

# HIGHWAYS AND COMMUNITY INFRASTRUCTURE COMMITTEE



**Date: Tuesday, 16 January 2018**

**Democratic and Members' Services**

Quentin Baker

LGSS Director: Law and Governance

**10:00hr**

Shire Hall

Castle Hill

Cambridge

CB3 0AP

**Kreis Viersen Room**

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

## **AGENDA**

**Open to Public and Press**

### **CONSTITUTIONAL MATTERS**

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

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

- 2. Minutes (4th December 2017) and Action Log**

**5 - 14**

- 3. Petitions**

### **KEY DECISIONS**

- 4. Procurement of Clinical Waste Collection and Disposal arrangements**

**15 - 18**

### **OTHER DECISIONS**

- 5. Finance and Performance Report - November 2017** **19 - 48**
- 6. Highways & Community Infrastructure Committee Agenda plan, Training plan and Appointments to Outside Bodies** **49 - 54**

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: Monday 4<sup>th</sup> December 2017

Time: 10:00am – 11:10am

Present: Councillors D Connor (substituting for Cllr Gardener),  
M Howell, B Hunt (Vice-Chairman), S King, P Raynes, T Sanderson,  
M Shuter (Chairman), A Taylor and J Williams (substituting for Cllr  
Batchelor)

In attendance: Councillor M Smith

Apologies: Cllr Gardener (Cllr Connor substituting), Cllr Scutt, Cllr Batchelor (Cllr  
Williams substituting)

**37. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**38. MINUTES AND ACTION LOG**

The minutes of the meeting held on 14<sup>th</sup> November 2017 were confirmed as a  
correct record and signed by the Chairman.

The Action Log was noted.

**39. PETITIONS**

There were no petitions.

**40. INTEGRATED TRANSPORT BLOCK FUNDING ALLOCATION PROPOSALS**

The Committee received a report on the proposed allocation of the Integrated  
Transport Block (ITB) for 2018/19.

Members noted that before the establishment of the Combined Authority, funding for  
the Local Transport Plan (LTP) from the Department for Transport (DfT) went directly  
to the County Council as local highway authority. With effect from 2017/18 the  
Combined Authority received LTP funding directly from the DfT. The Combined  
Authority Board had agreed to passport the funding to Cambridgeshire County and  
Peterborough City Councils. It was likely that the Combined Authority would  
determine, as part of its Budget setting strategy, to also passport next year's funding.

The breakdown of the Fund received by spending purpose was noted. It was also  
noted that the Delivering Transport Strategy Aims component would be considered  
at the Economy & Environment Committee, and the Local Highway Improvement

initiative would be considered at a later meeting of the Highways & Community Infrastructure Committee. Some of the allocations related to larger schemes that had been planned over several years, i.e. approval had already been granted in previous years.

One of the proposed schemes – the allocation for ITB funding to the Papworth scheme (A1198 to the A428) - was conditional on match funding from Highways England's Designated Fund. If the Highways England funding was not forthcoming, it was recommended that that scheme should not go ahead at this stage.

A Member commented that the total proposed budget for delivery (£430K) for the Cycle Route 3 (A1123 St Ives) was very high. Officers were asked what evidence there was that the scheme was required and whether it had the support of the Local Members and local community. Officers advised that they worked closely with District, Town and Parish Councils on such schemes, and this scheme had been approved previously by the Committee as part of the 2016/17 funding allocation, with the first year's funding being allocated for a feasibility study and scheme design. The scheme would then be delivered over 2017/18 and 2018/19. The scheme had originally been proposed in the St Ives Market Town Transport Strategy (MTTS). Officers agreed to provide further detail on this scheme. **Action required.** With regard to evidence of demand, officers commented that it was difficult to ascertain as some cyclists would not use a route they considered to be unsafe currently. On the subject of the high cost of schemes such as cycle paths, and whether this was attributable to 'gold plated' specifications by organisations such as Sustrans, officers reassured Members that whilst schemes needed to meet certain construction standards, they were not pitched at excessive levels.

A Member queried the scheme scoring methodology used for the delivering transport strategy criteria. Whilst he was delighted to see the Wimblington cycleway included in the list of schemes, he was disappointed to see no further funding had been allocated for Fenland. He asked if it was possible to review the criteria so that the more disadvantaged areas such as Fenland and East Cambridgeshire benefitted more from such funding. Officers explained that the criteria for prioritisation was based on criteria set out by the relevant government department. Noting that some of the scoring was subjective, the Member suggested that rural isolation and deprivation could be given greater weighting in that scoring criteria. The Chairman suggested having total highways expenditure figures presented in future, broken down by District, so that there was some comparative information on overall spend in each District. **Action required.**

Noting that £200K was topsliced from the Local Highway Initiative budget, a Member observed that this would mean that fewer schemes would be delivered on the ground. Officers acknowledged this point but added that previously other highways budgets had been effectively subsidising LHI, so the topslicing better reflected reality.

It was noted that the County-wide Minor walking and cycling improvements budget (£35K) was accessed by officers on an ad hoc basis to supplement or enhance schemes that were already being delivered. It was suggested by the Chairman that the breakdown of monies allocated from that budget would be provided at year end, so they could be confident that the funding was being allotted fairly and effectively. **Action required.**

It was resolved by a majority to:

- a) Support the allocation to the Integrated Transport Block (ITB) budget categories;
- b) Support the prioritised projects in Appendix 1 of the report for allocation of ITB funding in 2018/19, and earmarked for 2019/20 and 2020/21, and
- c) Support the prioritised projects in Appendix 1 for inclusion in the Transport Delivery Plan, subject to the Cambridgeshire and Peterborough Combined Authority's final budget allocation;
- d) Confirm funding for the Papworth scheme (A1198 Ermine Street South to A428 new cycleway) is conditional on match funding from Highways England's Designated Fund.

#### **41. REVIEW OF DRAFT REVENUE AND CAPITAL BUSINESS PLANNING PROPOSALS FOR 2018-19 TO 2022-23**

The Committee received an overview of the draft Business Plan revenue and capital proposals for Economy Transport and Environment that are within the remit of the Highways and Community Infrastructure Committee. Minor corrections to Appendix 5 (ETE: Non-Statutory Schedule of Fees and Charges, p54-55) were tabled and noted. The Executive Director apologised for a reference to a political party in the Business Case for the removal of the Park & Ride charges.

There was a discussion on recovering costs from developers for non-statutory highways work. It was noted that the reference being discussed related specifically to Local Highways Initiative work, so did not relate to developers, but Members were reassured that full costs were recovered from developers for highways work where appropriate.

A Member was encouraged to note that the overall funding gap had been reduced by about half, but was disappointed to note that the savings identified were reducing in future years. The Member also asked what scope there was to devolve the setting of fees and charges which were currently set statutorily. Officers clarified that savings past the current budgetary horizons (i.e. the next two years), and savings beyond those timeframes had not yet been identified in any detail, but would be worked up in due course. It was also stressed that all savings were cumulative.

Members discussed the streetlighting contract, and noting the increase in charges to developers, a Member suggested that developers should be paying for streetlighting. It was confirmed that the County Council only adopted roads when street lights had been brought up to an appropriate standard: once adopted street lights become assimilated and part of the Balfour Beatty contract. Whilst all new lights would have LED bulbs, existing lights would not be replaced, as they were already very efficient. Officers confirmed that the streetlighting contractor, Balfour Beatty, was now performing well, and that significant sums of money had been deducted where they had failed to perform in the past. Regrettably the County Council had only limited powers to adopt new roads e.g. when developers entered in to Section 38 Agreements. Where developers do not sign up to agreements and refuse to

cooperate, or a developer goes bankrupt, there was little that the local authority can do. It was agreed that a future seminar would be helpful in exploring this issue further. **Action required.**

In response to a Member question, it was confirmed that the increase to charges for library Meeting rooms were proportionate across the county, but differential rates were charged depending on size of room, location, etc.

