110,697</b>	
Ref	Scheme	Linked Revenue Proposal	Net Revenue Impact	Scheme Start	Total Funding £000	Grants £000	Develop. Contr. £000	Other Contr. £000	Capital Receipts £000	Prud. Borr. £000	Committee
<b>B/C.01</b>	<b>Integrated Transport</b>										
B/C.1.002	Air Quality Monitoring			- Ongoing	115	115	-	-	-	-	
B/C.1.009	Major Scheme Development & Delivery			- Ongoing	1,000	1,000	-	-	-	-	
B/C.1.011	Local Infrastructure improvements			- Ongoing	3,410	3,410	-	-	-	-	
B/C.1.012	Safety Schemes			- Ongoing	2,970	2,970	-	-	-	-	H&CI
B/C.1.015	Strategy and Scheme Development work			- Ongoing	1,725	1,725	-	-	-	-	E&E
B/C.1.019	Delivering the Transport Strategy Aims			- Ongoing	6,730	6,730	-	-	-	-	H&CI
	<b>Total - Integrated Transport</b>			-	<b>15,950</b>	<b>15,950</b>	-	-	-	-	
<b>B/C.02</b>	<b>Operating the Network</b>										
B/C.2.001	Carriageway & Footway Maintenance including Cycle Paths			- Ongoing	46,069	46,069	-	-	-	-	H&CI
B/C.2.002	Rights of Way			- Ongoing	700	700	-	-	-	-	H&CI
B/C.2.004	Bridge strengthening			- Ongoing	12,820	12,820	-	-	-	-	H&CI
B/C.2.005	Traffic Signal Replacement			- Ongoing	4,250	4,250	-	-	-	-	H&CI
B/C.2.006	Smarter Travel Management - Integrated Highways Management Centre			- Ongoing	1,000	1,000	-	-	-	-	H&CI
B/C.2.007	Smarter Travel Management - Real Time Bus Information			- Ongoing	825	825	-	-	-	-	H&CI
	<b>Total - Operating the Network</b>			-	<b>65,664</b>	<b>65,664</b>	-	-	-	-	
<b>B/C.03</b>	<b>Infrastructure Management &amp; Operations</b>										
B/C.3.001	Highways Maintenance (carriageways only from 2015/16 onwards)			- Ongoing	83,200	3,639	-	-	-	79,561	H&CI
B/C.3.012	Waste – Household Recycling Centre (HRC) Improvements			- Committed	8,183	-	2,603	-	-	5,580	H&CI
B/C.3.101	Development of Archives Centre premises			- Committed	5,180	-	-	-	-	5,180	H&CI
B/C.3.108	New Community Hub / Library Service Provision Darwin Green			- 2018-19	340	-	299	-	-	41	H&CI
B/C.3.110	Milton Road Library			- 2018-19	123	-	35	-	-	88	H&CI
B/C.3.111	East Barnwell Library			- 2018-19	77	-	35	-	-	42	H&CI
	<b>Total - Infrastructure Management &amp; Operations</b>			-	<b>97,103</b>	<b>3,639</b>	<b>2,972</b>	-	-	<b>90,492</b>	
<b>B/C.04</b>	<b>Strategy &amp; Development</b>										
B/C.4.001	Ely Crossing			- Committed	36,000	22,000	1,000	6,294	-	6,706	E&E
B/C.4.006	Guided Busway			- Committed	149,791	94,667	29,488	9,282	-	16,354	E&E
B/C.4.017	Cambridge Cycling Infrastructure			- Committed	5,103	-	5,103	-	-	-	E&E
B/C.4.021	Abbey - Chesterton Bridge			- Committed	4,600	2,025	2,025	550	-	-	E&E

## Appendix A

### Section 4 - B: Economy, Transport and Environment Services

**Table 5: Capital Programme - Funding**

**Budget Period: 2018-19 to 2027-28**

Ref	Scheme	Linked Revenue Proposal	Net Revenue Impact	Scheme Start	Total Funding £000	Grants £000	Develop. Contr. £000	Other Contr. £000	Capital Receipts £000	Prud. Borr. £000	
B/C.4.023	King's Dyke		-	Committed	13,580	8,000	-	3,500	-	2,080	E&E
B/C.4.024	Soham Station		-	Committed	6,700	1,000	-	741	-	4,959	E&E
B/C.4.028	A14		-	Committed	25,200	25,000	-	200	-	-	E&E
B/C.4.029	Energy Efficiency Fund	F/R.5.002	-550	Ongoing	1,000	-	-	-	-	1,000	E&E
	<b>Total - Strategy &amp; Development</b>		<b>-550</b>		<b>241,974</b>	<b>152,692</b>	<b>37,616</b>	<b>20,567</b>	<b>-</b>	<b>31,099</b>	
<b>B/C.05</b>	<b>Other Schemes</b>										
B/C.5.002	Investment in Connecting Cambridgeshire		-	Committed	36,290	8,750	-	11,025	-	16,515	E&E
	<b>Total - Other Schemes</b>		<b>-</b>		<b>36,290</b>	<b>8,750</b>	<b>-</b>	<b>11,025</b>	<b>-</b>	<b>16,515</b>	
<b>B/C.08</b>	<b>Capital Programme Variation</b>										
B/C.6.001	Variation Budget		-	Ongoing	-34,643	-3,931	-1,187	-888	-	-28,637	E&E, H&CI
B/C.6.002	Capitalisation of Interest Costs		-	Committed	1,228	-	-	-	-	1,228	E&E, H&CI
	<b>Total - Capital Programme Variation</b>		<b>-</b>		<b>-33,415</b>	<b>-3,931</b>	<b>-1,187</b>	<b>-888</b>	<b>-</b>	<b>-27,409</b>	
	<b>TOTAL BUDGET</b>				<b>423,566</b>	<b>242,764</b>	<b>39,401</b>	<b>30,704</b>	<b>-</b>	<b>110,697</b>	



**ANNUAL UPDATE FROM CAMBRIDGESHIRE AND PETERBOROUGH TRADING STANDARDS**

*To:* **Highways and Community Infrastructure Committee**

*Meeting Date:* **12 September 2017**

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

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

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

*Purpose:* **To update the Committee in the form of an annual report on the work being delivered for the County Council by the newly merged Cambridgeshire and Peterborough Trading Standards Service.**

*Recommendation:* **The Committee is invited to comment on any aspect of the service being delivered by the Cambridgeshire and Peterborough Trading Standards on behalf of Cambridgeshire County Council.**

<b><i>Officer contact:</i></b>		<b><i>Member contact:</i></b>	
Name:	<b>Peter Gell</b>	Names:	Cllr Matthew Shuter
Post:	Head of Regulatory Services	Post:	Chair
Email:	<a href="mailto:Peter.gell@peterborough.gov.uk">Peter.gell@peterborough.gov.uk</a>	Email:	<a href="mailto:Matthew.shuter@cambridgeshire.gov.uk">Matthew.shuter@cambridgeshire.gov.uk</a>
Tel:	01733 453419	Tel:	01638 508729

## 1 BACKGROUND

- 1.1 On 1<sup>st</sup> April 2017 Cambridgeshire County Council's Trading Standards Service merged with Peterborough City Council's Trading Standards Service to become 'Cambridgeshire and Peterborough Trading Standards', overseen by Peterborough City Council's Head of Regulatory Services. This followed a unanimous resolution to approve this merger at the January meeting of this Committee.
- 1.2 It has been agreed that Cambridgeshire and Peterborough Trading Standards bring an annual update report to this Committee to keep Members informed of its activities, and to provide the opportunity for Members to steer priorities and direction of the service within Cambridgeshire. **Appendix 1** lists the statutes for which the service is responsible and **Appendix 2** is the annual report.

## 2 MERGER UPDATE

- 2.1 The implementation of the shared Trading Standards service has been swift, with Cambridgeshire County Council staff TUPE transferred to Peterborough City Council and the newly merged management team now working across Cambridgeshire and Peterborough teams to deliver the statutory function. Monthly tactical tasking meetings are taking place, directing resources at problem areas and looking at Intelligence from across both authority areas. A joint Service Plan has been produced and joint statutory Food and Feed plans have been agreed; subscription costs have been halved, and officers from both office bases have been providing much needed resilience for larger operations.
- 2.2 Whilst the benefits and opportunities have been maximised through this arrangement, the service provided to residents and local businesses has remained unaltered, with Cambridgeshire officers continuing to be based in Cambourne, serving the needs of Cambridgeshire residents and businesses.
- 2.3 The Shared Service is overseen by an Officer Panel, with Cambridgeshire County Council represented by the Interim Director of Infrastructure Management and Operations. At the first Panel meeting in June the draft Service Plan was approved. This is now published on the Council's webpages [www.cambridgeshire.gov.uk/trading](http://www.cambridgeshire.gov.uk/trading).
- 2.4 For many years Cambridgeshire Trading Standards had been a leading authority in terms of positive regulation and cutting red tape, which was recognised previously by the award of Beacon status. The newly merged service is committed to continuing to champion this approach, working to help businesses get things right first time, rather than dealing with compliance issues further down the line, recognising that this approach supports growth and commercial decision making. In contrast the Service takes a hard line approach to deliberate or reckless breaches of the law in order to maintain a level playing field for legitimate businesses and protect local consumers.
- 2.5 The Service recognises the importance of partnership working to maximise the Service's impact. Many of the matters Trading Standards investigate are complex in nature, cutting across service and geographical boundaries. The Service is part of a strong East of England Trading Standards Authorities Group, which is represented on the board of National Trading Standards. The Service has been shortlisted for its impact locally,



regionally and nationally in the Association for Performance Service Excellence Awards, this being one of two shortlisted submissions this year.

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

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

Sections 1-3 of the annual report highlight the importance of this work to the local economy.

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

Section 4 of the annual report highlights the importance of this work in protecting people's health and safety.

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

Sections 5 and 6 of the annual report highlight the important of this work in supporting and protecting vulnerable people.

### **4 SIGNIFICANT IMPLICATIONS**

#### **4.1 Resource Implications**

The annual report highlights future service demand pressures, however the 2017/2018 budget will cover service delivery costs during this period.

#### **4.2 Procurement/Contractual/Council Contract Procedure Rules Implications**

There are no significant implications within this category. Contractual implications were considered before the implementation of the Shared Service. The annual report does not result in any new implications.

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

There are no significant implications within this category. Legal implications and risks were considered before the implementation of the Shared Service. The annual report does not result in any new implications.

#### **4.4 Equality and Diversity Implications**

There are no significant implications within this category.

#### **4.5 Engagement and Communications Implications**

There are no significant implications within this category.

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

There are no significant implications within this category.

#### **4.7 Public Health Implications**

There are no significant implications within this category.

