



Cambridgeshire
County Council

ANNUAL COUNCIL MEETING

AGENDA

14th May 2019

**Shire Hall
Cambridge**

GUIDANCE NOTES FOR VISITORS - SHIRE HALL COMMITTEE ROOMS

Please read these notes for your own safety.

The County Council will endeavour to ensure that you come to no harm whilst in our buildings, but **you** also have a responsibility to ensure that you do not put yourself or others at risk.

SECURITY

All visitors must report to main reception to sign in and will be handed a visitor badge which must be worn at all times whilst in the building.

Please do not forget to sign out at reception and return your badge when you leave. The visitor book is used as a register in case of emergency building evacuation.

FIRE/EMERGENCY EVACUATION SIGNAL

This is a continuously sounding alarm.

If it sounds - vacate the building immediately following the signs for emergency escape routes and fire exits. Go straight to the assembly point at the front of the building. (Notices with diagrams are available in each of the Committee Rooms.)

DO NOT STOP TO COLLECT PERSONAL BELONGINGS

DO NOT ATTEMPT TO USE THE LIFT

DO NOT RE-ENTER THE BUILDING UNTIL AUTHORISED TO DO SO

If you see a fire - activate the nearest emergency fire alarm or alert the nearest member of staff.

*[*Please note that the alarm is tested every Wednesday morning.]*

FIRST AID

If you feel unwell or need first aid, please contact main reception or the nearest member of staff.

DISABLED ACCESS

Please contact the person named at the bottom of the Agenda for details.

FACILITIES FOR HEARING IMPAIRED

The Council Chamber is fitted with a standard loop hearing system. The other Shire Hall Committee Rooms are fitted with an infra-red loop hearing system. Neckloop receivers for those who require assistance with their hearing in these rooms are available on loan from the Shire Hall main reception on the ground floor. Guidance on their use will be provided by reception staff.

TOILETS

Access to visitors' toilets are from the corridor to the left of main reception [gentlemen] and disabled [unisex] and on the first floor landing [ladies].

SMOKING

The Council operates a **NO SMOKING** policy in all areas of the Shire Hall site.

CAMBRIDGESHIRE COUNTY COUNCIL

NOTICE OF MEETING

The annual meeting of the County Council will be held at Shire Hall, Castle Hill, Cambridge on Tuesday 14th May 2019 at 10.30a.m.

A G E N D A

Prayers led by Amy Ellis, Elder, Jesus Lane Quaker Meeting

Apologies for Absence

1. Election of Chairman/woman of Council (oral)
2. Election of Vice-Chairman/woman of Council (oral)
3. Minutes – 19th March 2019 (previously circulated)
[available at [County Council meeting 19/03/2019](#)]
4. Chairman’s Announcements (oral)
5. Report of the County Returning Officer (oral)

To report that Councillor Barbara Ashwood was elected to fill the vacancy in the Trumpington Electoral Division in the by-election held on 2nd May 2019.

6. Declarations of Interests (oral)

[Guidance for Councillors on declaring interests is available at <http://tinyurl.com/cc-conduct-code>]

7. Public Question Time (oral)

To receive and respond to questions from members of the public in accordance with Council Procedure Rule 9.3.

8. Petitions (oral)

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

9. Item for Determination from General Purposes Committee (oral)

The Cambridgeshire County Council People Strategy

To consider the following recommendation arising from the General Purposes Committee meeting on 26th March 2019 (minute 154 refers):

recommend the People Strategy to Full Council for approval.

Note: a copy of the report discussed by the General Purposes Committee and the minutes of the meeting are available via the following link: [General Purposes Committee meeting 26/03/2019](#)

10. Constitution and Ethics Committee Recommendations to Full Council
- (a) Scheme of Financial Management (pages 12-15)
 - (b) Changes to Constitution: Highways & Community Infrastructure and Communities & Partnership Committees (pages 16-26)
 - (c) Arrangements for the appointment of Independent Person(s) (pages 27-33)
 - (d) Chairmen/women and Vice-Chairmen/women of committees (pages 34-52)
 - (e) Protocol on Member/Officer Relations (pages 53-62)
 - (f) Scheme of Delegation (pages 63-64)
11. Committees - Allocation of seats and substitutes to political groups in accordance with the political balance rules (to be tabled)
12. Appointment of the Chairman/woman and Vice-Chairman/woman of the following Policy and Service Committees: (page 65)
- General Purposes
 - Adults
 - Children and Young People
 - Commercial and Investment
 - Communities and Partnership
 - Economy and Environment
 - Health
 - Highways and Community Infrastructure
- Appointment of the Chairman/woman only:
- Health and Wellbeing Board