A Member asked officers if there was anything within the Business Plan proposals which gave them cause for concern. The Executive Director commented that officers had worked through a range of options on savings that they believed were appropriate, and which they were comfortable with, but ultimately the decision was a political one for Members.

A Member noted that Citizens Advice Bureau Cambridge and Rural had a significant operating reserve of £786K, and he asked if there was any explanation for this. Officers responded that they had no explanation as CAB was a separate organisation, and this information had been provided to give Members some background on the budget proposals.

Councillor Taylor advised that the Liberal Democrat group would not be supporting the Business Plan proposals as those proposals were predicated on a particular increase in Council Tax.

It was resolved, by a majority, to:

- a) note the overview and context provided for the 2018/19 to 2022/23 Business Plan revenue proposals for the Service, updated since the last report to the Committee in October;
- b) comment on the draft revenue savings proposals that are within the remit of the Highways and Community Infrastructure Committee for 2018/19 to 2022/23, and endorse them to the General Purposes Committee as part of consideration for the Council's overall Business Plan;
- c) comment on the changes to the capital programme that are within the remit of the Highways and Community Infrastructure Committee and endorse them to the General Purposes Committee as part of consideration for the Council's overall Business Plan;
- d) consider the proposed fees and charges for those Economy, Transport and Environment services that are within the remit of the Highways and Community Infrastructure Committee for 2018/19.

## **42. FINANCE AND PERFORMANCE REPORT – OCTOBER 2017**

The Committee received a report presenting financial and performance information for Economy, Transport and Environment (ETE) for October 2017. Members noted that the pressure in Waste had increased from £1M to £1.6M. There were no significant changes on the capital side. The Performance Indicator section of the report reflected the new 2017/18 suite of key indicators.



In response to a Member question, it was confirmed that the increase in Waste was not attributable to a particular authority, but rather reflected population increases and economic trends i.e. increasing prosperity leading to more waste.

It was noted that the transfer of Cultural Services in to ETE included half of the “Strengthening Communities” service, which had previously sat within Corporate Services. This change had been agreed in August. Those individuals were a body of professional librarians, building community resilience and working within the Library service. There was also a member of staff working with Museum services, and a member of staff responsible for grant funded projects, specifically arts and library projects.

With regard to the streetlighting contractor, it was confirmed that there were 19 of the 25 year contract left to run.

It was resolved to:

review, note and comment on the report.

#### **43. HIGHWAYS AND COMMUNITY INFRASTRUCTURE COMMITTEE AGENDA PLAN AND APPOINTMENTS TO OUTSIDE BODIES**

The Committee considered its agenda plan. It was noted that there was an additional item on “Clinical Waste Contract Award” going to the January Committee.

In response to a Member request, it was agreed that there would be an update on progress made by the LHI Panels. **Action required.**

The Democratic Services Officer advised that there was a new group that the Committee needed to appoint to, the Libraries National Portfolio Organisation (NPO) Steering Group. One Member representative was required, and Members were asked to forward any nomination to the Democratic Services Officer, who would then pass names on to the Chairman and Executive Director, who would agree the nominee under the delegated authority arrangements.

It was resolved to:

1. note the agenda plan, including the updates provided orally at the meeting;
2. note the arrangements for Member nominations to be made to the new Outside Body, the Libraries NPO (National Portfolio Organisation) Steering Group.

**Chairman**



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

**Minutes-Action Log**



**Introduction:**

This is the updated action log as at **4<sup>th</sup> January 2018** 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 11<sup>th</sup> July 2017**

<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.	Will be reported on as part of forthcoming Road Safety report (March 2018 Committee).	In progress.
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**Minutes of 12<sup>th</sup> September 2017**

<b>19.</b>	<b>Service Committee review of the draft 2018-19 Capital Programme</b>	Graham Hughes/ Sarah Heywood	Look at how best to give information on the availability of funding for each proposed item of H&CI budget expenditure	Will be done as part of the review of the 2018/2019 Business Planning process once the Business Plan has been agreed by Council in February.	
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21.	<b>Finance and Performance report</b>	Graham Hughes	Clarify what was meant by the gap in classified road condition in Fenland		In progress
21.	<b>Finance and Performance report</b>	Christine May	Supply information on library visitor numbers for previous year, and measures to increase library footfall.	Emailed to Committee Members 04/01/18.	Completed.
21.	<b>Finance and Performance report</b>	Graham Hughes/ Sarah Heywood	Develop more informative and readily intelligible finance and performance reports	Will be done as part of the review of F&P monitoring in 17/18 once the year-end process is completed.	In progress

**Minutes of 10<sup>th</sup> October 2017**

27.	<b>Relocation of Ely Registration Office to Cambridgeshire Archives</b>	Louise Clover	Requested a monitoring report of the first year's operation be presented including qualitative data regarding user experience.		Noted for reporting in Spring 2020.
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**Minutes of 24<sup>th</sup> November 2017**

34.	<b>Parking Schemes and Charges</b>	Richard Lumley/ Dawn Cave	Review Park & Ride parking charges in two years' time, following the removal of the £1 parking charge.	Added to Agenda Plan. Regarding timescales, officers will be reviewing charges in preparation for the 2020/21 financial year, so it will be scheduled to coincide with future business planning committee dates, i.e. Oct/Nov 2019.	
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**Minutes of 4<sup>th</sup> December 2017**

<b>40.</b>	<b>Integrated Transport Block Funding Allocation Proposals</b>	Andy Preston	Provide further detail regarding Cycle Route 3 (A1123 St Ives) and Bluntisham cycleway schemes.		
<b>40.</b>	<b>Integrated Transport Block Funding Allocation Proposals</b>	Elsa Evans/ Richard Lumley	Requested that total highways expenditure figures are broken down by District in future, so that there was some comparative information on overall spend in each District.		
<b>40.</b>	<b>Integrated Transport Block Funding Allocation Proposals</b>	Elsa Evans	Requested that the breakdown of monies allocated from the County-wide Minor walking and cycling improvements budget be provided at year end.	This will be added to the Finance & Performance report.	In progress
<b>41.</b>	<b>Review of draft Revenue and Capital Business Planning Proposals for 2018-19 to 2022-23</b>	Sue Reynolds /Dawn Cave	Requested seminar on Authority's powers to adopt roads e.g. Section 38 Agreements	Scheduled for 13/04/18 Member seminar.	In progress
<b>43.</b>	<b>Agenda Plan</b>	Richard Lumley/ Sarah Heywood	Provide an update on progress made by the LHI Panels.	The LHI update was last reported in the October F&P report and officers will provide an update to the Committee quarterly, so the next update will be February's report.	In progress

<b>43.</b>	<b>Appointments</b>	Chairman/ Graham Hughes	Members to provide suggested appointees to the Libraries National Portfolio Organisation (NPO) Steering Group, for agreement under the delegated authority arrangements.	One nomination received; appointment of Cllr Paul Raynes agreed	Completed.
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**PROCUREMENT OF CLINICAL WASTE COLLECTION AND DISPOSAL ARRANGEMENTS**

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

*Meeting Date:* **16 January 2017**

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

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

*Forward Plan ref:* **2018/030**      *Key decision:* **Yes**

*Purpose:* **To agree the process for awarding a framework contract for the collection and disposal of clinical waste.**

*Recommendation:* **Members are asked to delegate responsibility for the award of the clinical waste collection and disposal framework contract to the Executive Director Economy Transport and Environment in consultation with the Chair and Vice Chair of the Committee**