<b>Implications</b>	<b>Officer Clearance</b>
<b>Have the resource implications been cleared by Finance?</b>	Yes Name of Officer: Sarah Heywood
<b>Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by Finance?</b>	No N/A Name of Officer:
<b>Has the impact on statutory, legal and risk implications been cleared by LGSS Law?</b>	Yes Name of Officer: Fiona McMillan
<b>Have the equality and diversity implications been cleared by your Service Contact?</b>	No N/A Name of Officer:

<b>Have any engagement and communication implications been cleared by Communications?</b>	Yes Name of Officer: Eleanor Bell
<b>Have any localism and Local Member involvement issues been cleared by your Service Contact?</b>	No N/A Name of Officer:
<b>Have any Public Health implications been cleared by Public Health</b>	Yes Name of Officer: Tess Campbell

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

**Statutes for which Trading Standards has a duty to enforce**

- Accommodation Agencies Act 1953
- Administration of Justice Act 1970 as amended
- Agricultural Produce (Grading and Marking) Acts 1928-1931
- Agriculture Act 1970
- Animal By Products (Enforcement)(England) Regulations 2013
- Animal Feed (Composition, Marketing and Use) (England) Regulations 2015
- Animal Feed (Hygiene, Sampling etc. and Enforcement)(England) Regulations 2015
- Animal Health Acts 1981 & 2002
- Animal Health and Welfare Act 1984
- Animal Welfare Act 2006
- Anti-Social Behaviour Act 2003 S54 & 54A
- Avian Influenza (Preventive Measures) (England) Regulations 2006
- Avian Influenza (Vaccination) (England) Regulations 2008
- Beef and Veal Labelling Regulations 2010
- Biofuel (Labelling) Regulations 2004
- Bluetongue Regulations 2008
- Bovine Products (Restrictions on Placing on the Market) (England) (No2) Regulations 2005
- Building Regulations 2010
- Business Protection from Misleading Marketing Regulations 2008
- Cancer Act 1939
- Care Act 2014
- The Cat and Dog Fur (Control of Import, Export and Placing on the Market) Regulations 2008 (as amended 2009)
- Cattle Identification Regulations 2007
- Children and Young Persons Act 1933 as amended by the Protection of Children (Tobacco) Act 1986 and the Children and Young Persons (Protection from Tobacco) Act 1991
- Clean Air Act 1993
- Companies Act 1985 & 2006
- Construction Products Regulations 2013
- Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013
- Consumer Credit Act 1974 & 2006
- Consumer Protection Act 1987
- Consumer Protection from Unfair Trading Regulations 2008
- Consumer Rights Act 2015
- Consumers, Estate Agents and Redress Act 2007
- Contaminants in Food (England) Regulations 2013
- Copyright, Designs and Patents Act 1988
- Cosmetic Products Enforcement Regulations 2013
- Courts and Legal Services Act 1990
- Criminal Justice & Police Act 2001
- Criminal Justice Act 1996 as amended by the Offensive Weapons Act 1997

- Criminal Justice and Public Order Act 1994 – S. 165 – Copyright and Counterfeiting
- Dangerous Substances and Explosives Atmospheres Regulations 2002
- Diseases of Swine Regulations 2014
- Drinking Milk (England) Regulations 2008
- EC Fertilisers (England and Wales) Regulations 2006
- The Ecodesign for Energy-Using Products Regulations 2007
- E-Commerce Regulations 2002
- Education Reform Act 1988
- Eggs and Chicks (England) Regulations 2009
- Electromagnetic Compatibility Regulations 2006
- Energy Act 1976
- Energy Conservation Act 1981
- The Energy Information Regulations 2011
- Energy Performance of Buildings (England & Wales) Regulations 2012
- Enterprise Act 2002
- Environmental Protection Act 1990
- Estate Agents Act 1979
- European Communities Act 1972
- Explosives Acts 1875 and 1923
- The Explosives Regulations 2014
- Farm and Garden Chemicals Act 1967
- Financial Services Act 2012
- Financial Services and Markets Act 2000
- Fire Safety and Safety of Places of Sport Act 1987
- Fireworks Act 2003
- Food and Environment Protection Act 1985
- Food Information Regulations 2014
- Food Safety Act 1990
- Food Safety and Hygiene (England) Regulations 2013
- Foot and Mouth Disease (Control of Vaccination) (England) Regulations 2011
- Forgery and Counterfeiting Act 1981
- Fraud Act 2006
- General Product (Safety) Regulations 2005
- Hallmarking Act 1973 (As Amended)
- Health and Safety at Work etc., Act 1974 S.19, 20, 38 and 39
- Horse Passports Regulations 2009
- Intellectual Property Act 2014
- Intoxicating Substances (Supply) Act 1985
- Licensing Act 2003
- London Olympic Games and Paralympic Games Act 2006
- Malicious Communications Act 1988
- Materials and Articles in Contact with Food (England) Regulations 2012
- Measuring Instruments (Automatic Catchweighers) Regulations 2006
- The Measuring Instruments (Automatic Discontinuous Totalisers) Regulations 2006
- Measuring Instruments (Automatic Gravimetric Filling Instruments) Regulations 2006
- Measuring Instruments (Automatic Rail-weighbridges) Regulations 2006

- Measuring Instruments (Beltweighers) Regulations 2006
- Measuring Instruments (Capacity Serving Measures) Regulations 2006
- Measuring Instruments (Cold-water Meters) Regulations 2006
- Measuring Instruments (EEC Requirements) Regulations 1988
- Measuring Instruments (Liquid Fuel and Lubricants) Regulations 2006
- Measuring Instruments (Liquid Fuel delivered from Road Tankers) Regulations 2006
- Measuring Instruments (Material Measures of Length) Regulations 2006
- Measuring Instruments (Non-Prescribed Instruments) Regulations 2006
- Medical Devices Regulations 2002
- Medicines Act 1968
- Money Laundering Regulations 2007
- Motor Vehicles (Safety of Equipment for Children) Act 1991
- Motorcycle Noise Act 1987
- Non-Automatic Weighing Instruments Regulations 2000
- Official Controls (Animals, Feed and Food) (England) Regulations 2009
- Olive Oil (Marketing Standards) Regulations 2014
- Olympic Symbol etc (Protection) Act 1995
- Organic Products Regulations 2009
- Package Travel, Package Holidays etc Regulations 1992
- Packaging (Essential Requirements) Regs 2003
- Performing Animals (Regulation) Act 1925
- The Petroleum (Consolidation) Regulations 2014
- Plant Protection Products (Sustainable Use) Regulations 2012
- Plant Protection Products Regulations 2011
- Pressure Equipment Regulations 1999
- Prices Acts 1974 and 1975
- Proceeds of Crime Act 2002
- Products of Animal Origin (Disease Control) (England) Regulations 2008
- Protection from Harassment Act 1997
- The Psychoactive Substances Act 2016
- Public Health Act 1961
- Quick Frozen Foodstuffs (England) Regulations 2007
- Radio Equipment and Telecommunications Terminal Equipment Regulations 2000
- REACH Enforcement Regulations 2008
- Recreational Craft Regs 2004
- Registered Designs Act 1949
- Registration of Establishments (Laying Hens) (England) Regulations 2003
- Regulatory Reform (Fire Safety) Order 2005
- Road Traffic (Consequential Provisions) Act 1988
- Road Traffic (Foreign Vehicles) Act 1972
- Road Traffic Acts 1988 and 1991
- Road Traffic Offenders Act 1988
- Road Traffic Regulation Act 1984
- Safety of Sports Grounds Act 1975
- The Scotch Whisky Regulations 2009
- Simple Pressure Vessels (Safety) Regulations 1991
- Solicitors Act 1974

- Spirit Drinks Regulations 2008
- Spreadable Fats (Marketing standards) and Milk and Milk Products (Protection of designations) (England) Regulations 2008
- Supply of Machinery (Safety) Regulations 2008
- Swine Vesicular Disease Regulations 2009
- Telecommunications Act 1984 (As Amended)
- Thefts Acts 1968 and 1978 and Theft (Amendment) Act 1996
- Timeshare Act 1992
- Tobacco Advertising & Promotion Act 2002
- Trade Descriptions Act 1968
- Trade in Animals and Related Products Regulations 2011
- Trade Marks Act 1994
- Transmissible Spongiform Encephalopathies (England) Regulations 2010
- Unsolicited Goods and Services Acts 1971 and 1975
- Vehicles (Crime) Act 2001
- Veterinary Medicines Regulations 2013
- Video Recordings Acts 1984, 1993 and 2010
- Weights and Measures (Packaged Goods) Regulations 2006
- Weights and Measures Acts 1976 and 1985
- Welfare of Farmed Animals (England) Regulations 2007
- The Wine Regulations 2011
- Zoonoses (Monitoring) (England) Regulations 2007



**Appendix 2**

**Trading Standards Annual Report  
2016-2017**

**1. COMPLIANCE ADVICE TO BUSINESSES**

- 1.1 The Service is one of the national leads for the provision of Primary Authority business advice. Primary Authority business advice partnerships allow the service to establish a long term advisory relationship with a business whereby, for an annual fee, a business can seek 'assured' advice on any aspect of Trading Standards legislation from importing goods, labelling goods, product safety, trade mark protection etc, with the confidence that their practices cannot be challenged by another authority if they are acting on advice given by the Service. This business does not have to be based in the same county as the authority.
- 1.2 The Primary Authority principle goes beyond Trading Standards, and is something that can be offered by all local authority regulators. To date, Cambridgeshire's Trading Standards Service has worked in conjunction with South Cambs Environmental Health and the Fire Service to provide a joined up service for customers. However, amendments to the national scheme from October require the regulatory advice 'package' to be provided by a single authority where possible, rather than disparate regulators. This will see the Service come together with Peterborough City Council Environmental Health, Health and Safety and Fire to provide a one-stop-shop for business customers.
- 1.3 The work is charged on a cost-recovery basis, generating £77,000 in income in the last financial year. This currently funds 1.5 FTE staff, with these posts dedicated to the provision of Primary Authority business advice. In addition, the Service offers ad-hoc business advice to any business in Cambridgeshire that requests it, charged on a cost-recovery basis. This generated £8K in the last financial year.
- 1.4 87 partnerships are in place with Cambridgeshire and Peterborough Trading Standards, including Aldi and Del Monte (see full list in Appendix 2), as well as co-ordinated partnerships with the major Trade Associations British Frozen Food Federation and Construction Productions Association, which cascade advice to its members. This benefits local businesses as well as consumers by making sure the major businesses are complying with their legal obligations, ensuring a level playing field for smaller enterprises and widespread consumer protection. This year the Service will be identifying potential new Primary Authority partners based in Peterborough, as well as exploring the opportunities for providing bespoke bolt-on training packages to existing partners.
- 1.5 Challenges for us going forward are:
  - how the Service can support the Local Enterprise Partnerships in line with the 'Better Regulation for All' agenda
  - how the Service can effectively engage with local business representatives to stay in touch with issues affecting business locally
  - how the Service can target advice services at new start-up businesses



## **2 PROTECTING THE RURAL ECONOMY FROM ANIMAL DISEASE OUTBREAKS**

- 2.1 Foot and Mouth disease highlighted the tremendous importance of this work to the rural economy, rural communities and to the British economy as a whole. It brought about major changes in the way this field is regulated, requiring animal identification and movement records for all livestock so that diseases could be traced. This increased regulation was funded for several years after the disease, but now funding has ceased. In response the Service had to dramatically reduce the number of inspections it carried out, and currently visits only high risk and new premises. 12 high risk premises have been identified for inspection this year.
- 2.2 In the case of an animal disease outbreak, Trading Standards is a primary responder, vital in supporting government bodies to trace, contain and eradicate the disease at a local level. As a result, in conjunction with the County Council's Emergency Planning Team, it has issued an animal disease contingency plan, directing the actions of the authority in the case of such a disease outbreak.