Subject to full Council approval of agenda item no.10d), the appointment of the Chairman/woman only:

- Audit and Accounts Committee
- Pension Committee
- Planning Committee

13. Appointment to Outside Bodies and Annual Report 2018/19 (pages 66-190)
14. Cambridgeshire and Peterborough Combined Authority – Membership and Other Appointments (pages 191-193)
15. Approval of Calendar of County Council Meetings (oral)

To approve the following calendar of meetings:

- 23rd July 2019
- 15th October 2019
- 10th December 2019
- 11th February 2020
- 14th February 2020 (Provisional)
- 17th March 2020
- 12th May 2020

16. Motions submitted under Council Procedure Rule 10 (oral)

(a) Motion from Councillor S Count

Our natural and built environment is the most precious inheritance for which we act as caretakers for the next generation. At the same time, our society is facing global challenges of population growth, climate change and equalisation of living standards.

The United Nations estimates that global population will reach 9.2 billion by 2050. This population is unevenly distributed across the globe with different levels of consumption, including access to food, clothing, warmth, education and work. The growth in population puts pressure on our natural environment and its ability to provide the basics such as clean air, water and food.

There is also global consensus that man-made climate change poses significant risk to our health, our economy, our environment, and endangers the wellbeing of future generations. Air borne, water and land pollution is also another global environmental concern.

People of all ages, all walks of life and all social and economic backgrounds in Cambridgeshire are becoming increasingly concerned they will leave or inherit an environment that is irreparably damaged, forcing others to live with the consequences of the decisions we make today.

The Council is asked to acknowledge its role as a caretaker of the environment for future generations and to note:

1. The impact of climate change is being felt globally, and Local Authorities around the world are responding by determining their own roles in addressing this issue.
2. Pollution at all levels pose a significant threat to health and quality of life, not just for humans but also other species populating the planet with the source of pollution often having an impact on far distant areas. This Council has an important role in planning and the waste treatment cycle and can potentially increase activities that positively impact change.
3. All governments (national, regional and local) have a duty to limit the negative impacts of environmental change by cutting carbon emissions, protecting biodiversity and reducing pollution. The challenging financial and resource pressure we face as a County Council, is common to many Local Authorities, and may be an obstacle that limits enthusiasm, stifles proactivity and provides a real barrier to idealistic solutions. Similar difficulties are faced when balancing growth and the need to improve transport and reduce congestion against consideration for the natural environment. However we cannot use any of these challenges as an excuse for not finding new ways of living, working and sharing. We can find realistic and genuine ways to make positive changes that will limit our impact on and improve our environment whilst allowing us to deliver on our core and statutory aims and responsibilities.
4. Cambridgeshire County Council has existing links with a whole host of partners, many active and able to influence this agenda. Furthermore, it also has the size, credibility and ability to be able to attract new partners that can potentially influence this agenda. It is also able to directly bid or support bids for funding from multiple income streams that could positively affect this agenda.
5. The Council already has a significant track record of success in taking positive action to address the environmental challenges and impacts through its
 - Corporate Energy Strategy; reducing carbon emission reductions, improving energy efficiency and investing in renewable energy to displace fossil fuels
 - Development of a Plastics Reduction Strategy; to eliminate single use plastics to protect the biodiversity of our oceans and marine life

- Commitments to the Cambridgeshire and Peterborough Local Nature Partnership; managing and protecting our County wildlife sites and their biodiversity
- Waste management services: reducing greenhouse gases, promoting recycling and the composting of household food and garden waste
- Adopted Minerals and Waste Plan; that promotes the waste hierarchy and ensures that that all proposals take account of climate change and the need to reduce carbon emissions, whilst exploring opportunities to use decentralised and renewable or low carbon energy
- Supplementary planning guidance on Flood and Water Management which seeks to improve land use planning practice across Cambridgeshire that minimises flood risk, reduces water consumption and improves biodiversity
- Adoption of a Local Flood Risk Management Strategy which supports better natural management of flooding and improved community resilience to flood risk from climate change
- Environmental stewardship advice and support for Natural England's farm payments schemes to manage historic assets, create new woodlands and support arable reversion and peat management
- Connecting Cambridgeshire Programme which delivers improved digital connectivity to the County, allowing the Council and others to reduce the need to travel and reduce air pollution and carbon emissions
- Significant investment in designing and delivering cycle schemes to reduce carbon emissions associated with transport