<b><i>Officer contact:</i></b>		<b><i>Member contacts:</i></b>	
Name:	Adam Smith	Names:	Cllr Mathew Shuter/Cllr Bill Hunt
Post:	Commission Manager (Waste)	Post:	Chair/Vice-Chair, Highways & Community Infrastructure Committee
Email:	<a href="mailto:Adam.Smith@cambridgeshire.gov.uk">Adam.Smith@cambridgeshire.gov.uk</a>	Email:	<a href="mailto:mshuter@btinternet.com">mshuter@btinternet.com</a> / <a href="mailto:William-hunt@hotmail.co.uk">William-hunt@hotmail.co.uk</a>
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## **1. BACKGROUND**

- 1.1 The County Council in its capacity as Waste Disposal Authority (WDA) has a statutory duty to make arrangements for the disposal of household clinical waste collected from residents by the district and city councils in Cambridgeshire in their capacity as Waste Collection Authorities (WCAs).
- 1.2 The district and city councils are required to meet the cost of collecting household clinical waste and the County Council is required to meet the cost of disposing of the household clinical waste that district and city councils collect.
- 1.3 The County Council has worked jointly with the district and city councils in Cambridgeshire, as well as neighbouring councils in the region, to procure a framework contract. Once in place the framework will allow other named local authorities and LGSS customers to procure their clinical waste collection and disposal arrangements without going through the full procurement process.
- 1.4 By jointly procuring these arrangements with other local authorities the County Council is seeking the best value from the marketplace by offering a greater quantity of work to potential suppliers.
- 1.5 Soft market testing was conducted with 3 leading service providers from the clinical waste collection / treatment industry, the results of which were that they would be interested in bidding for combined service contracts with a minimum 3 year duration.
- 1.6 The value of the existing disposal contract is £27,000 per annum. Members should note that the existing contract is for the disposal of clinical waste collected in Cambridgeshire only and does not include the cost of collection in Cambridgeshire or the cost of neighbouring councils' clinical waste collection and disposal.
- 1.7 The procurement process is being carried out in accordance with Public Procurement Regulations. Officers in the County Council's waste team have been supported by LGSS Procurement and Legal Services officers to develop the tender documents and prepare to go to market for these services.
- 1.8 Any other local authorities that wish to use the framework will be required to enter an access agreement with LGSS first.

## **2. MAIN ISSUES**

- 2.1 The existing disposal contract is due to expire on 1<sup>st</sup> April 2018. It has already been extended to the maximum date permitted by public procurement regulations. The County Council needs to put arrangements in place for the disposal of household clinical waste when the current contract expires.
- 2.2 The value of the new contract for disposal of Cambridgeshire's clinical waste will be determined through the tender process. However, the value of the new collection and disposal framework contract in total could exceed the £500,000 threshold should other local authorities choose to use it.



- 2.3 The new contract will allow the costs of collection and disposal to be apportioned to the appropriate authority.
- 2.4 It is proposed that once the new contract is in place it will be jointly monitored, managed and administered by officers from the County Council and the district and city councils. The day to day operational management will be by the individual the district and city councils that are best placed to deal with the changes to collections.
- 2.5 The new contracting arrangements will commence from 2<sup>nd</sup> April 2018

### **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**

There are no significant resource implications to make Committee aware of at this stage.

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

There are no significant implications within this category.

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

There are no significant implications within this category.

#### **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.

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	Yes Name of Financial Officer: Sarah Heywood
Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the LGSS Head of Procurement?	Yes Name of Officer: Paul White
Has the impact on statutory, legal and risk implications been cleared by LGSS Law?	Yes Name of Legal Officer: Fiona McMillan
Have the equality and diversity implications been cleared by your Service Contact?	Yes Name of Officer: Tamar Oviatt-Ham
Have any engagement and communication implications been cleared by Communications?	Yes Name of Officer: Eleanor Bell
Have any localism and Local Member involvement issues been cleared by your Service Contact?	Yes Name of Officer: Tamar Oviatt-Ham
Have any Public Health implications been cleared by Public Health	Yes Name of Officer: Stuart Keeble

Source Documents	Location
Procurement documentation	Room 324B, Shire Hall, Cambridge

**FINANCE AND PERFORMANCE REPORT – NOVEMBER 2017**

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

*Meeting Date:* **16th January 2018**

*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 November 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 November 2017.**

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

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

<b><i>Officer contact:</i></b>	
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Tel:	01223 699714

## 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 November 2017.
- 2.2 **Revenue:** There are no material changes to the revenue position since Committee last reviewed the October financial position.
- 2.3 The forecast bottom line position across ETE is a £19K overspend.
- 2.4 **Capital:** There is an additional £490K slippage in “Delivering the Transport Strategy Aims” as the Bar Hill to Longstanton cycleway, which is funded from S106, will slip into next financial year.
- 2.5 It was previously forecast for Cambridgeshire Archives that a third of the construction work would occur in this financial year and two-thirds in 2018/19. However, the latest schedule from Coulsons identifies the works will now start in May 2018 and therefore the expenditure will be in 2018/19.
- 2.6 The Community Hub Sawston scheme has transferred from Commercial and Investments Committee to H&CI Committee, and is reported within the Community & Cultural Services line. It is reporting £490K slippage in this financial year.
- 2.7 **Performance:** The Finance & Performance Report (**Appendix A**) provides performance information for the 2017/18 suite of key indicators. H&CI Committee has fourteen **performance indicators** reported to it. Of these fourteen, one is currently red, eight are amber, and five are green. The indicators that are currently and are forecast as red at year-end are:
  - Killed or seriously injured casualties – 12 month rolling total
- 2.8 At year-end, the forecast is that one will remain red, that four will be amber, and nine 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 – November 2017 for Highways & Community Infrastructure Committee****1. SUMMARY****1.1 Finance**

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

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

<b>Monthly Indicators</b>	<b>Red</b>	<b>Amber</b>	<b>Green</b>	<b>Total</b>
Current status this month	1	8	5	14
Year-end prediction (for 2017/18)	1	4	9	14

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

<b>Forecast Variance - Outturn (Previous Month) £000</b>	<b>Directorate</b>	<b>Current Budget for 2017/18 £000</b>	<b>Current Variance £000</b>	<b>Current Variance %</b>	<b>Forecast Variance - Outturn November £000</b>	<b>Forecast Variance - Outturn November %</b>
+206	Executive Director	227	20	4	+207	91
+492	Infrastructure Management & Operations	58,543	-3,116	-9	+552	1
-704	Strategy & Development	9,881	37	1	-740	-7
0	External Grants	-28,228	0	0	0	0
<b>-6</b>	<b>Total</b>	<b>40,423</b>	<b>-3,059</b>	<b>-8</b>	<b>19</b>	<b>0</b>

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

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

## **2.2 Significant Issues**

### **2.2.1 Waste Private Finance Initiative (PFI) Contract**

We are currently forecasting the Waste PFI budget to be around £1.6m overspent. This is largely due to an increase in the quantity of waste collected compared to the forecast, lower levels of Third Party Income through the contract, an increase in the amount of bulky waste collected that is sent direct to landfill, an increased quantity of material rejected from the In-Vessel Composting process, rising costs for recycling wood and rigid plastics collected at Household Recycling Centres and a shortfall in the delivery of savings. Although the Mechanical Biological Treatment (MBT) has performed slightly better than the 2016/17 performance levels the savings this has delivered are not sufficient to offset the additional pressures.

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 historic disputes to consider, which are not factored into any of the above.

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 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 November 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 are no items above the de minimis reporting limit recorded in November 2017.

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

##### **3.2.1 Cambridgeshire Archives**

When last assessed it was assumed that a third of the construction work would be delivered in 2017/18. The latest schedule received from Coulsons indicates that all construction work will now start in May 2018, therefore £3.778 M of the £3.817 M capital budget will be required in 2018/19. However, the scheme is still on track to complete in 2018/19.