A major project was initiated to tackle the escalating number of illegally imported pets entering the country from Eastern Europe without effective Rabies vaccinations.

A four pronged approach was used;

- delivering a major educational campaign for veterinary practices advising them of how to detect suspicious imports and how to report concerns to Trading Standards
- an educational campaign targeting those from Eastern Europe informing them of the requirements if they wished to bring pets into the country
- hard line enforcement for those illegally importing animals in mass numbers in contravention to the legislation
- and finally escalating the issue to the National Trading Standards Animal Health Panel who in turn lobbied national government to bring about consistency in the vaccination 'stand-still' requirements between different manufacturers of the vaccine, to which Government effectively responded.

Before the campaign in a 24 month period, 33 animals were found to have been imported without an effective Rabies vaccination in Cambridgeshire and Peterborough. As a result of the campaign, in the subsequent 12 month period there were just 4 instances, and to date there has only been one instance in 2017. Such was the success of this work, Cambridgeshire and Peterborough Trading Standards have been shortlisted for an 'Association for Public Service Excellence' award.

- 2.3 The Service also plays a vital role in upholding livestock welfare in the county, checking the conditions they are kept in, the suitability and condition of their feed, that medical attention is sought in the case of illness and injury, the

## APPENDIX 2

conditions of their transportation and condition at the time of slaughter. Two prosecutions were brought last year, with many more interventions on farms and small holdings, ensuring that the basic needs of these animals are met. The welfare of the animals is checked at the same time as the disease control inspections at high risk premises, but additionally inspections take place as a result of Intelligence passed to us by other agencies or members of the public, to which officers aim to respond within 24 hours.

In 2016 the Service brought a successful prosecution against a Mr Walker for breaches of the Animal Welfare Act and the Animal By-Products Order. On 6 separate occasions, despite comprehensive advice and guidance from officers, he failed to shear his sheep, provide water to his livestock and a large proportion of them died, their carcasses left to rot in the field. He was served notices under both pieces of legislation with which he failed to comply. He was given a 24 month Community Order with 25 days rehabilitation requirement, 120 hours unpaid work and an order to pay £5000 costs.

### 3 UPHOLDING FAIR TRADING

- 3.1 The Service utilises intelligence to direct its activities in this field. It considers every allegation received as part of a referral for action, and in the majority of cases provides compliance advice to the business concerned. In the minority of cases, where the law has been deliberately flouted or they have shown recklessness in their compliance, it is likely to invoke one of its enforcement sanctions.
- 3.2 It also uses intelligence to identify the sectors or issues that are causing the greatest problems for consumers, and looks to tackle these issues locally. To this end, the Service has commenced a project to tackle the high number of complaints received from consumers about second hand car dealers, advising the businesses of their legal obligations and carrying out spot checks to check compliance. A large number of the issues relate to restrictive statements such as 'sold as seen' and failing to honour warranties.

Following intervention by Trading Standards a consumer received £1,000 back from a business who had mislead him regarding the cost of solar panels and the degree to which they could be offset by a Government grant.

- 3.3 For many years the Service has been proactively tackling counterfeiting issues at Bourn Bank Holiday markets as these crimes have a direct impact on legitimate Cambridgeshire retailers. In the past 12 months, the Service:
- had forfeited by the Courts £4,715.90 in cash seized from illegal traders
  - had 5 confiscation orders - total criminal benefit of £341,021
  - convicted 4 individuals for counterfeit goods; 3 at Bourn Market and 1 for counterfeit cigarettes in Wisbech.
- 3.4 However, counterfeiting on markets continues and is evolving with much of it now perpetrated by organised crime groups that operate across the country,

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selling at all known markets. Cambridgeshire Trading Standards brought this to the attention of the National Trading Standards Service, and as a result work is now underway with the National Markets Group, changing the focus to the market organisers, assisting them in cleaning up their markets. There have already been successes in Bristol and Lincolnshire. Successive enforcement operations at the Bourn markets have kept issues to a minimum, aided by the fact that they are only held on Bank Holidays, not on a weekly basis as in other locations.

### 3.5 Challenges going forward:

- Crimes are increasingly digitally enabled. An individual operating from a single computer can have a far reaching impact, crossing numerous borders and jurisdictions, and yet can be virtually impossible to detect.
- Should proactive enforcement be left to the Intellectual Property owners to pursue civilly in the courts, with the Service only responding to complaints where there are safety issues?

Following his conviction for importing and selling counterfeit and bootleg vinyl on Cambridge market and eBay, Kevan Murphy received an 8 months suspended sentence. The Court also granted a £50K confiscation order which he has paid. The damage caused to legitimate businesses by such crimes cannot be understated.

## 4 ENFORCEMENT AND PUBLIC SAFETY

- 4.1 **Illicit tobacco:** Over the past 2 years, the service has looked to tackle the issue of illicit tobacco – a particular issue in the north of the county – using funding provided by Public Health. Aside from the lack of tax paid on the items, the cigarettes and tobacco do not have the health warnings in English and the cigarettes pose the risk of fire due to the absence of an automatic ‘cut out’ which means cigarettes will continue to smoulder if dropped.

Between January and March 2017 the service carried out multi-agency raids, with a total of 70,420 cigarettes and 9.280kg of hand rolling tobacco seized from 6 shops. Trained tobacco detection dogs were used to find concealments including remote control floor hides which elevate out of the floor, a hide behind a live electrical consumer unit and another behind a false gas boiler. A programme of formal interviews under caution is underway with owners and employees of these premises, with investigations continuing. Licence reviews have been instigated where the shop was licenced to sell alcohol, and at the time of writing, one licence has been revoked.

- 4.2 This year the service will also be delivering a ‘vaping’ project as this market has now been regulated. These regulations concern age restrictions and vaping liquid controls. The project will update shopkeepers on the requirements of these regulations, offer advice to owners on the age restrictions and ensure liquids are compliant through testing, thereby helping to ensure these products

do not get into the hands of young people, and that the products are safe for use.

- 4.3 **Food and feed safety:** The service helps to protect the integrity of the food chain; from ensuring farm animals are fed safe and appropriate feed and that medicines unsafe for ultimate human consumption are not administered too close to the animal's slaughter, to ensuring meat is accurately labelled and that only animals of a certain age enter the human food chain. The work is very high profile, addressing issues such as BSE, the horse meat scandal and potentially fatal allergens in food.
- 4.4 In addition it upholds food safety standards, ensuring foods are accurately labelled and described, that banned or restricted ingredients have not been used, that allergen information is provided and food is of the quality demanded by the consumer. This work helps to maintain consumer confidence in UK food products and is delivered by way of inspections and sampling. Staffing resources limit the service to only inspecting premises deemed to be high risk, e.g. those that produce food in mass quantities carrying the potential for widespread harm, or those where there have been compliance issues previously.
- 4.5 The service is also funded by the Food Standards Agency (FSA) to deliver a specific food sampling programme each year. Last year it focused on prohibited and restricted food colourings used in Asian foods. This year the focus is on the quality of meat at independent butchers, local food/farmers markets and health claims on food supplements. Where issues are found, officers will work with the businesses to bring them into compliance, and results will be fed back centrally to the FSA to enable them to carry out national analysis.

In January 2017 the service carried out a project looking at newly controlled food colours in takeaway foods. 10 samples were taken and sent to the Public Analyst for testing. All samples were reported as unsatisfactory and follow-up action was taken to advise the businesses on how they must comply with legislation. This was found to be a national problem. Our findings were publicised to raise awareness of the issue and guidance was circulated to businesses and shared with Environmental Health colleagues within the districts.

- 4.6 **Product safety:** Again this is a high profile area of work as highlighted by the recent issues with hover boards, Hotpoint tumble driers, and more recently the fire at Grenfell. It is of vital importance to consumer confidence. Small amounts of funding are available to services within each region to participate in national safety projects. This year's projects are yet to be announced, but in addition, within Cambridgeshire and Peterborough, the service plans to deliver a project examining the safety of white goods being sold at second hand shops in light of recent issues.
- 4.7 The service also receives a large number of safety complaints each year, 84 in 2016-17, each of which is considered. In many cases business advice will suffice in the first instance, but in some cases a criminal investigation is necessary, with a wide range of enforcement measures at officer's disposal

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including the seizing of goods, suspension from sale pending testing, issuing a recall and/or prosecution. Where allegations have had an impact on Cambridgeshire and Peterborough consumers, but the business is outside our jurisdiction, officers will notify the local Trading Standards Service of the complaint and send a warning letter to the businesses, with the local Trading Standards carrying out any follow up work.

### 4.8 Challenges going forward:

- Effective sampling and testing is expensive, so one of the challenges is how the service makes an impact in this area with such limited resources
- A challenge to the profession as a whole is the number of imported goods being sold online which have not met requisite safety requirements for the UK market
- The product safety regulatory landscape in which Trading Standards has to operate has a number of weaknesses.

In May 2017 the service successfully convicted Gareth Redford, described by the Judge as a 'classic cowboy plumber'. He was sentenced to 16 months in prison having left a number of boilers in an unsafe condition.

In 2017 the service became aware of a toy importer who was selling products on online marketplaces. Test purchases were carried out and testing has found that they failed to meet British Safety Standards. The investigation is ongoing at this time.

4.8 **Explosives safety:** The service inspects every premises that store fireworks within Cambridgeshire and Peterborough annually, ensuring that customers, staff and surrounding residents and premises are safe. The harm that can ensue was illustrated by the devastating fire at the firework factory in Southampton in May 2016. Excessive numbers of explosives, inadequate or unsuitable storage, banned fireworks and a lack of knowledge about their safety are common problems. This is often down to lack of training for these seasonal products.

4.9 **Petroleum site safety:** The service has a statutory obligation to inspect all new petroleum sites for the purpose of licensing them, and thereafter it inspects at regular intervals or by exception such as when there has been an alteration at the premises. The work not only ensures the tanks are sufficient to keep the public and surrounding premises safe from harm, but also ensures that there are no environmental risks resulting from petrol seepage into the ground and surrounding waterways. There has been a large demand for inspections of new and modified tanks in the first quarter of this financial year.

July 2017: During a recent inspection of a local petrol filling station with a throughput of approximately 350,000 litres a week, approximately 400 litres of petrol was found in one of the tank top manholes. The site was

redeveloped 4 years ago and has double containment on all pipework and tanks as it is sited on protected ground water and has a brook running through it. After further investigation and testing, it was found that all 5 remote filling points or offset fills had failed tests on the primary or inner pipe of a twin wall pipe system. Fortunately no product was released to ground due to the secondary containment. Four weeks on, all 5 offsets and associated pipework have been replaced, tested and certified.