The Council resolves to:

1. Note the considerable successes and amount of work which has already been completed within Cambridgeshire to address environmental challenges and impacts.
2. Explore what steps can be taken to bring this work together into an Environment and Climate Change Strategy that targets progress towards reducing carbon emissions, reducing pollution and protecting bio-

diversity.

3. Note the challenging pressures that the Council faces, and investigate the financial and resource implications of implementing such a strategy, determining with our partners where we should facilitate, partner or lead on issues.
4. Liaise with officers in our partner organisations to co-develop the strategy where appropriate.
5. Proactively engage the community, purposefully including the engagement of young people in the development of the Environment and Climate Change Strategy, ensuring their voice is heard in shaping and influencing the future.
6. Continue to work with local partners and businesses and seek out new partners and funding opportunities to identify opportunities for innovation and improvements to current practices.
7. Request officers to report to Full Council within six months with a climate change and environmental strategy and a clear action plan that the Council will follow to achieve progress in reducing carbon emissions and protecting the environment.

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

(b) Motion from Councillor Hudson

This Council notes that:

- Poor air quality impacts on the most vulnerable residents e.g. the youngest, oldest and those with health conditions, and in itself is not a direct cause of death but can be responsible for shortening people's lives.
- That children are more vulnerable to breathing in polluted air than adults as they breathe more air each minute compared to adults, and children in buggies and prams put them at the level of vehicle exhausts.
- Children who breathe in high levels of air pollution over a long period, might be at risk of their lungs not working as well as they grow older and of developing related health conditions such as asthma, wheezing and coughs. Their undeveloped lungs are more susceptible to immediate and permanent damage.

- Even though most annual average concentrations of air pollutants may not be over Air Quality Thresholds, there are “Hot spots” of poor air quality that impact health, particularly respiratory and cardiovascular disease. These include urban areas and transport corridors such as the A14 and Cambridge City centre e.g. junctions such as Milton Road, or where there is a lot of standing traffic and buses e.g. Drummer Street. Also, outside schools throughout the county during the school run.
- Poor air quality is a cross cutting issue with different public sector organisations in Cambridgeshire having different responsibilities and levers. District and City Councils have statutory requirements to assess and monitor air quality, and where required, develop action plans; they also have local plan making powers which can effect air quality. The County Council and the Combined Authority, as transport authorities, are responsible for actions and interventions (mainly relating to transport) which can mitigate or reduce air pollution. The County Council Public Health team have a role in assessing the public health impacts of air pollution and providing advice and guidance on taking appropriate action to the public and colleagues in local authorities. A joint approach is therefore needed to deliver improvements in air quality.
- As children are more susceptible to poor air quality there is a need to consider the opportunities to reduce air pollution particularly around the school environment.

We therefore believe that whilst we cannot deal with everything and everywhere all at once, it is important to look at and understand what we can do much more rapidly in terms of protecting our vulnerable children from air pollution.

This Council recognises that work is being undertaken to tackle poor air quality around schools, including working with schools to reduce congestion through promoting safe active travel, park and stride, as well as considering air quality as part of Regulation 3 applications for new Schools, and developing a pilot for a “no car zone” around a Cambridge School.

There is, however, a need for a more coordinated response across all Council departments and partner organisations. Therefore, schools are the most logical place to start looking at where we could have most impact.

Therefore, this council resolves to ask the Chief Executive to draw up an action plan using a working group, involving this authority and our partners (especially schools), within a

reasonable time frame. This action plan will then go for final approval to the Health Committee.