##### 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 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.

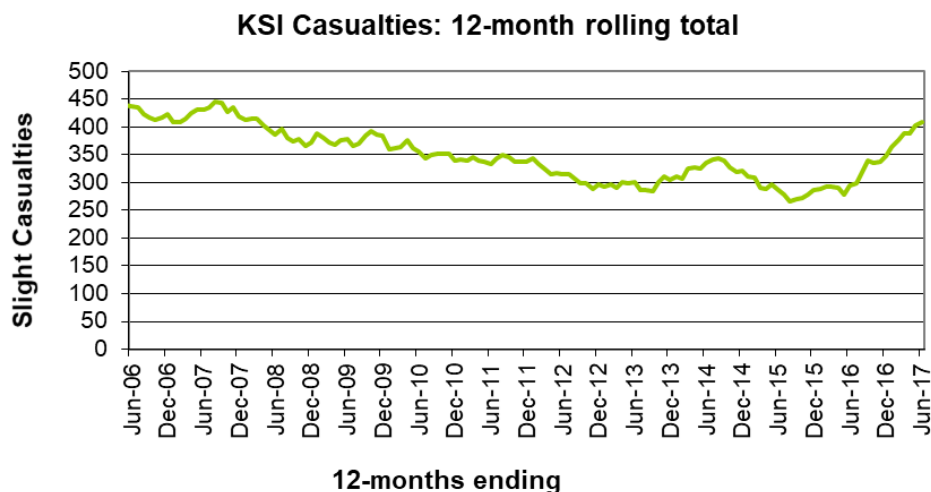
#### a) Highways & Community Infrastructure

##### Road Safety

- Road accident deaths and serious injuries - 12-month rolling total (to June 2017)  
The provisional 12 month total to the end of June 2017 is 408 compared with 294 for the same period of the previous year.

During June 2017 there were 3 fatal and 40 serious casualties.

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



From April 2016 police forces across the country introduced a new national Collision Recording and Sharing System (CRASH), which was implemented for Cambridgeshire in April.

We have discussed our increase in reported serious injuries with the Head of Road Safety Statistics at the Department for Transport (DfT), who advised that there have been increases in recorded serious injury statistics across Great Britain by police forces who have adopted CRASH, and that this is likely to be due

to better recording of injury type and on 2nd February DfT published a provisional 3rd quarter casualty bulletin for Great Britain, which includes a section on the effect of CRASH: <https://www.gov.uk/government/statistics/reported-road-casualties-great-britain-provisional-estimates-july-to-september-2016>

In Cambridgeshire, we have always put resource into checking and validating the information we received, and in working closely with the police to improve data quality. However, even with the processes we had in place, it looks as if there may have previously been some under-reporting of serious injuries in Cambridgeshire.

We have met with other local authorities using CRASH, Addenbrooke's MTC, EoE Trauma Network, Highways England and the DfT to discuss their data. The DfT have compared data from police forces using CRASH with those not using CRASH and have definitely seen an uplift in serious casualties but they have also seen this same trend in a force using a different system. The DfT have offered an initial estimate of 10-15% uplift in serious casualties as a result of the introduction of CRASH. Work is ongoing from all involved in this data.

More work is needed to fully understand the effect of CRASH on Cambridgeshire's statistics, and the introduction of CRASH may not be the only factor in our increase in reported serious injuries. There has been an increase in slight casualties at the same time and this may indicate that while the introduction of CRASH has undoubtedly had an effect on the recorded severity of casualties that a general increase in casualties has also occurred. DfT is also planning to publish estimates of the CRASH effect on road casualty statistics, although that will not be available until later in the year.

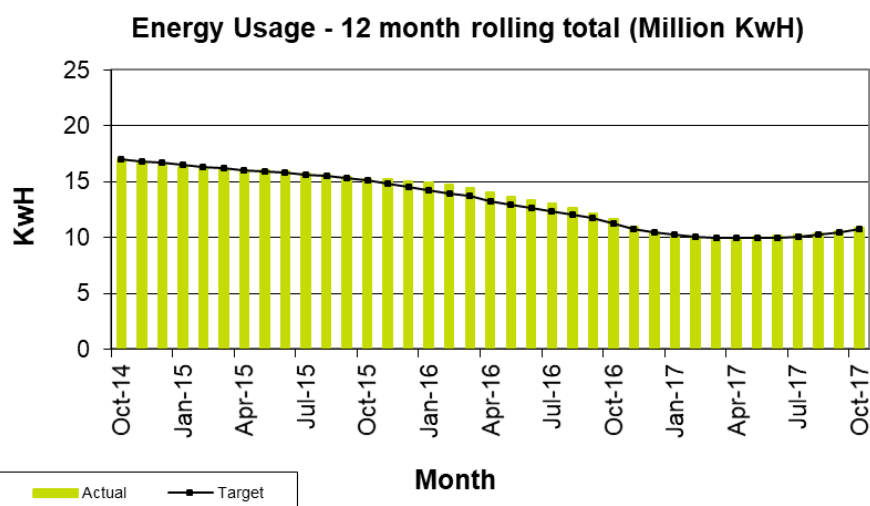
### **4.3 Amber indicators (new information)**

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**

##### **Street Lighting**

- Energy use by street lights – 12-month rolling total (to October 2017)  
Actual energy use to October is 10.84 Kwh, which is up from the last reported figure of 10.53 and currently above our target of 10.59.



The energy targets have now been updated to reflect other measures agreed elsewhere (such as the presence or absence of part night lighting, including those being funded by Cambridge City and Parish Councils).

#### 4.4 Green Indicators (new information)

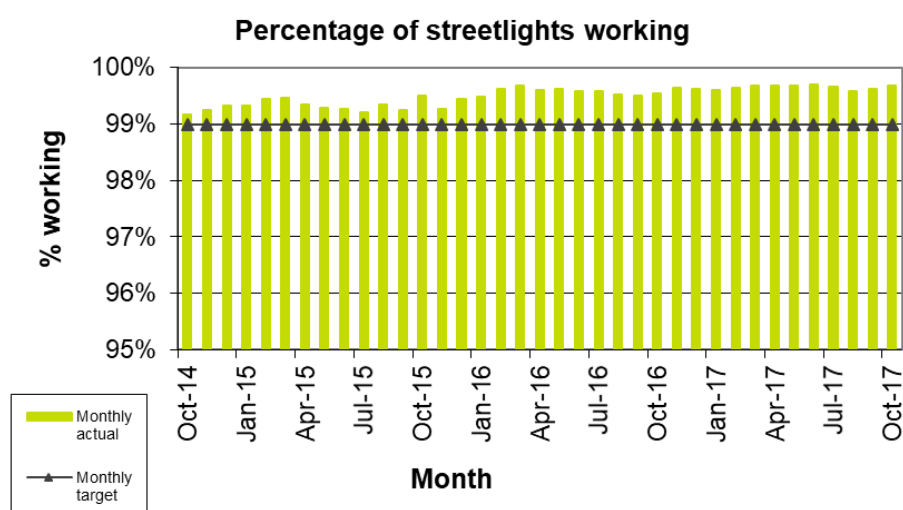
The following indicators are currently on-course to achieve year-end targets.