### 5. TACKLING ROGUE TRADERS AND FRAUD

- 5.1 One of the service's major priorities is tackling rogue traders, and rather than simply responding to complaints, it actively traces victims in order to effectively map the web of deception which usually crosses multiple counties, and unearth the complex networks within which the organised crime groups operate. Cambridgeshire and Peterborough Trading Standards have seen a large increase in rogue trader reports in the first quarter having received 34 reports, compared to 51 for the whole of 2016-17.
- 5.2 Typically rogue traders target an elderly person, offering gardening services or some other menial home maintenance service to win the person's trust. Once they have secured it, they invariably identify much larger projects that need carrying out urgently, such as a roof replacement or the tarmacking of a driveway, or persuade them to pay for further work. They then go on to charge tens of thousands of pounds for these projects. The service always engages the services of professional surveyors before pursuing a case, and the work is invariably found to be substandard, unsafe or in some cases non-existent.

Mrs K

Trading Standards are currently working to trace payments in excess of £100k that an elderly lady had made to rogue traders in Cambridgeshire. When officers came across her the rogues were trying to persuade her to sign her house over to them, under the guise that she was selling some land she thought she owned under an investment scam. We are now working closely with Social Services to provide some support for her going forward and Cambs Police to support their investigation.

Mr M

The service is also currently tracing payments in excess of £60k made by an elderly Cambridgeshire gentleman to rogue traders. Over a period of 2 years he was called on by a rogue trader several times, claiming further works needed doing to his roof. The value of the work done has been estimated to be in the region of £5,600 by our independent surveyor. A money laundering investigation is also being carried out by our Financial Investigator involving identification of the trader's bank account enabling the tracing of further victims.

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- 5.3 The impact on the lives of the victims can be catastrophic, with a person defrauded in their own home 2.5 times more likely to either die or go into residential care within a year. As a result, future safeguarding is an important element of this work, referring victims to Social Services for assessments under the Care Act where there is a possibility that more support can be provided to them at home.
- 5.4 The Service also considers what further protection it can provide, frequently installing surveillance cameras to deter further rogue traders, and gather evidence against those who persist; organising True Call to reduce scam callers; putting blocks on their property at the Land Registry to prevent the inadvertent/ill-advised signing over of their homes to the rogue traders; and putting protective measures on their bank accounts so that bank staff are alerted if they try to withdraw a large amount of cash. Over the years the service has established banking protocols with the major banks and building societies locally, under which they notify Trading Standards and the Police if an elderly or vulnerable customer tries to withdraw large sums of cash for home improvement work. It has proved tremendously successful in triggering rapid intervention, preventing money from being paid over to the rogue traders. Last year alone the service prevented over £20,000 from being handed over.
- 5.5 Challenges going forward:
- Increasing numbers of reported crimes, coupled with an ageing population, poses future challenges in terms of resourcing this work
  - Increasing numbers of organised crime groups are perpetrating these crimes, becoming more sophisticated in their operations
  - Ensuring effective partnership response to protect vulnerable adults.

## **6 RECOVERING THE PROCEEDS OF CRIME**

- 6.1 The Proceeds of Crime Act (POCA) allows the authority to seek to recover the proceeds of crime from those convicted of 'acquisitive' crimes. POCA powers may be used to gain access to all the defendant's bank accounts and enable the tracing of assets. Criminal lifestyle cases permit a financial trawl through the last six years of a defendant's financial history where the onus is on them to account for its legitimacy. Property and other assets can be frozen to prevent their dissipation. The court may order that any confiscation orders granted be paid to the victims of crime in the form of compensation. As part of the Home Office Asset Recovery Incentivisation scheme (ARIS), Trading Standards may receive up to 37.5% share of proceeds of crime recovered (the Service is required to re-invest this money in further crime prevention or disruption strategies). In the last 2 years, the service has received £159,563 in ARIS monies. The Financial Investigator post is funded from some of these monies.
- 6.2 This acts as a tremendous deterrent to criminals, with many of them being part of organised crime gangs generating and laundering vast amounts of money. Furthermore, the ability to trace monies through bank accounts allows the authority to identify further victims of these rogue traders, enabling officers to make contact with them, put provisions in place to protect them in the future, and compile stronger cases due to the weight of evidence obtained.

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- 6.3 The service's Financial Investigator resource has been utilised by other County Council services, as well as the District Councils. In particular he has supported enforcement activities by the County Council's Strategic Planning team in relation to illegal landfill, and is also providing support to several of the District Council housing and benefits teams regarding fraud. Last year the service generated a small surplus of funds through its financial investigations, so this year it will be identifying how that money might be invested in further rogue trader prevention within Cambridgeshire with a view to providing further protection for elderly and vulnerable residents.

- In May last year, the Financial Investigator made three cash seizures at Bourn market amounting to £4,715.90 which have subsequently been made subject to forfeiture orders by the Courts. In addition, a further market trader was convicted leading to a confiscation order of £21,859.00
- Two further confiscation orders were made against 2 sellers of illicit tobacco, with a criminal benefit assessed at over £67,000.00 and two restraint orders were applied for and granted, preventing the disposal of assets by criminals before trial.
- £26,000.00 was received through the asset recovery incentivisation scheme in 16/17.
- The Financial Investigator also works collaboratively with Asset Confiscation Enforcement (ACE) Team which was established and funded by the Government to recover unsatisfied confiscation orders. The ACE team have recently recovered a further £88,000.00 on a case investigated by our Financial Investigator. The case related to a Thurrock prosecution, for which the service provided financial investigation assistance. As a result the service will be entitled to an 18.75% share of the recovered money.

## 7 PERFORMANCE

### 7.1 Performance against target response times

Details	Target/Response	Qtr. 1	
Request for information under the Freedom of Information Act	20 business days	1 received, 1 answered	100%
Service Requests	First response within 5 business days	157 of 172	91%
Safety complaints involving serious injury or damage	First response within 24hrs from notification received and acknowledged by PCC.	0 *	100%
Ongoing Doorstep crime	First response within 24hrs from notification received and acknowledged by PCC.	3 *	100%
Livestock welfare issue	First response within 24hrs from notification received and acknowledged by PCC.	9 *	100%
Illegal landing	First response within 24hrs from notification received and acknowledged by PCC.	1*	100%

\* denotes that we have only included figures where, by our own protocols, we are required to provide a 1 day response due to the severity of the issue



## 7.2 Performance against benchmarks

### 7.2.1 Rogue trading

Number of rogue trader reports/enquiries received and responded to in Cambridgeshire, e.g. installation of memo cam, investigation, prosecution, referral, disruption of criminal activity:

	2014/15	2015/16	2016/17	2017/18 Qtr 1	2017/18 Qtr 2	2017/18 Qtr 3	2017/18 Total
Consumer complaints/reports responded to	42	19	14	24			
Business complaints/requests for service responded to	43	36	37	10			

Number of rogue trader early interventions leading to a reduction in the amount of money lost by the consumer:

2014/15	2015/16	2016/17	2017/18 Qtr 1	2017/18 Qtr 2	2017/18 Qtr 3	2017/18 Year end
18	9	7 (to date)	5			

### 7.2.2 **Investigations**

Number of prosecutions cases opened:

	2014/15	2015/16	2016/17	2017/18 Qtr 1	2017/18 Qtr 2	2017/18 Qtr 3	2017/18 Year end
Cambs	27	32	36	0			
Peterborough	13	17	12	2			
Ratio	27:13	32:17	3:1				

## 8 BUDGET

The Shared Trading Standards Service budget for 2017/2018 is £999,530. This amount is made up of the following contributions:

Cambridgeshire County Council £703,511  
Peterborough City Council £296,019

The budget is proportionate to the previous resourcing costs of the respective authorities.



**FINANCE AND PERFORMANCE REPORT – JULY 2017**

*To:* **Highways and Community Infrastructure Committee**

*Meeting Date:* **12th September 2017**

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

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

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

*Purpose:* **To present to Highways and Community Infrastructure Committee the July 2017 Finance and Performance report for Economy, Transport and Environment (ETE).**

**The report is presented to provide Committee with an opportunity to comment on the projected financial and performance outturn position as at the end of July 2017.**

*Recommendations:* **The Committee is asked to:-**

- **review, note and comment on the report.**

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## 1. BACKGROUND

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

## 2. MAIN ISSUES

- 2.1 The report attached as **Appendix A** is the ETE Finance and Performance report for May 2017.
- 2.2 **Revenue:** There is an estimated overspend on the Waste PFI budget of £1m, mainly due to the budget not reflecting current levels of Mechanical Biological Treatment (MBT) performance and levels of Third Party Income. This forecast assumes the same level of performance as last year but if performance improves the forecast will reduce and if performance worsens the forecast will worsen. Within this underlying pressure of £1m some savings are being made related to street sweepings disposal and reductions in the cost of plastic removed from the MBT plant.

A number of underspends have been identified across ETE which can be used to offset the pressure in-year. Within H&CI Committee, these are Traffic Signals, Street-lighting, Highways Income and City Centre Access camera. Within E&E Committee, Concessionary Fares is forecasting to underspend by £400K.

The forecast bottom line position across ETE is a £177K overspend.

- 2.3 **Capital:** A pressure on the Archives Centre is emerging and being quantified and a separate report will go to Commercial and Investment Committee and will be reported in future Finance & Performance Reports.
- 2.4 **Performance:** H&CI Committee has nine **performance indicators** reported to it in 2017-18. Of these nine, two are currently red, two are amber, and five are green. The indicators that are currently and are forecast as red at year-end are:
  - Classified road condition – gap between Fenland and the other areas of the County.
  - Killed or seriously injured casualties – 12 month rolling total
- 2.9 At year-end, the current forecast is that two will be red, three will be amber, and four green.

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

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

There are no significant implications for this priority.

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

There are no significant implications for this priority.

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

There are no significant implications for this priority.

### **4. SIGNIFICANT IMPLICATIONS**

#### **4.1**

- Resource Implications –The resource implications are contained within the main body of this report.
- Statutory, Legal and Risk – There are no significant implications within this category.
- Equality and Diversity – There are no significant implications within this category.
- Engagement and Communications – There are no significant implications within this category.
- Localism and Local Member Involvement – There are no significant implications within this category.
- Public Health – There are no significant implications within this category.

<b>Source Documents</b>	<b>Location</b>
There are no source documents for this report	.