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

17. Questions:

(a) **Cambridgeshire and Peterborough Combined Authority and Overview and Scrutiny Committee** (pages 194-220)
(Council Procedure Rule 9.1)

(b) **Written Questions** (Council Procedure Rule 9.2) (oral)

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

18. Exclusion of Press and Public (oral)

That the press and public be excluded from the meeting during the consideration of the following report on the grounds that it is likely to involve the disclosure of exempt information under Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended, and that it would not be in the public interest for this information to be disclosed as it refers to information relating to the financial or business affairs of any particular person (including the authority holding that information).

19. Item for Determination from Commercial and Investment Committee

Disposal of Shire Hall

To consider the recommendations arising from the Commercial and Investment Committee meeting on 26th April 2019, as set out in the confidential report considered at the meeting and the minutes of the meeting.

Dated 3rd May 2019



Fiona McMillan
Monitoring Officer

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

The Council cannot provide car parking on the Shire Hall site so you will need to use nearby public car parks. Details of other transport options are available on the Council's website at: <http://tinyurl.com/ccp-carpark>

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

SCHEME OF FINANCIAL MANAGEMENT

To: Council

Meeting Date: 14th May 2019

From: Chief Finance Officer

Purpose: To present the updated Scheme of Financial Management.

Recommendation: That Full Council:

- a) approve the revised Scheme of Financial Management for inclusion in the Council's Constitution.
- b) authorise the Monitoring Officer, in consultation with the Chairman/woman of the Constitution and Ethics Committee, to make any other minor or consequential amendments to the Constitution necessary for, or incidental to, the implementation of these proposals.

<i>Officer contact:</i>	<i>Member contact:</i>
Name: Chris Malyon Post: Chief Finance Officer Email: Chris.Malyon@cambridgeshire.gov.uk Tel: 01223 699796	Name: Councillor Mac McGuire Chairman: Constitution and Ethics Committee Email: mac.mcguire@cambridgeshire.gov.uk Tel: 01223 706398 (office)

1. BACKGROUND

- 1.1 The Scheme of Financial Management (SoFM) sets out the Council's financial regulations. The regulations are required by law and by the Council's Constitution (Part 4: Rules of Procedure). They detail the responsibility of officers in ensuring the proper administration of the Council's financial affairs and should be read in conjunction with the Scheme of Delegation to Officers, which is contained within Part 3 (Responsibility for Functions) of the Council's Constitution and is available via the following link:
<http://tinyurl.com/Scheme-of-Delegation>
- 1.2 The Chief Finance Officer (CFO) is designated under Section 151 of the Local Government Act 1972 to be responsible for the proper administration of the Council's affairs. The SoFM is therefore a vital document to ensure the CFO meets this obligation.
- 1.3 As approved by General Purposes Committee (GPC) in March 2016, the CFO, in consultation with the Chairman of GPC, has delegated authority to approve any changes as may be necessary from time to time to reflect and take account of changes in legislation, guidance, Council policy, decisions of the Council and any drafting changes or improvements to the Scheme of Financial Management. However this shall not include any changes of substance.
- 1.4 As the latest updates to the SoFM were considered to be changes of substance, on this occasion the updated SoFM was presented to the Constitution and Ethics Committee for consideration.

2. MAIN ISSUES

- 2.1 Following the change of financial system from Oracle e-Business Suite to ERP Gold at the beginning of 2018/19, a fundamental review of the Scheme of Financial Management has been undertaken to ensure that updated policies and procedures have been incorporated.
- 2.2 Recent updates to the SoFM include:
 - The previous section 5.0, 'Appraisal of new Schemes/ Projects' has been split into two sections, 5.0, 'Appraisal of new Capital Schemes/Projects' and 7.0 'Appraisal of new Revenue Schemes/Projects' to clarify the processes and content required for capital and revenue business cases. In particular 5.2 has been expanded to include reference to the Capital Programme Board approval process regarding capital business cases.
 - Section 5.3 has been added, which gives the CFO delegated power to approve new capital bids, provided that the amount does not exceed a fixed sum of £250k; this is in line with the capital virement thresholds detailed in Appendix H. Similarly section 6.4 has been updated which gives the CFO delegated power to approve exceptional supplementary capital estimates, provided that the amount does not exceed a fixed sum of £250k.
 - Updates to section 9.1 regarding Trading Activity, clarifying the processes around a traded unit realising a surplus or a deficit at year end.