##### a) Highways & Community Infrastructure

##### Street Lighting

- Streetlights working (as measured by new performance contract) (to October 2017)

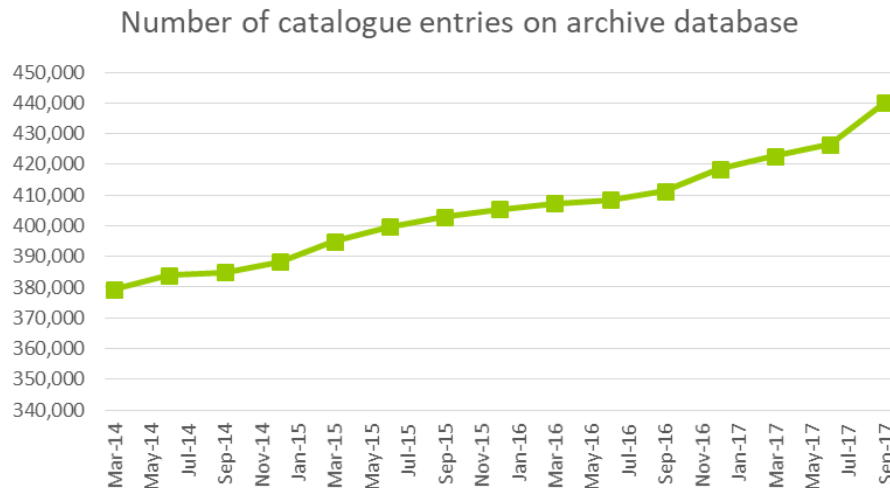
The 4-month average (the formal contract definition of the performance indicator) is 99.6% this month, and remains above the 99% target.



##### Archives

- Increase digital access to archive documents by adding new entries to online catalogue (to September 2017)  
The figure to the end of September 2017 is 440,288 which means the year-end target of 417,000 has been achieved.

This equates to an increase over the previous quarter of 9,855, or roughly 150 catalogue entries per working day.



## 4.5 Contextual indicators (new information)

### a) Highways & Community Infrastructure

#### Road Safety

- Road accident slight injuries – 12-month rolling total (to June 2017)  
There were 1,688 slight injuries on Cambridgeshire's roads during the 12 months ending June 2017 compared with 1,653 for the same period the previous year.

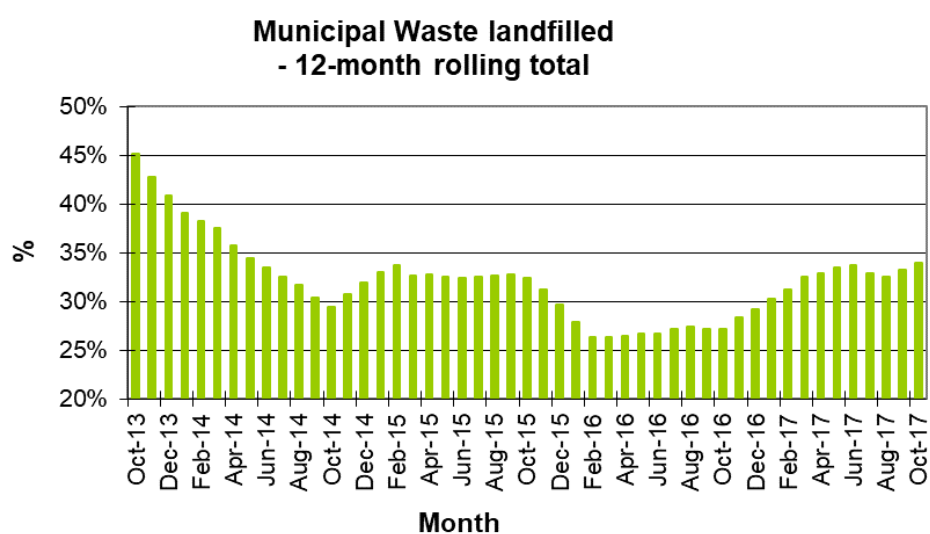
During June there were 131 slight casualties.

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



### Waste management

- Municipal waste landfilled - 12 month rolling average (to October 2017)  
During the 12-months ending October 2017, 33.9% of municipal waste was landfilled.



## APPENDIX 1 – Service Level Budgetary Control Report

Forecast Variance - Outturn October	Service	Current Budget for 2017-18	Expected to end of November	Actual to end of November	Current Variance		Forecast Variance - Outturn November	
£'000		£'000	£'000	£'000	£'000	%	£'000	%
	<b>Economy, Transport &amp; Environment Services</b>							
+206	Executive Director	-41	398	421	+23	+6	+206	-502
+0	Business Support	268	169	167	-2	-1	+0	+0
0	Direct Grants	-21,673	0	0	+0	+0	+0	0
<b>+206</b>	<b>Total Executive Director</b>	<b>-21,446</b>	<b>567</b>	<b>587</b>	<b>+20</b>	<b>+4</b>	<b>+207</b>	<b>-1</b>
	<b>Directorate of Infrastructure Management &amp; Operations</b>							
-4	Director of Infrastructure Management & Operations	144	96	84	-12	-12	-4	-3
+1,628	Waste Disposal including PFI	34,080	19,007	17,951	-1,056	-6	+1,604	+5
	Highways							
-5	- Road Safety	332	251	250	-1	-0	+0	+0
-129	- Traffic Management	1,384	1,029	822	-207	-20	-124	-9
-107	- Highways Maintenance	6,737	4,324	4,151	-173	-4	-0	-0
+1	- Permitting	-1,333	-673	-835	-162	+24	-9	+1
+0	- Winter Maintenance	1,975	1,091	1,132	+41	+0	+0	+0
-240	- Parking Enforcement	0	-595	-1,563	-968	+163	-240	+0
-384	- Street Lighting	9,505	5,376	4,891	-486	-9	-368	-4
-43	- Asset Management	578	592	540	-53	-9	-45	-8
-304	- Highways other	487	399	436	+37	+9	-358	-73
+0	Trading Standards	706	347	325	-22	-6	+0	+0
	Community & Cultural Services							
-92	- Libraries	3,361	1,978	1,835	-143	-7	-84	-3
+6	- Archives	347	242	178	-64	-26	+0	+0
+36	- Registrars	-541	-336	-350	-14	+4	+45	-8
+129	- Coroners	780	489	656	+167	+34	+135	+17
0	Direct Grants	-6,555	-3,278	-3,278	0	+0	0	34
<b>+492</b>	<b>Total Infrastructure Management &amp; Operations</b>	<b>51,988</b>	<b>30,340</b>	<b>27,224</b>	<b>-3,116</b>	<b>-10</b>	<b>+552</b>	<b>+1</b>
	<b>Directorate of Strategy &amp; Development</b>							
+0	Director of Strategy & Development	142	95	88	-6	-6	+0	+0
+0	Transport & Infrastructure Policy & Funding	297	65	192	+128	+197	+9	+3
	Growth & Economy							
-62	- Growth & Development	549	358	259	-99	-28	-83	-15
-0	- County Planning, Minerals & Waste	304	91	75	-17	-18	+0	+0
+0	- Historic Environment	53	74	108	+34	+46	+0	+0
-0	- Flood Risk Management	442	262	219	-43	-16	-0	-0
-250	- Highways Development Management	0	93	-109	-202	-217	-250	+0
-26	- Growth & Economy other	165	232	253	+21	+9	-47	-29
+0	Major Infrastructure Delivery	0	362	362	-0	-0	+0	+0
	Passenger Transport							
+59	- Park & Ride	193	536	786	+250	+47	+65	+34
-400	- Concessionary Fares	5,393	3,191	3,066	-124	-4	-408	-8
-26	- Passenger Transport other	2,342	1,230	1,326	+96	+8	-26	-1
0	Direct Grants	0	0	0	0	+0	+0	0
<b>-704</b>	<b>Total Strategy &amp; Development</b>	<b>9,881</b>	<b>6,589</b>	<b>6,626</b>	<b>37</b>	<b>+1</b>	<b>-740</b>	<b>-7</b>
<b>-6</b>	<b>Total Economy, Transport &amp; Environment Services</b>	<b>40,423</b>	<b>37,496</b>	<b>34,437</b>	<b>-3,059</b>	<b>-8</b>	<b>+19</b>	<b>+0</b>
	<b>MEMORANDUM</b>							
<b>£'000</b>	<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	-1,972	-1,972	+0	+0	+0	+0
0	- Waste - PFI Grant	-2,611	-1,306	-1,306	+0	+0	+0	+0
<b>+0</b>	<b>Grant Funding Total</b>	<b>-28,228</b>	<b>-3,278</b>	<b>-3,278</b>	<b>0</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>Executive Director</b>	-41	+23	+6	+206	-502
<p>The review of Senior management within ETE is now out to consultation and will be implemented by the end of the calendar year, therefore limiting the amount of savings that can be made in this financial year. The new structure will be in place for 2018/19 and it is expected in a full year will save up to £250k.</p>					
<b>Waste Disposal incl PFI</b>	34,080	-1,056	-6	+1,604	+5
<p>We are currently forecasting the Waste PFI budget to be around £1.6m overspent. This is largely due to an increase in the quantity of waste collected compared to the forecast, lower levels of Third Party Income through the contract, an increase in the amount of bulky waste collected that is sent direct to landfill, an increased quantity of material rejected from the In-Vessel Composting process, rising costs for recycling wood and rigid plastics collected at Household Recycling Centres and a shortfall in the delivery of savings. Although the Mechanical Biological Treatment (MBT) has performed slightly better than the 2016/17 performance levels the savings this has delivered are not sufficient to offset the additional pressures.</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 historic disputes to consider, which are not factored into any of the above.</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 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	-207	-20	-124	-9
<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 £65k for Temporary Traffic Regulation Orders (TTRO), however the income for New Roads and Street Works Act (NRSWA) charges is behind expected budgeted position. This underspend will be used to help cover the pressure on the Waste budget.</p>					