**Economy, Transport & Environment Services****Finance and Performance Report – July 2017 for Highways & Community Infrastructure Committee****1. SUMMARY****1.1 Finance**

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

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

Monthly Indicators	Red	Amber	Green	Total
Current status this month	2	2	5	9
Year-end prediction (for 2017/18)	2	3	4	9

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

Forecast Variance - Outturn (Previous Month) £000	Directorate	Current Budget for 2017/18 £000	Current Variance £000	Current Variance %	Forecast Variance - Outturn (July) £000	Forecast Variance - Outturn (July) %
0	Executive Director	227	12	5	0	0
+541	Infrastructure Management & Operations	58,067	-1,343	-10	+554	1
-425	Strategy & Development	12,063	-170	-5	-376	-3
0	External Grants	-31,973	17	0	0	0
<b>+116</b>	<b>Total</b>	<b>38,384</b>	<b>-1,484</b>	<b>-9</b>	<b>+177</b>	<b>0</b>

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

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

**2.2 Significant Issues**

Waste PFI Contract

We are currently forecasting the Waste PFI budget to be around £1.0m overspent. This is largely due to the current year budget not reflecting current (lower) levels of Mechanical Biological Treatment (MBT) plant performance and lower levels of Third Party Income through the contract. In the past, the budget has been amended through the business planning cycle to reflect such changes and this was not done for this year. This figure is based on an assumption that the MBT will continue to perform largely in-line with 2016/17 performance levels. Going forward, it is expected that there will be in year savings related to street sweepings disposal once the contract terms are agreed and the authority is currently disputing the bills for plastic removed from the MBT and landfilled. Once these items are agreed, they will count towards the savings target set for the waste budget.

The variable nature of the MBT creates significant uncertainty in the forecast and actual performance could improve (and the forecast overspend reduce) or worsen (and the overspend increase). There are also potential additional savings that are not accounted for above such as a greater reduction in disposal costs for MBT outputs and various contract savings. Whilst these are currently thought to be less likely to be achieved than the savings detailed above, it is still possible that some of these may be implemented by year end. There are also historic disputes to consider, which are not factored into any of the above.

As a result, there is significant uncertainty in our year end position at present and it is unlikely that there will be a noticeable increase in clarity in this position until October/November.

A number of predicted underspends have been identified across ETE, (either one-off, which will help offset the waste pressure this financial year) or ongoing (which can be brought out in the Business Plan) which can be used to offset the in year pressure in waste. The areas which are predicted to underspend (or achieve additional income) are, Concessionary Fares, Traffic Signals, Streetlighting, Highways income and City centre access cameras.

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

There were no items above the de minimis reporting limit recorded in July 2017.

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

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

There is one virement recorded in July 2017, this relates to:-

Waste demography approved by GPC 25<sup>th</sup> July 2017 £170,000

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

##### **DfT Challenge Fund**

A joint bid with Peterborough City Council was made to DfT for the Challenge Fund for £5m. This was to fund schemes costing £6.75m. DfT have now awarded £3.5m requesting that schemes are scaled down. In the original bid Peterborough City Council were contributing £0.5m and Cambridgeshire County Council were to contribute £1.25m from the existing £90m Highways maintenance prudential borrowing allocation.

To enable the planned Cambridgeshire work that was bid for to continue, it is requested that an additional £1m prudential borrowing, from the £90m allocation is brought forward. This would take Cambridgeshire's total contribution to £2.25m.

Peterborough have decided not to top up their originally agreed contribution (in order to carry out their full programme of work PCC needed to contribute a further £0.5m), therefore they will be scaling back their work accordingly.

##### Funding

All other schemes are funded as presented in the 2017/18 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 new suite of key Economy, Transport & Environment (ETE) indicators for 2017/18. At this stage in the year, we are still reporting pre 2017/18 information for some indicators.

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

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

This section covers indicators where 2017/18 targets are not expected to be achieved.

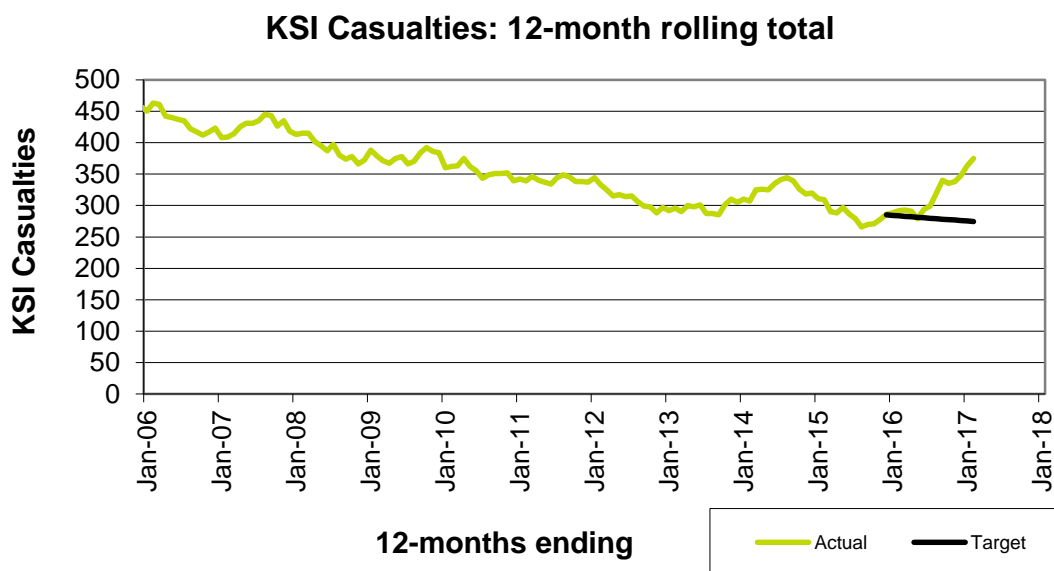
#### a) **Highways & Community Infrastructure**

##### **Road Safety**

- Road accident deaths and serious injuries - 12-month rolling total (to February 2017)

The provisional 12 month total to the end of February is 375 compared with 292 for the same period of the previous year.

We are waiting for outstanding 2017 data from March onwards from the police and we are liaising with them to obtain this information.



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

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

##### **a) Highways & Community Infrastructure**

###### **Library Services**

- Number of visitors to libraries/community hubs year-to-date  
There have been 548,569 visitors to libraries/community hubs between April and June 2017.

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

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

##### **a) Highways & Community Infrastructure**

###### **Archives**

- Increase digital access to archive documents by adding new entries to online catalogue  
The number of new entries added from April-June 2017 was 3903.

New archive catalogues include the letter books of the Huntingdonshire Education Committee covering 1903-1946, the catalogue for the North Cambridgeshire Hospital and the new Fulbourn Hospital Catalogue.

#### **4.5 Contextual indicators (new information)**

##### **a) Highways & Community Infrastructure**

###### **Library Services**

- Number of item loans (including eBook loans)- year-to-date  
There have been 641,210 items loaned between April and June 2017.

###### **Road and Footway Maintenance**

- Trees removed and planted  
During the period January to June 2017, 61 trees were removed. 34 of these were due to disease, 11 to subsidence and 16 to natural disaster.

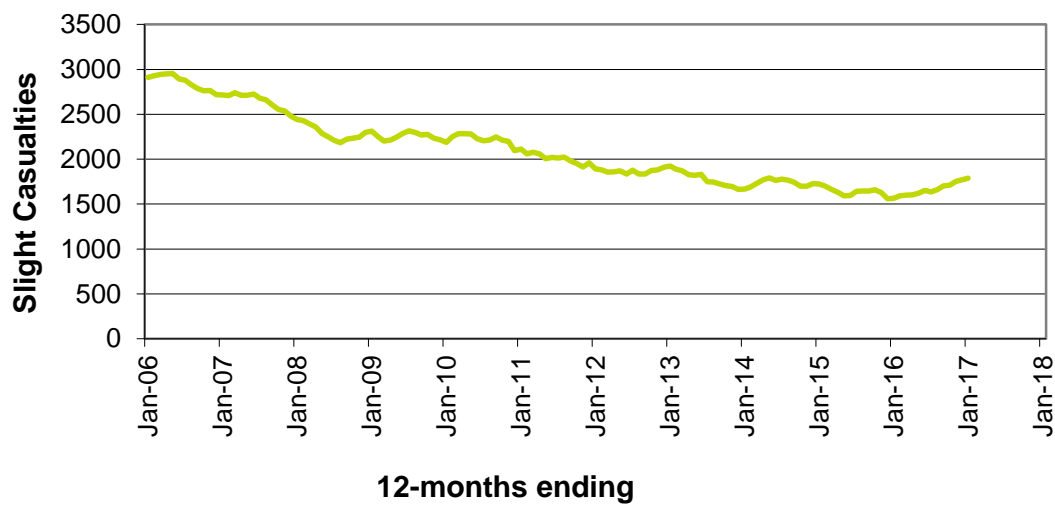
During this time 3 trees were planted.

###### **Road Safety**

- Road accident slight injuries – 12-month rolling total (to February 2017)  
There were 1,766 slight injuries on Cambridgeshire's roads during the 12 months ending February 2017 compared with 1,591 for the same period the previous year.

We are waiting for outstanding 2017 data from March onwards from the police and we are liaising with them to obtain this information.

### Slight Casualties: 12-month rolling total



### Rogue Traders

- Money saved for Cambridgeshire consumers as a result of our intervention in rogue trading incidents. (Annual average).  
£14,337 was saved as a result of our intervention in seven rogue trading incidents during the first quarter of 2017/18. The annual average based on available data since April 2014 is £119,457.

It is important to note that the amounts recovered do not reflect the success of the intervention. In many cases the loss of a relatively small amount can have significant implications for victims; the impact can only be viewed on a case-by-case basis.