- Updates to section 10.1 regarding Fees and Charges to bring it in line with the Fees and Charges best practice guidance included within the Business Plan, clarifying that a schedule of proposed fees and charges should be agreed for the financial year and that any changes to this schedule should be approved via the Fees and Charging Request Template (included in Appendix J). An overall Schedule of Fees and Charges for discretionary charges will be maintained by the Chief Finance Officer and will be published on the Council's website.
- The Debt Policy incorporates the latest LGSS Collections Strategy – section 13.
- Section 17.0, Purchasing of Goods/ Works/ Services has been updated in line with new processes following the change to the ERP Gold financial system. In particular this includes,
 - revised approval limits in section 17.11 and 17.12
 - information on the authorisation of spend on packages of care within ERP Gold paid through the Mosaic system in section 17.11 (with further details in appendix I);
 - an update regarding electronic invoices being the main method of receiving invoices rather than postal, in sections 17.22 and 17.23.
- Section 20.8 has been added regarding the Grants to External Organisations policy including a hyperlink to the policy.
- Section 31.4, Substitution of Financial Responsibility has been included following a change of process whereby budget holders can no longer delegate authority; instead when planning an absence budget holders are required to request a temporary substitute budget holder with a role higher up the ERP Gold Tier Hierarchy.
- Section 31.7.9 has been updated regarding the balancing of any service outturn under/overspends to the General Fund rather than to service reserves.
- Appendix A, Statement of Financial Responsibilities, has been updated under the Head of Finance and Strategic Finance Managers section to add a bullet point clarifying that part of the responsibility of these officers is to deputise for the Section 151 Officer when required and to have delegated authority to sign financial claims, bids, and other financial statements and reports on behalf of the Section 151 Officer.
- Appendix H, Authorisation of Virement Proposal- the revenue budget virement limit for GPC approval has been increased in line with inflation to £175,000.
- A general review of the document to ensure that financial system references relate to ERP Gold, that directorate, team and role names reflect the current organisational structure of the Council, and that hyperlinks relate to the latest web pages.

3. CONCLUSION

- 3.1 Constitution and Ethics Committee met on 4 April 2019 and resolved unanimously to recommend to Full Council that it approve the revised Scheme of Financial Management for inclusion in the Council's Constitution.
- 3.2 The Committee also agreed that the SoFM, which is a lengthy document, should be made available to Full Council via the following link:
<http://tinyurl.com/Updated-SoFM>

Source Documents	Location
Scheme of Financial Management	http://tinyurl.com/Updated-SoFM
Constitution and Ethics Committee – 4 April 2019	Constitution and Ethics Committee meeting 04/04/2019

**CHANGES TO CONSTITUTION: HIGHWAYS AND COMMUNITY
INFRASTRUCTURE AND COMMUNITIES & PARTNERSHIP COMMITTEES**

To: Council

Meeting Date: 14th May 2019

**From: Executive Director, Place & Economy / Director of
Community & Safety**

**Purpose: The purpose of this report is to propose a series of
changes to the Council's constitution in relation to the
responsibilities of the Highways & Community
Infrastructure and the Communities & Partnership
Committees**

**Recommendation: That Full Council approve the following
recommendations:**

- a) to transfer responsibility for the following functions from Highways & Community Infrastructure (HCI) Committee to Communities & Partnership (CP) Committee:
- Libraries
 - Archives
 - Culture (Partnerships, Projects & Funding Team)
 - Registration
 - Coroners
- b) to update the Scheme of Delegation to Officers
- c) to rename the HCI Committee as the Highways Committee
- d) to authorise the Monitoring Officer, in consultation with the Chairman/woman of the Constitution and Ethics Committee, to make any other minor or consequential amendments to the Constitution necessary for, or incidental to, the implementation of these proposals.

Officer contact:		Member contact:	
Name:	Christine May	Name:	Councillor Mac McGuire
Post:	Assistant Director, Cultural and Community Services	Chairman:	Constitution and Ethics Committee
Email:	Christine.may@cambridgeshire.gov.uk	Email:	mac.mcguire@cambridgeshire.gov.uk
Tel:	01223 703521	Tel:	01223 706398 (office)

1. BACKGROUND

- 1.1 Senior management restructuring across Cambridgeshire County Council and Peterborough City Council is reshaping the Place & Economy Directorate, with shared senior roles in line with the rest of the organisation. As a result of this restructure, most of Cultural and Community Services (C&CS) are moving into the People and Communities Directorate, within Community and Safety. The Public Transport team will remain in Place & Economy and is included in the remit for Economy & Environment Committee, and the Social & Educational Transport Team will move to the Education Directorate and is included in the remit for Children and Young People Committee.
- 1.2 Whilst organisational restructures do not necessarily or always result in changes to committee reporting, in this case there is a strong rationale for moving C&CS functions from Highways & Community Infrastructure Committee to Communities & Partnership Committee.