<b>Parking Enforcement</b>	0	-968	+163	-240	0
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.					
<b>Street Lighting</b>	9,505	-486	-9	-368	-4
We are currently forecasting the Street Lighting budget to be £368k under spent. This is due to the higher number of deductions for performance failures than expected, which were made in line with the PFI contract and relate to adjustments due under the contract Payment Mechanism regarding performance. An element of this forecast outturn is also due to project synergy savings which have now been realised in this financial year.					
<b>Highways other</b>	487	+37	+9	-358	-73
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	+167	+34	+135	+17
Costs in this area have increased due to more deaths and also an increase in costs relating to Assistant Coroners handling complex cases. There is also an increase in inquest costs due to the large case load.					
<b>Highways Development Management</b>	0	-202	-217	-250	0
Section 106 and section 38 fees have come in higher than expected for new developments and is expected to lead to an overachievement of income. However, this is an unpredictable income stream and the forecast outturn is updated regularly.					
<b>Concessionary Fares</b>	5,393	-124	-4	-408	-8
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.					

### APPENDIX 3 – Grant Income Analysis

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

<b>Grant</b>	<b>Awarding Body</b>	<b>Expected Amount £'000</b>
<b>Grants as per Business Plan</b>	Various	32,051
Waste PFI Grant		-80
Reduction to match Combined authority levy		-1,327
Adult Learning & Skills - now being reported under People & Communities		-2,418
Non-material grants (+/- £30k)		+2
<b>Total Grants 2017/18</b>		<b>28,228</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	
Adjustment to match Combined authority levy	1,327	
Use of earmarked reserve – Asset Information records	45	
Use of earmarked reserve – Transport Strategy & Policy	200	
Use of earmarked reserve – Flood Risk Management	42	
Use of earmarked reserve – Former Whippet Bus Routes	118	
Transfer of Service from Corporate Services – Green Spaces	56	
Adult Learning & Skills - now being reported under People & Communities	-180	
Transfer of Service from Corporate Services – Cultural Services	410	
Non-material virements (+/- £30k)	-10	
<b>Current Budget 2017/18</b>	<b>40,423</b>	

## APPENDIX 5 – Reserve Schedule

Reconciliation List for Personal Accounts for ETE Services as at 30th November 2017					
Fund Description	Balance at 31st March 2017 £'000	Movement within Year £'000	Balance at 30th November 2017 £'000	Yearend Forecast Balance £'000	Notes
<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	(117)	0	0	
Streetworks Permit scheme	98	0	98	0	
Highways Commuted Sums	620	3	622	620	
Asset Information records	0	0	0	0	
Streetlighting - LED replacement	0	200	200	0	
Community Transport	0	444	444	562	This is being used to meet legal costs if required.
Guided Busway Liquidated Damages	1,523	(608)	915	300	
Waste and Minerals Local Development Fra	59	0	59	59	
Strategic Transport Corridor Feasibility Studies	0	0	0	0	
Flood Risk funding	0	0	0	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	2	38	0	
Other earmarked reserves under £30k - S&D	(188)	(1)	(189)	0	
<b>Sub total</b>	<b>5,989</b>	<b>(78)</b>	<b>5,911</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	24,201	24,201	0	Account used for all of ETE
Government Grants - S&D	786	13,731	14,517	0	
Government Grants - IMO	0	0	0	0	
Other Capital Funding - S&D	5,788	(2,031)	3,757	5,000	
Other Capital Funding - IMO	699	135	834	200	
<b>Sub total</b>	<b>7,274</b>	<b>36,036</b>	<b>43,309</b>	<b>5,200</b>	
<b>TOTAL</b>	<b>16,379</b>	<b>33,729</b>	<b>50,108</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 (November)	Forecast Spend - Outturn (November)	Forecast Variance - Outturn (November)	Total Scheme Revised Budget	Total Scheme Forecast Variance
£'000		£'000	£'000	£'000	£'000	£'000	£'000
	Integrated Transport						
200	- Major Scheme Development & Delivery	200	87	200	0	200	0
682	- Local Infrastructure Improvements	944	370	927	-17	863	0
594	- Safety Schemes	594	-18	594	0	594	0
345	- Strategy and Scheme Development work	601	495	601	0	345	0
2,362	- Delivering the Transport Strategy Aims	4,501	928	3,811	-690	4,178	0
23	- Air Quality Monitoring	23	0	23	0	23	0
14,516	Operating the Network	16,255	7,550	16,156	-99	16,248	0
	Infrastructure Management & Operations Schemes						
6,269	- £90m Highways Maintenance schemes	6,000	2,321	6,140	140	90,000	0
0	- Pothole grant funding	1,155	672	1,155	0	1,155	0
395	- Waste Infrastructure	395	7	395	0	5,120	0
2,060	- Cambridgeshire Archives	1,975	23	39	-1,936	5,180	0
284	- Community & Cultural Services	1,993	78	1,493	-500	3,042	0
0	- Street Lighting	736	0	736	0	736	0
0	- National Productivity Fund	2,890	688	2,890	0	2,890	0
0	- Challenge Fund	4,583	211	4,583	0	6,250	0
0	- Safer Roads Fund	1,175	51	1,175	0	1,175	0
	Strategy & Development Schemes						
4,370	- Cycling Schemes	5,149	1,923	2,212	-2,937	17,598	0
850	- Huntingdon - West of Town Centre Link Road	1,510	3	665	-845	9,116	0
25,000	- Ely Crossing	25,891	12,871	25,891	0	36,000	0
0	- Chesterton Busway	200	226	196	-4	200	0
1,370	- Guided Busway	1,200	59	1,200	0	148,886	0
11,667	- King's Dyke	6,000	168	6,000	0	13,580	0
0	- Wisbech Access Strategy	330	288	330	0	1,000	0
1,000	- Scheme Development for Highways Initiatives	1,000	3	1,000	0	1,000	0
100	- A14	142	105	142	0	25,200	0
250	- Energy Efficiency Fund	250	80	250	0	1,000	0
0	- Soham Station	500	12	500	0	6,700	0
	Combined Authority Schemes	55	55	55	0	55	0
	Other Schemes						
3,590	- Connecting Cambridgeshire	4,217	1	850	-3,367	36,290	0
0	- Other Schemes	200	200	200	0	200	0
<b>75,927</b>		<b>90,664</b>	<b>29,457</b>	<b>80,409</b>	<b>-10,255</b>	<b>434,824</b>	<b>0</b>
-9,664	Capital Programme variations	-14,742		-4,487	10,255		
<b>66,263</b>	<b>Total including Capital Programme variations</b>	<b>75,922</b>	<b>29,457</b>	<b>75,922</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 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.