## APPENDIX 1 – Service Level Budgetary Control Report

Forecast Variance - Outturn June	Service	Current Budget for 2017-18	Expected to end of July	Actual to end of July	Current Variance		Forecast Variance - Outturn July	
£'000		£'000	£'000	£'000	£'000	%	£'000	%
	<b>Economy, Transport &amp; Environment Services</b>							
+0	Executive Director	-1,368	143	155	+12	+8	+0	+0
+0	Business Support	268	85	85	-0	-0	-0	-0
0	Direct Grants	-21,673	0	0	+0	+0	0	0
0	<b>Total Executive Director</b>	<b>-22,773</b>	<b>228</b>	<b>240</b>	<b>+12</b>	<b>+5</b>	<b>-0</b>	<b>+0</b>
	<b>Directorate of Infrastructure Management &amp; Operations</b>							
+0	Director of Infrastructure Management & Operations	144	48	42	-6	-13	+0	+0
+1,000	Waste Disposal including PFI	34,080	7,746	6,652	-1,094	-14	+1,000	+3
	Highways							
+0	- Road Safety	332	121	125	+4	+3	+2	+1
-102	- Traffic Management	1,384	568	465	-103	-18	-115	-8
+0	- Highways Maintenance	6,636	1,591	1,985	+394	+25	+0	+0
+69	- Permitting	-1,333	-60	-23	+38	-63	+49	-4
+0	- Winter Maintenance	1,975	127	102	-25	+0	+0	+0
-240	- Parking Enforcement	0	-402	-785	-383	+95	-240	+0
-100	- Street Lighting	9,505	2,207	2,012	-196	-9	-100	-1
+45	- Asset Management	533	321	327	+6	+2	+46	+9
-201	- Highways other	588	-3	4	+7	-223	-201	-34
+0	Trading Standards	706	183	173	-9	-5	+0	+0
	Community & Cultural Services							
-13	- Libraries	2,930	1,055	980	-74	-7	+0	+0
+6	- Archives	347	123	107	-16	-13	+7	+2
+0	- Registrars	-541	-175	-87	+89	-51	+20	-4
+78	- Coroners	780	234	261	+27	+12	+87	+11
0	Direct Grants	-6,555	-1,639	-1,639	0	+0	0	20
+541	<b>Total Infrastructure Management &amp; Operations</b>	<b>51,512</b>	<b>12,043</b>	<b>10,701</b>	<b>-1,343</b>	<b>-11</b>	<b>+554</b>	<b>+1</b>
	<b>Directorate of Strategy &amp; Development</b>							
+0	Director of Strategy & Development	142	47	44	-3	-6	+0	+0
+0	Transport & Infrastructure Policy & Funding	97	32	127	+95	+295	0	+0
	Growth & Economy							
-22	- Growth & Development	549	184	128	-56	-30	-33	-6
-42	- County Planning, Minerals & Waste	304	51	-67	-119	-231	-0	-0
+0	- Historic Environment	53	63	91	+29	+46	+0	+0
-0	- Flood Risk Management	344	72	64	-7	-10	+6	+2
+0	- Highways Development Management	0	191	215	+24	+13	+0	+0
+1	- Growth & Economy other	165	93	120	+27	+29	+1	+0
+0	Major Infrastructure Delivery	0	224	200	-23	-10	+0	+0
	Passenger Transport							
+38	- Park & Ride	193	683	731	+49	+7	+38	+20
-400	- Concessionary Fares	5,393	1,335	1,114	-221	-17	-400	-7
-0	- Passenger Transport other	2,224	464	526	+62	+13	+12	+1
	Adult Learning & Skills							
+0	- Adult Learning & Skills	2,598	893	848	-45	-5	+0	+0
+0	- Learning Centres	0	0	19	+19	+0	+0	+0
0	Direct Grants	-2,418	-889	-872	17	+0	0	0
-425	<b>Total Strategy &amp; Development</b>	<b>9,645</b>	<b>3,443</b>	<b>3,290</b>	<b>-153</b>	<b>-4</b>	<b>-376</b>	<b>-4</b>
116	<b>Total Economy, Transport &amp; Environment Services</b>	<b>38,384</b>	<b>15,715</b>	<b>14,231</b>	<b>-1,484</b>	<b>-9</b>	<b>+177</b>	<b>+0</b>
	<b>MEMORANDUM</b>							
£'000	<b>Grant Funding</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>%</b>	<b>£'000</b>	<b>%</b>
0	- Combined Authority funding	-21,673	0	0	+0	+0	+0	+0
0	- Street Lighting - PFI Grant	-3,944	-986	-986	+0	+0	+0	+0
0	- Waste - PFI Grant	-2,611	-653	-653	+0	+0	+0	+0
0	- Adult Learning & Skills	-2,418	-889	-872	+17	+0	+0	+0
+0	<b>Grant Funding Total</b>	<b>-30,646</b>	<b>-2,528</b>	<b>-2,511</b>	<b>17</b>	<b>0</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 2017/18 £'000	Current Variance		Variance	
		£'000	%	£'000	%
<b>Waste Disposal incl PFI</b>	34,080	-1,094	-14	+1,000	+3
<p>We are currently forecasting the Waste PFI budget to be around £1.0m overspent. This is largely due to the current year budget not reflecting current (lower) levels of Mechanical Biological Treatment (MBT) plant performance and lower levels of Third Party Income through the contract. In the past, the budget has been amended through the business planning cycle to reflect such changes and this was not done for this year. This figure is based on an assumption that the MBT will continue to perform largely in-line with 2016/17 performance levels. Going forward, it is expected that there will be in year savings related to street sweepings disposal once the contract terms are agreed and the authority is currently disputing the bills for plastic removed from the MBT and landfilled. Once these items are agreed, they will count towards the savings target set for the waste budget.</p> <p>The variable nature of the MBT creates significant uncertainty in the forecast and actual performance could improve (and the forecast overspend reduce) or worsen (and the overspend increase). There are also potential additional savings that are not accounted for above such as a greater reduction in disposal costs for MBT outputs and various contract savings. Whilst these are currently thought to be less likely to be achieved than the savings detailed above, it is still possible that some of these may be implemented by year end. There are also historic disputes to consider, which are not factored into any of the above.</p> <p>As a result, there is significant uncertainty in our year end position at present and it is unlikely that there will be a noticeable increase in clarity in this position until October/November.</p> <p>A number of predicted underspends have been identified across ETE, (either one-off, which will help offset the waste pressure this financial year) or ongoing (which can be brought out in the Business Plan) which can be used to offset the in year pressure in waste. The areas which are predicted to underspend (or achieve additional income) are, Concessionary Fares, Traffic Signals, Streetlighting, Highways income and City centre access cameras.</p>					
<b>Traffic Management</b>	1,384	-103	-18	-115	-8
<p>The signals budget is expected to underspend by £100k mainly due to savings from a new contract and savings on energy. There is also expected to be an increase in income of £15k for Temporary Traffic Regulation Orders (TTRO). This underspend will be used to help cover the pressure on the Waste budget.</p>					
<b>Parking Enforcement</b>	0	-383	+95	-240	0
<p>Income from City centre access cameras is currently ahead of budget, due to new cameras but the level of income is not expected to continue as drivers get used to the new restrictions.</p>					

<b>Street Lighting</b>	9,505	-196	-9	-100	-1
Savings are expected from the PFI contract and further energy savings than were budgeted. This underspend will be used to help cover the pressure on the Waste budget.					
<b>Highways other</b>	588	+7	-223	-201	-34
Additional Highways income that has been achieved would normally be re-invested in preventative maintenance work but until the spend on the Waste budget is clearer, this funding will be held to cover the pressure on the Waste budget.					
<b>Coroners</b>	780	+27	+12	+87	+11
Costs in this area has increased partly due to more people dying and also an increase in costs relating to Assistant Coroners.					
<b>County Planning Minerals &amp; Waste</b>	304	-119	-231	0	0
Current underspend relates to an increase in income due to an unbudgeted large planning application fee. The remainder of the underspend is due to the difficulty in filling a technical vacancy.					
<b>Concessionary Fares</b>	5,393	-221	-17	-400	-7
The projected underspend is based on the final spend in the last financial year and currently the initial indications are that this level of underspend will be achieved this year. This underspend will be used to help cover the pressure on the Waste budget.					

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	32,051
Waste PFI Grant		-80
Reduction to match Combined authority levy		-1,327
Non-material grants (+/- £30k)		+2
<b>Total Grants 2017/18</b>		<b>30,646</b>



## APPENDIX 4 – Virements and Budget Reconciliation

	£'000	Notes
<b>Budget as per Business Plan</b>	38,682	
Apprenticeship Levy	61	
Implementation of the Corporate Capacity Review	-698	
Allocation of Waste inflation	200	
Waste – allocation of demand funding to cover increased costs	170	
Non-material virements (+/- £30k)	-31	
<b>Current Budget 2017/18</b>	<b>38,384</b>	

## APPENDIX 5 – Reserve Schedule

Fund Description	Balance at 31st March 2017	Movement within Year	Balance at 31st July 2017	Yearend Forecast Balance	Notes
	£'000	£'000	£'000	£'000	
<b>General Reserve</b>					
Service carry-forward	2,229	(2,229)	0	0	To be transferred to central reserve
<b>Sub total</b>	<b>2,229</b>	<b>(2,229)</b>	<b>0</b>	<b>0</b>	
<b>Equipment Reserves</b>					
Libraries - Vehicle replacement Fund	218	0	218	218	
<b>Sub total</b>	<b>218</b>	<b>0</b>	<b>218</b>	<b>218</b>	
<b>Other Earmarked Funds</b>					
Deflectograph Consortium	57	0	57	57	Partnership accounts, not solely CCC
Highways Searches	55	0	55	0	
On Street Parking	2,286	0	2,286	2,000	
Bus route enforcement	117	0	117	0	
Streetworks Permit scheme	98	0	98	0	
Highways Commuted Sums	620	(29)	590	620	
Asset Information records	0	45	45	0	
Streetlighting - LED replacement	0	200	200	0	
Community Transport	0	562	562	562	
Guided Busway Liquidated Damages	1,523	0	1,523	300	
Waste and Minerals Local Development Fra	59	0	59	59	This is being used to meet legal costs if required.
Strategic Transport Corridor Feasibility Studies	0	200	200	0	
Flood Risk funding	0	42	42	0	
Proceeds of Crime	356	0	356	356	
Waste - Recycle for Cambridge & Peterborough (RECAP)	291	0	291	250	Partnership accounts, not solely CCC
Fens Workshops	61	0	61	61	Partnership accounts, not solely CCC
Travel to Work	211	0	211	211	Partnership accounts, not solely CCC
Steer- Travel Plan+	72	0	72	72	
Northstowe Trust	101	0	101	101	
Archives Service Development	234	0	234	234	
Other earmarked reserves under £30k - IMO	36	1	36	0	
Other earmarked reserves under £30k - S&D	(174)	(1)	(175)	0	
<b>Sub total</b>	<b>6,003</b>	<b>1,019</b>	<b>7,022</b>	<b>4,883</b>	
<b>Short Term Provision</b>					
Mobilising Local Energy Investment (MLEI)	669	0	669	0	
<b>Sub total</b>	<b>669</b>	<b>0</b>	<b>669</b>	<b>0</b>	
<b>Capital Reserves</b>					
Government Grants - Local Transport Plan	0	21,860	21,860	0	Account used for all of ETE
Government Grants - S&D	786	13,698	14,484	0	
Government Grants - IMO	0	0	0	0	
Other Capital Funding - S&D	5,788	(2,690)	3,098	5,000	
Other Capital Funding - IMO	699	40	739	200	
<b>Sub total</b>	<b>7,274</b>	<b>32,907</b>	<b>40,181</b>	<b>5,200</b>	
<b>TOTAL</b>	<b>16,393</b>	<b>31,697</b>	<b>48,091</b>	<b>10,301</b>	