### **Safer Roads Fund**

A successful bid was made to Department for Transport (DfT) to secure £1,300,000 worth of funding from the Safer Roads Fund. This funding is specifically for safety improvements on the A1303. The scheme will be completed in 2018/19.

### **Cambridgeshire Archives**

When last assessed it was assumed that a third of the construction work would be delivered in 2017/18. The latest schedule received from the Contractor indicates that all construction work will now start in May 2018, therefore £3.778m of the £3.817m capital budget will be required in 2018/19. However, the scheme is still on track to complete in 2018/19.

### **King's Dyke**

Negotiations with land owners are nearing completion and informal agreements have been reached. Heads of Terms and contracts are being drafted and agreed by the respective parties' legal teams. Costs remain confidential at this point.

The tender process for design and construction is complete. Kier Construction has been announced as the successful preferred bidder for these works. Work with Kier has commenced on the stage 1 contract for detailed design. The design will inform a more robust construction target price prior to award of the Stage 2 contract for construction.

The current business plan forecast remains at £13.6m based on early estimates. As previously reported to the E and E committee the estimated cost could increase and an upper possible figure of £16.9m was indicated. Stage 1 will provide an opportunity to assess in more detail the potential risks, including ground conditions, statutory undertakers' costs, Network Rail requirements and any associated construction difficulties. It will also provide the opportunity to undertake value engineering exercises to provide a more economical design. 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 was £27.4m at the time of award of Stage 2. Whilst work is progressing on site, some significant risks have emerged requiring additional work, including Network Rail requirements, the diversion of statutory undertakers' plant, buildability issues arising from the complex V piers and additional temporary works resulting from poor and variable ground conditions. These will increase the outturn cost of the scheme significantly and are currently being considered with the contractor to minimise the impact on the project and to reduce the cost impact.

The completion date is likely to be Autumn 2018. CCC are working with the contractor to identify options to mitigate against delay and minimise costs. A number of value engineering opportunities are also being explored.

A more detailed outturn forecast to take account of the of delay and the risks associated with the project will be reported in the Finance and Performance report and to the E&E Committee.

### **Abbey-Chesterton Bridge**

Originally planned spend for 2017/18 was £1,917,000 but now looks to be £300,000. Planning application was submitted in July 2016 and it was anticipated that this process would complete by autumn 2016, with construction of the bridge in late 2017, and thus significant construction related spend could be achieved.

The planning permission was not granted until February 2017 following the need to submit multiple packages for certain aspects of the application. Construction now looks likely to commence in March 2018, though this is dependent upon discharging the pre-start planning conditions.

Significant spend will not be encountered until the construction work commences, thus the majority of spend will now come in 2018/19 rather than 2017/18.

### **Huntingdon – West of Town Centre Link Road**

The outturn for the scheme has reduced to £665,000 from £1,510,000, this is due to land cost claims which have not been resolved as anticipated and it is now expected these claims will be resolved in 2018/19.

### **Cambridge Cycling infrastructure**

This is the programme of S106 funded cycling projects in Cambridge. The funding is generally not time limited, and thus any underspend rolls into the next year. The originally planned spend was £1,580,000 but now looks to be £150,000. This is a consequence of public consultation and scheme development work being extended, not least Queen Edith's Way, which is the project with the largest single budget. Following consultation E&E Committee agreed to undertake further development and consultation with local residents. The delivery team's priority has been to complete projects that have some time limited funding associated with them such as DfT Cycle City Ambition funded schemes and St Neots Northern foot and cycle bridge, and to progress some of the higher profile projects such as Abbey-Chesterton bridge.

**A10 Harston** – The scheme is nunder construction and approaching the end of the 18 week programme. It is on track to achieve the spend forecast of £1,030,000 for the year, with works to have been substantially completed by Christmas.

**Huntingdon Road** – Construction work commenced 18th September. It is now nearing the end of the 10 week programme. It consists of a Citybound raised lane, and planed out and resurfaced lane towards Girton. It is on track to achieve spend forecast of £345,000 for the year.

**Trumpington Road** – This scheme was recently completed. The spend was slightly over the original forecast of £480,000 for the year due to more extensive than anticipated works associated with gas main.

**Quy to Lode** – Scheme under construction, and due to complete early December. It consists of a 2km new village link and is on track to achieve spend forecast of £451,000 for the year. Much of the relatively significant spend for 2017/18 will be spent in 2018/19

### Connecting Cambridgeshire

Expenditure in this year will be lower than estimated in relation to the BT contract. To confirm, delivery is on track but expenditure has been re-phased, and therefore the funding will be required next financial 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 (November) £'000	Forecast Funding Variance - Outturn (November) £'000
17,991	Local Transport Plan	17,815	17,009	-806
2,483	Other DfT Grant funding	21,965	19,908	-2,057
19,231	Other Grants	10,367	10,367	0
4,827	Developer Contributions	6,418	5,538	-880
18,992	Prudential Borrowing	23,768	19,845	-3,923
12,403	Other Contributions	10,331	7,742	-2,589
<b>75,927</b>		<b>90,664</b>	<b>80,409</b>	<b>-10,255</b>
<b>-9,664</b>	Capital Programme variations	-14,742	-4,487	10,255
<b>66,263</b>	<b>Total including Capital Programme variations</b>	<b>75,922</b>	<b>75,922</b>	<b>0</b>

Funding	Amount (£m)	Reason for Change
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 August 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)	16.3	New Grant funding – National Productivity Fund (£2.9m), Pothole Action Fund (£1.2m), Challenge Fund (£3.5m) and Safer Roads Fund (£1.2m). Grant funding for Ely Crossing now direct from DfT previously part of Growth Deal funding (£11.3m)
Additional / Reduction in Funding (Prudential borrowing)	-1.0	Rephasing of grant funding for Ely Crossing reduced the requirement for borrowing (-£3.0m). Brought forward borrowing to fund DfT Challenge Fund schemes (£2.25m).

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.

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

## 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 September 2017	440,288	417,000	G	G	<p>The figure to the end of September 2017 is 440,288 which means the year-end target of 417,000 has been achieved.</p> <p>This equates to an increase over the previous quarter of 9,855, or roughly 150 catalogue entries per working day.</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>
Library Services									
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								

Frequency	Measure	What is good?	Dir'n of travel	Latest Data		2017/18 Target	Current status	Year-end prediction	Comments
				Period	Actual				
	Number of visitors to libraries/community hubs - year-to-date	High	↑	To 30 September 2017	1,129,897	2.4 million	A	A	<p>There have been 587,158 visitors to libraries/community hubs between July and September 2017 and a total of 1,129,897 during the year to date (April to September 2017).</p> <p>Numbers during the quarter have been buoyed up following hard-work by staff to promote the Summer Reading Challenge. Compared with 2016-17 25% more children started the Challenge while the number of children's activities over the period rose by 17% and the number of children attending these activities increased by 46%.</p> <p>Public PC and Wi-Fi usage also show a 9% and 20% increase respectively compared with the same period last year.</p>
	<b>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.</b>								
	Number of item loans (including eBook loans) – year-to-date	High	↑	To 30 September 2017	1,317,726		Contextual		<p>There have been 673,536 item loans between July and September 2017 and a total of 1,317,726 during the year to date (April to September 2017).</p> <p>Figures, especially children's, have improved as a result of the Summer Reading Challenge while seasonal factors have seen an increase in issues of eBooks and eAudio by 19% and 13% respectively compared with quarter 1.</p>
<b>Road and Footway maintenance</b>									
Yearly	<b>Operating Model Outcomes: The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents &amp; People live in a safe environment</b>								
	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