## APPENDIX 6 – Capital Expenditure and Funding

### Capital Expenditure

2017/18						TOTAL SCHEME	
Original 2017/18 Budget as per BP	Scheme	Revised Budget for 2017/18	Actual Spend (July)	Forecast Spend - Outturn (July)	Forecast Variance - Outturn (July)	Total Scheme Revised Budget	Total Scheme Forecast Variance
£'000		£'000	£'000	£'000	£'000	£'000	£'000
	Integrated Transport						
200	- Major Scheme Development & Delivery	200	55	200	0	200	0
682	- Local Infrastructure Improvements	863	352	862	-1	863	0
594	- Safety Schemes	594	-40	594	0	594	0
345	- Strategy and Scheme Development work	380	69	380	0	345	0
2,362	- Delivering the Transport Strategy Aims	4,178	512	4,178	0	4,178	0
23	- Air Quality Monitoring	23	0	23	0	23	0
14,516	Operating the Network	16,409	4,866	16,304	-105	16,409	0
	Infrastructure Management & Operations Schemes						
6,269	- £90m Highways Maintenance schemes	4,750	657	4,750	0	90,000	0
0	- Pothole grant funding	1,155	117	1,155	0	1,155	0
395	- Waste Infrastructure	395	0	395	0	5,120	0
2,060	- Archives Centre / Ely Hub	1,975	1	1,975	0	5,180	0
284	- Community & Cultural Services	592	0	592	0	1,540	0
0	- Street Lighting	736	0	736	0	736	0
0	- National Productivity Fund	2,890	2	2,890	0	2,890	0
0	- Challenge Fund	6,250	0	6,250	0	6,250	0
	Strategy & Development Schemes						
4,370	- Cycling Schemes	4,852	703	4,852	0	17,598	0
850	- Huntingdon - West of Town Centre Link Road	1,510	2	1,510	0	9,116	0
25,000	- Ely Crossing	25,891	3,437	25,891	0	36,000	0
0	- Chesterton Busway	0	251	0	0	0	0
1,370	- Guided Busway	1,200	219	1,200	0	148,886	0
11,667	- King's Dyke	6,000	103	6,000	0	13,580	0
0	- Wisbech Access Strategy	170	167	170	0	1,000	0
1,000	- Scheme Development for Highways Initiatives	1,000	0	1,000	0	0	0
100	- A14	142	68	142	0	25,200	0
250	- Energy Efficiency Fund	250	38	250	0	1,000	0
0	- Soham Station	500	9	500	0	6,700	0
	Other Schemes						
3,590	- Connecting Cambridgeshire	4,217	1	4,217	0	36,290	0
0	- Other Schemes	200	200	200	0	200	0
<b>75,927</b>		<b>87,322</b>	<b>11,789</b>	<b>87,216</b>	<b>-106</b>	<b>431,053</b>	<b>0</b>
-9,664	Capital Programme variations	-14,742		-14,733	9		
<b>66,263</b>	<b>Total including Capital Programme variations</b>	<b>72,580</b>	<b>11,789</b>	<b>72,483</b>	<b>-97</b>		

The increase between the original and revised budget is partly due to the carry forward of funding from 2016/17, this is due to the re-phasing of schemes, which were reported as underspending at the end of the 2016/17 financial year. The phasing of a number of schemes has been reviewed since the published business plan and this has included a reduction in the required budget in 2017/18, for King's Dyke. This still needs to be agreed by GPC.

Three additional grants have been awarded since the published business plan, these being Pothole grant funding, the National Productivity fund and the Challenge Fund.

The Capital Programme Board have recommended that services include a variation budget to account for likely slippage in the capital programme, as it is sometimes difficult to allocate this to individual schemes in advance. As forecast underspends start to be reported, these

are offset with a forecast outturn for the variation budget, leading to a balanced outturn overall up to the point when slippage exceeds this budget. The allocations for these negative budget adjustments have been calculated and shown against the slippage forecast to date.

### **King's Dyke**

Negotiations with land owners are nearly complete. The initial estimates are higher than originally reported as the land owners have demonstrated greater value arising from future development opportunities. The land negotiations are still in the final stages of negotiation, therefore the cost is still confidential at this point

The tender process for design and construction is complete, the outcome of which was reported to the 10<sup>th</sup> August 2017 Economy and Environment Committee. It was resolved unanimously to approve the award of the Design and Construction contract to the preferred bidder. The contractor leading the design process in stage 1 will formulate a more robust construction target price prior to award of stage 2. Stage 1 will afford the opportunity to undertake more detailed value engineering reviews to assess where it is possible to reduce the cost of the scheme. A break clause in the contract at the end of stage 1 provides the opportunity to review the cost and risk before proceeding with construction.

The current business plan shows an allocation of £13.6m based on early estimates. It was previously reported to E and E committee that the estimated cost including optimism bias could increase and an upper possible figure of £16.9m was indicated.

Tenderers have identified higher costs and risks in delivering the project. These relate to ground stabilisation requirements where the route runs close to the disused clay extraction pit. Prices are also heavily influenced by the availability of fill materials for the embankments, construction difficulties posed by ground conditions and the interface with Network Rail and statutory undertakers. Until award is approved and the successful tenderer notified, the details of the contractor's cost are confidential at this stage. An estimated evaluation will be based upon the preferred bidder's prices together with costs that fall directly to the County Council, including land values. Once the contract for the design is let, officers will work with the contractor to value engineer the scheme if possible to ensure any cost increases over the current budget are minimised. Should additional funding be required, this will be reported back to the Economy and Environment Committee and GPC.

### **Ely Southern By Pass.**

The construction target cost for the contract has been developed and has emerged at £27.4m. This was an increase from the construction estimate at tender stage, resulting from a number of factors, the most significant being the high risk complex structural design construction requirements and the cost of the piled foundations, which increased in size significantly. However, this cost remained well within the Benefit Cost Ratio range agreed with the DfT for allocation of the £16m Growth Deal and within the estimated budget of £36m.

At the award of stage 2, it was highlighted to the Project Board and the Chair and Vice Chair of the E and E Committee along with Executive Director, that the target price, whilst within budget, would use any contingency or risk allowance. It was highlighted that as a high

risk scheme in difficult site conditions, it would be likely that additional funding would be required which could fall into the 10-20% category. It was determined that further funding would be sought at an appropriate time, when there would be greater clarity on cost.

Key risks have been identified and highlighted throughout the project. These include; Network Rail approvals, diversion of statutory undertakers' plant, poor and variable ground conditions, Environment Agency agreement and approvals, other third party agreements, (e.g. land costs and accommodation works), temporary work and site access. As the scheme progresses and work below ground is completed the risk of further increases should reduce.

Of these risks the most significant that has materialised, is the diversion of a 33kV power supply, at the site of the western abutment of the railway bridge. This needs to be diverted underground, beneath the railway, and away from the abutment before this part of bridge construction can start. Design and approval of the diversion by UKPN and Network Rail has taken significantly longer than expected, and is currently likely to lead to an overall 13 week delay to the Planned Completion date. This will mean that the road opening is likely to be delayed from Spring until Summer 2018. The additional cost associated with this is £1.6m. The outage date, where the existing overhead line will be switched off and the diversion powered up, has been booked by UKPN, to be completed 19<sup>th</sup>/20<sup>th</sup> August. (NOTE – this was completed as planned).

Work is underway to provide a revised outturn forecast to take account of this delay and the other risks outlined above. and this will be reported in the Finance and Performance report to the E and E Committee later in the year.

### Capital Funding

2017/18				
Original 2017/18 Funding Allocation as per BP £'000	Source of Funding	Revised Funding for 2017/18 £'000	Forecast Spend - Outturn (July) £'000	Forecast Funding Variance - Outturn (July) £'000
17,991	Local Transport Plan	18,150	18,044	-106
2,483	Other DfT Grant funding	22,135	22,135	0
19,231	Other Grants	10,367	10,367	0
4,827	Developer Contributions	5,617	5,617	0
18,992	Prudential Borrowing	20,941	20,941	0
12,403	Other Contributions	10,112	10,112	0
<b>75,927</b>		<b>87,322</b>	<b>87,216</b>	<b>-106</b>
<b>-9,664</b>	Capital Programme variations	-14,742	-14,636	106
<b>66,263</b>	<b>Total including Capital Programme variations</b>	<b>72,580</b>	<b>72,580</b>	<b>0</b>

The increase between the original and revised budget is partly due to the carry forward of funding from 2016/17, this is due to the re-phasing of schemes, which were reported as

underspending at the end of the 2016/17 financial year. The phasing of a number of schemes have been reviewed since the published business plan and this has included a reduction in the required budget in 2017/18, for King's Dyke.

Three additional grants have been awarded since the published business plan, these being Pothole grant funding, the National Productivity fund and Challenge Fund.

<b>Funding</b>	<b>Amount (£m)</b>	<b>Reason for Change</b>
Rolled Forward Funding	6.0	This reflects slippage or rephasing of the 2016/17 capital programme to be delivered in 2017/18 which will be reported in July 17 for approval by the General Purposes Committee (GPC)
Additional / Reduction in Funding (Specific Grant)	-9.0	Rephasing of grant funding for King's Dyke (-£1.0m), costs to be incurred in 2018/19. Grant funding for Ely Crossing now direct from DfT previously part of Growth Deal funding (-£8.3m)
Revised Phasing (Section 106 & CIL)	-0.8	Revised phasing of Guided Busway spend and receipt of developer contributions.
Revised Phasing (Other Contributions)	-3.2	Revised phasing of King's Dyke spend
Additional Funding / Revised Phasing (DfT Grant)	15.1	New Grant funding – National Productivity Fund (£2.9m), Pothole Action Fund (£1.2m), and Challenge Fund (£3.5m). Grant funding for Ely Crossing now direct from DfT previously part of Growth Deal funding (£11.3m)
Additional / Reduction in Funding (Prudential borrowing)	-3.2	Rephasing of grant funding for Ely Crossing reduced the requirement for borrowing (-£3.0m)

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

### a) Highways & Community Infrastructure

Frequency	Measure	What is good?	Dir'n of travel	Latest Data		2017/18 Target	Current status	Year-end prediction	Comments
				Period	Actual				
Archives									
Quarterly	Operating Model Enabler: Exploiting digital solutions and making the best use of data and insight								
	Increase digital access to archive documents by adding new entries to online catalogue	High	↑	To 30-June-2017	3,903	417,000	G	G	<p>The number of new entries added from April-June 2017 is 3903.</p> <p>New archive catalogues include the letter books of the Huntingdonshire Education Committee covering 1903-1946, the catalogue for the North Cambridgeshire Hospital and the new Fulbourn Hospital catalogue.</p>
Communities									
Yearly	Operating Model Outcomes: People lead a healthy lifestyle and stay healthy for longer & The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents								
	Proportion of Fenland and East Cambs residents who participate in sport or active recreation three (or more) times per week. Derived from the Active People Survey	High	↑	2015/16	22.7%	24.2%	A	A	<p>The indicator is measured by a survey undertaken by Sport England. The Council's target is for Fenland and East Cambridgeshire to increase to the 2013/14 county average over 5 years. Applying this principle to Sport England's revised baseline data gives a 5-year target to increase the participation rate in Fenland and East Cambridgeshire (combined) to 26.2%.</p> <p>The 2013/14 figure was 21.3% and the 2014/15 figure improved to 21.9%. The 2015/16 figure has continued the improving trend at 22.7% but is slightly off track.</p> <p>The 2014/15 figure has improved slightly to 21.9%, but is slightly off track.</p>
Library Services									