Frequency	Measure	What is good?	Dir'n of travel	Latest Data		2017/18 Target	Current status	Year-end prediction	Comments
				Period	Actual				
									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	A	A	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%.
	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%. Provisional figures suggest the condition has remained at 33% which strengthens the argument that in reality, the condition of unclassified roads is generally stable. The final results of the 2016/17 annual survey will look to address this anomaly.
Road Safety									

Frequency	Measure	What is good?	Dir'n of travel	Latest Data		2017/18 Target	Current status	Year-end prediction	Comments
				Period	Actual				
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 June 2017	408	<275	R	R	<p>The provisional 12 month total to the end of June 2017 is 408 compared with 294 for the same period of the previous year.</p> <p>During June 2017 there were 3 fatal and 40 serious casualties.</p> <p>We are waiting for outstanding 2017 data from July onwards from the police and we are liaising with them to obtain this information.</p>
	Slight casualties - 12-month rolling total	Low	↓	To 30 June 2017	1688	Contextual		<p>There were 1,688 slight injuries on Cambridgeshire's roads during the 12 months ending June 2017 compared with 1,653 for the same period the previous year.</p> <p>During June there were 131 slight casualties.</p> <p>We are waiting for outstanding 2017 data from July onwards from the police and we are liaising with them to obtain this information.</p>	
Rogue Traders									
Quarterly	Operating Model Outcomes: People live in a safe environment & The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents								
	Money saved for Cambridgeshire consumers as a result of our intervention in rogue trading incidents. (Annual average)	High	↓	To 30 June 2017	£115,504	Contextual		<p>£16,245 was saved as a result of our intervention in four rogue trading incidents during the second quarter of 2017/18. The annual average based on available data since April 2014 is £115,504. Data for 2017/18 includes Peterborough savings.</p> <p>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</p>	

Frequency	Measure	What is good?	Dir'n of travel	Latest Data		2017/18 Target	Current status	Year-end prediction	Comments
				Period	Actual				
									victims; the impact can only be viewed on a case-by-case basis.
<b>Trees</b>									
6 monthly	<b>Operating Model Outcomes: People live in a safe environment &amp; The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents</b>								
	Number of trees removed			January to June 2017	61				34 trees were removed because of disease, 11 because of subsidence and 16 because of natural disasters.  Discussions are currently underway with the relevant parish for a suitable location for 12 replacement trees in South Cambridgeshire.
	Number of trees planted			January to June 2017	3				Discussions underway with parish for suitable location for 12 replacement trees in South
<b>LHI Projects</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>								
	East Cambridgeshire LHI Programme (15 Projects)	High	↑	To 31 October 2017	47.3%	100%	A	G	With 118 LHI projects to manage and deliver alongside the rest of the TDP across the County, resources are under significant pressure, with vacant posts proving very difficult to successfully recruit to. In order to help reduce the risk of delays to the programme, measures have therefore been put in place to supplement design and management resources, drawing on additional resource from our highway services contract. Whilst this additional resource has helped, it has not fully solved the problem and the risk although reduced does remain
	South Cambridgeshire LHI Programme (28 Projects)	High	↑	To 31 October 2017	54.5%	100%	A	G	
	Cambridge City LHI Programme (38 Projects)	High	↑	To 31 October 2017	44.7%	100%	A	A	
	Fenland LHI Programme (13 Projects)	High	↑	To 31 October 2017	48.2%	100%	A	G	

Frequency	Measure	What is good?	Dir'n of travel	Latest Data		2017/18 Target	Current status	Year-end prediction	Comments
				Period	Actual				
	Huntingdonshire LHI Programme (24 Projects)	High	↑	To 31 October 2017	62.4%	100%	G	G	
<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 31 October 2017	99.6%	99%	G	G	The 4-month average (the formal contract definition of the performance indicator) is 99.6% this month, and remains above the 99% target.
	Energy use by street lights – 12-month rolling total	Low	↑	To 31 October 2017	10.84 million kWh	10.59 million kWh	A	G	Actual energy use to October is 10.84 kWh, which is up from the last reported figure of 10.53 and currently above our target of 10.59.  The energy targets have now been updated to reflect other measures agreed elsewhere (such as the presence or absence of part night lighting, including those being funded by Cambridge City and Parish Councils).
<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>								
	Municipal waste landfilled – 12-month rolling average	Low	↑	To 31 October 2017	33.9%	Contextual			During the 12-months ending October 2017, 33.9% of municipal waste was landfilled.





# HIGHWAYS AND COMMUNITY INFRASTRUCTURE POLICY AND SERVICE COMMITTEE AGENDA PLAN

Published on 2nd January 2018  
Updated 5<sup>th</sup> January 2018



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.

**The following are standing agenda items which are considered at every Committee meeting:**

- Minutes of previous meeting and Action Log;
- Finance and Performance Report;
- Agenda Plan, Appointments to Outside Bodies and Training Plan.

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
<b>16/01/18</b>	Clinical Waste Contract	Adam Smith	2018/030	03/01/18	05/01/18
<b>13/02/18</b>	Cambridge Resident Parking	Richard Lumley	2018/023	31/01/18	02/02/18
	Library Service Transformation	Christine May	2018/024		
<b>13/03/18</b>	Highways Infrastructure Assets Management Plan 2018-28	Richard Lumley/ Mike Atkins	Not applicable	28/02/18	02/03/18

<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>
	Road Safety across Cambridgeshire	Andy Preston/Matt Staton	2018/019		
<i>[10/04/18] Provisional mtg.</i>				28/03/18	30/03/18
<b>22/05/18</b>				09/05/18	11/05/18
<i>[12/06/18] Provisional mtg.</i>				30/05/18	01/06/18
<b>10/07/18</b>	Annual review of the Highways Contract			27/06/18	29/06/18
<i>[14/08/18] Provisional mtg.</i>				01/08/18	03/08/18
<b>11/09/18</b>	Highway Contract Monitoring	Richard Lumley	Not applicable	29/08/18	31/08/18
<b>09/10/18</b>				26/09/18	28/09/18
<b>13/11/18</b>				31/10/18	02/11/18
<b>04/12/18</b>				21/11/18	23/11/18
<b>15/01/19</b>				02/01/19	04/01/19
<i>[12/02/19] Provisional mtg.</i>				30/01/19	01/02/19
<b>12/03/19</b>				27/02/19	01/03/19
<i>[16/04/19] Provisional mtg.</i>				03/04/19	05/04/19
<b>21/05/19</b>				08/05/19	10/05/19

**November 2019:** Review of withdrawal of £1 Park & Ride parking charge

**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> (9am-1pm) <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			03/10/17 Huntingdon 09/10/17		Visit		

Ref	Subject	Desired Learning Outcome/Success Measures	Priority	Date	Responsibility	Nature of training	Cllrs Attending	Percentage of total
				Witchford 11/10/17 March 16/10/17 Whittlesford (10am to 4pm)				
5.	Community and Cultural Services – ‘package tour’ to see libraries, archives, registration and coroner services working closely together in Huntingdon					Tour/ visits		
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		

- Members can ask officers for one-to-one meetings if they would like to discuss topics further.
- In addition to the training plan, Member Seminars often include relevant items: 12/01/18: ETE senior leader restructure/appointments and Annual Parking Report; 13/04/18: Road adoption.

*Updated 05/01/18*