Frequency	Measure	What is good?	Dir'n of travel	Latest Data		2017/18 Target	Current status	Year-end prediction	Comments
				Period	Actual				
Quarterly	Operating Model Outcomes: The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents & People lead a healthy lifestyle and stay healthy for longer								
	Number of visitors to libraries/community hubs - year-to-date	High	↑	To 30-June-2017	548,569	2.4 million	A	A	There have been 548,569 visitors to libraries/community hubs between April and June 2017.
	This indicator does not link clearly to a single Operating Model outcome but makes a key contribution across many of the outcomes as well as the enablers.								
	Number of item loans (including eBook loans) – year-to-date	High	↑	To 30-June-2017	641,210	Contextual		There have been 641,210 items loaned between April and June 2017.	
Road and Footway maintenance									
Yearly	Operating Model Outcomes: The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents & People live in a safe environment								
	Principal roads where maintenance should be considered	Low	↔	2016/17	2.8%	3%	G	G	Final results indicate that maintenance should be considered on 2.8% of the County's principal road network. This has worsened from the 2015/16 figure of 2% but is better than the Council's 2016/17 target of 3%.
	Classified road condition - narrowing the gap between Fenland and other areas of the County	Low	↑	2016/17	2.68% gap	2% gap	R	R	Provisional figures show that there was a gap of 2.68% between Fenland and other areas of the County during 2016/17. The gap has narrowed slightly (improved) from the 2015/16 level of 2.9%, but it is above (worse than) the target of 2%.  Fenland areas have soils which are susceptible to cyclic shrinkage and swelling. This is exacerbated in periods of unusually high or low rainfall and this movement can aggravate cracking and subsidence along roads in affected areas. Additional funding is being directed towards addressing this problem.
	Non-principal roads where maintenance should be considered	Low	↔	2016/17	6%	8%	G	G	Final results indicate that maintenance should be considered on 6% of the County's non-principal road network. This is the same as the figure for 2015/16 and better than the Council's 2016/17 target of 8%.



Frequency	Measure	What is good?	Dir'n of travel	Latest Data		2017/18 Target	Current status	Year-end prediction	Comments
				Period	Actual				
	Unclassified roads where structural maintenance should be considered	Low	↔	2016/17	33%		Contextual		The survey undertaken in 2015/16 covered 20% of the available network and targeted roads where condition was known to be deteriorating in order to identify those roads where maintenance may best be directed. However, this has had the effect of making the indicator for unclassified roads appear to worsen from 27% to 33%. In reality, the condition of unclassified roads is generally stable. The 2016/17 annual survey will look to address this anomaly.
	Trees removed and planted	Low		Jan-June 2017	61 removed 3 planted		Contextual		During the period January-June 2017, 61 trees were removed. 34 of these were due to disease, 11 to subsidence and 16 to natural disaster.  During this time 3 trees were planted.
Road Safety									
Monthly	Operating Model Outcomes: People live in a safe environment & The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents								
	Killed or seriously injured (KSI) casualties - 12-month rolling total	Low	↑	To 30-Feb-2017	375	<276	R	R	The provisional 12 month total to the end of February is 375 compared with 292 for the same period of the previous year.  We are waiting for outstanding 2017 data from March onwards from the police and we are liaising with them to obtain this information.

Frequency	Measure	What is good?	Dir'n of travel	Latest Data		2017/18 Target	Current status	Year-end prediction	Comments
				Period	Actual				
	Slight casualties - 12-month rolling total	Low	↑	To 30-Feb-2017	1766		Contextual		There were 1,766 slight injuries on Cambridgeshire's roads during the 12 months ending February 2017 compared with 1,591 for the same period the previous year.  We are waiting for outstanding 2017 data from March onwards from the police and we are liaising with them to obtain this information.
<b>Rogue Traders</b>									
Quarterly	<b>Operating Model Outcomes: People live in a safe environment &amp; The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents</b>								
	Money saved for Cambridgeshire consumers as a result of our intervention in rogue trading incidents. (Annual average)	High	↔	To 30-June-2017	£14,337		Contextual		£14,337 was saved in Cambridgeshire as a result of our intervention in seven rogue trading incidents during the first quarter of 2017/18. The annual average based on available data since April 2014 is £119,457.  It is important to note that the amounts recovered do not reflect the success of the intervention. In many cases the loss of a relatively small amount can have significant implications for victims; the impact can only be viewed on a case-by-case basis.
<b>Street Lighting</b>									
Monthly	<b>Operating Model Outcomes: People live in a safe environment &amp; The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents</b>								
	Percentage of street lights working	High	↑	To 30-June-2017	99.7%	99%	G	G	The 4-month average (the formal contract definition of the performance indicator) is 99.7% this month, and remains above the 99% target.
	Energy use by street lights – 12-month rolling total	Low	↑	To 31-May-2017	10.1 million kWh	9.94 million kWh	G	A	Actual energy use to May is 10.1 kWh, and is nearing the target.
<b>Waste Management</b>									
Monthly	<b>Although this indicator does not link directly to an Operating Model outcome, it has a large financial impact on the Council</b>								

Frequency	Measure	What is good?	Dir'n of travel	Latest Data		2017/18 Target	Current status	Year-end prediction	Comments
				Period	Actual				
	Municipal waste landfilled – 12-month rolling average	Low	↔	To-31-Mar-2017	32.6%		Contextual		During the 12-months ending March 2017, 32.6% of municipal waste was landfilled.



# HIGHWAYS AND COMMUNITY INFRASTRUCTURE POLICY AND SERVICE COMMITTEE AGENDA PLAN

Published 1<sup>st</sup> September 2017  
Updated 4<sup>th</sup> September 2017



Cambridgeshire  
County Council

## Notes

Committee dates shown in bold are confirmed.

Committee dates shown in brackets and italics are reserve dates.

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

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

+0 indicates items expected to be confidential, which would exclude the press and public. Additional information about confidential items is given at the foot of this document.

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

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

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
<b>12/09/17</b>	Finance and Performance Report	Chris Malyon	Not applicable	30/08/17	01/09/17
	Trading Standards Update – Annual Report	Peter Gell/ Christine May	Not applicable		
	Service Committee Review of Draft 2018-19 Capital Programme and Capital Prioritisation	Graham Hughes	Not applicable		
	Agenda Plan/Appointments to Outside Bodies/Training Plan	Dawn Cave	Not applicable		
<b>10/10/17</b>	Finance and Performance Report	Chris Malyon	Not applicable	27/09/17	29/09/17
	Procurement of a new Real Time Passenger Information Contract	Sonia Hansen	2017/034		

<b>Committee date</b>	<b>Agenda item</b>	<b>Lead officer</b>	<b>Reference if key decision</b>	<b>Deadline for draft reports</b>	<b>Agenda despatch date</b>
	Service Committee Review of Draft Revenue Business Planning Proposals for 2018-19 to 2022-2023	Graham Hughes	Not applicable		
	Agenda Plan/Appointments to Outside Bodies/Training Plan	Dawn Cave	Not applicable		
<b>14/11/17</b>	Finance and Performance Report	Chris Malyon	Not applicable	01/11/17	03/11/17
	Ely Registration Office Relocation	Louise Clover	Not applicable		
	Service Committee Second Review of Draft 2018-19 Capital Programme and Capital Prioritisation	Graham Hughes	Not applicable		
	Parking Issues	Richard Lumley /Sonia Hansen	?		
	Agenda Plan/Appointments to Outside Bodies/Training Plan	Dawn Cave	Not applicable		
<b>05/12/17</b>	Finance and Performance Report	Chris Malyon	Not applicable	22/11/17	24/11/17
	Service Committee Final Review of Draft Revenue and Capital Business Planning Proposals for 2018-19 to 2022-2023	Graham Hughes	Not applicable		
	Library Service Transformation	Christine May	Not applicable		
	Road Safety across Cambridgeshire	Andy Preston/Matt Staton	2017/036		
	Agenda Plan/Appointments to Outside Bodies/Training Plan	Dawn Cave	Not applicable		
<b>16/01/18</b>	Finance and Performance Report	Chris Malyon	Not applicable	03/01/18	05/01/18
	Business Planning	Graham Hughes	Not applicable		

<b>Committee date</b>	<b>Agenda item</b>	<b>Lead officer</b>	<b>Reference if key decision</b>	<b>Deadline for draft reports</b>	<b>Agenda despatch date</b>
	Agenda Plan/Appointments to Outside Bodies/Training Plan	Dawn Cave	Not applicable		
<i>[13/02/18] Provisional Meeting</i>	Highway Contract Monitoring	Richard Lumley	Not applicable	31/01/18	02/02/18
<b>13/03/18</b>	Finance and Performance Report	Chris Malyon	Not applicable	28/02/18	02/03/18
	Agenda Plan/Appointments to Outside Bodies/Training Plan	Dawn Cave	Not applicable		
	Highways Infrastructure Assets Management Plan 2017/18	Richard Lumley/ Mike Atkins	Not applicable		
	Highways Infrastructure Assets Management Plan 2017/18	Richard Lumley/ Mike Atkins	Not applicable		
	Highways Contract 6 monthly update	Richard Lumley	Not applicable		
<i>[10/04/18] Provisional Meeting</i>				28/03/18	30/03/18
<b>22/05/18</b>	Finance and Performance Report	Chris Malyon	Not applicable	09/05/18	11/05/18
	Agenda Plan/Appointments to Outside Bodies/Training Plan	Dawn Cave	Not applicable		

**To be scheduled:** Cambridge Residents' Parking Schemes Delivery Plan (S Hansen, Key Decision 2017/033)  
**July 2018:** Annual review of the Highways Contract **September 2018:** Highway Contract Monitoring (R Lumley)

**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

**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)



# HIGHWAYS & COMMUNITY INFRASTRUCTURE COMMITTEE TRAINING PLAN

Ref	Subject	Desired Learning Outcome/Success Measures	Priority	Date	Responsibility	Nature of training	Cllrs Attending	Percentage of total
1.	Waste – visit to treatment plant at Waterbeach			<del>12/07/17</del> <del>(9am-1pm)</del> <del>Waterbeach</del> To be rescheduled		Visit		
2.	The budget and ETE business planning process (H&CI and E&E Committees)	<ul style="list-style-type: none"> <li>An overview of the Council's budget and how it works in ETE</li> <li>A understanding of the business planning process and cycle</li> <li>The committee process for approving, delivering and monitoring business cases and transformation ideas</li> </ul>		09/08/17 (10am-12) KV Room  <b>12/09/17</b> (11.30-1pm) KV Room	Amanda Askham			
3.	Highways - minibus tour to see work out on the network including dragon patcher					Tour/visits		
4.	Highways – depot open days					Visit		
5.	Community and Cultural Services – ‘package tour’ to see libraries, archives,					Tour/visits		

Ref	Subject	Desired Learning Outcome/Success Measures	Priority	Date	Responsibility	Nature of training	Cllrs Attending	Percentage of total
	registration and coroner services working closely together in Huntingdon							
6.	follow up visits to (4) e.g. coroner inquest, citizenship ceremony, local libraries/LAPs					Visits		
7.	Trading Standards – diary dates to accompany various campaigns					Visits		

*Updated 29/08/17*