2. MAIN ISSUES

- 2.1 Throughout the past year, comments have been made by members about the synergy between Cultural & Community Services (in particular Libraries) and the priorities and remit of the Communities & Partnership (CP) Committee, with questions raised about whether this function should be moved to CP Committee. This is now an opportune time to make this move, as all these services are now led by the Director of Community and Safety.
- 2.2 The Library Service makes an important contribution to the CP Committee's ambition to build stronger self-sustaining communities, is already embedded within the Community Resilience Strategy, and provides great opportunity to be placed at the heart of the Think Communities approach, as safe trusted and neutral spaces in communities open to all. The Council is developing the potential of libraries as part of the Cambs 2020 network of 'Spokes' with capital investment to enable longer opening hours and touch down facilities for public sector workers and communities to use. CP Committee already has delegated authority 'to develop with other partners plans to enhance customer services, including the better use of assets in communities such as libraries...'
- 2.3 Libraries, Archives and Cultural Services have strong links with adult learning and skills as part of the wider picture of lifelong learning, and with a network of learning centres embedded across Cambridgeshire Libraries, there is scope to deepen these links. C&CS services also play a vital role in preventing or delaying demand for more expensive social care interventions. They are central to successful place-making, helping to build community identity and cohesion.
- 2.4 Registration and Coroner services also have a key role to play in prevention work. Registration of births marriages and deaths, and citizenship services, provide unique contact opportunities with citizens at important and often vulnerable times of their lives, when staff are well placed to connect people to information and other sources of support. The Coroner service works closely with the Drug and Alcohol Action Team and a wide range of partners, especially police and hospitals, with the ultimate aim of avoiding future preventable deaths.

2.5 Draft revisions to the Constitution for the Communities & Partnerships and the Highways & Community Infrastructure Committee are attached at **Appendix 1** and **Appendix 2** respectively. This includes the proposed re-naming of the HCI Committee as the Highways Committee to reflect its more focused remit going forward. **Appendix 3** sets out the changes in the relevant extract from the Scheme of Delegation to Officers *[additions in bold and deletions in strikethrough]*.

3. CONCLUSION

3.1 The Constitution and Ethics Committee met on 4 April 2019 and agreed unanimously to recommend to Council the changes set out in the recommendation on page 1. It was also agreed to recommend to Group Leaders a committee structure review in light of the changes to the overall governance of the Council and the Combined Authority.

Source Documents	Location
Cambridgeshire County Council constitution	https://www.cambridgeshire.gov.uk/council/council-structure/council-s-constitution/
Minutes of Highways & Community Infrastructure Committee, 12 March 2019	https://cambridgeshire.cmis.uk.com/ccclive/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/786/Committee/7/Default.aspx
Minutes of Communities & Partnership Committee, 7 March 2019	https://cambridgeshire.cmis.uk.com/ccclive/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/848/Committee/44/Default.aspx
Constitution and Ethics Committee – 4 April 2019	Constitution and Ethics Committee meeting 04/04/2019

Extract from Constitution

	<p>Cambridgeshire County Council</p>	<p>The Constitution Part 3B - Responsibility for Functions Committees of Council Highways and Community Infrastructure</p>
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6. ~~HIGHWAYS AND COMMUNITY INFRASTRUCTURE POLICY AND SERVICE COMMITTEE~~

Membership

Ten members of the Council. The Chairman/woman and Vice-Chairman/woman of the Committee shall be appointed by Full Council.

Summary of Functions

Delegated authority to exercise the County Council's functions, other than those reserved to Full Council, in relation to Highways.

Delegated Authority	Delegation/Condition
<p>Authority for exercising all powers and implementing all strategies associated with the Council's Highways functions which are not otherwise reserved for Full Council or any other body.</p>	
<p>Authority for exercising all functions of the Council relating to the following:</p> <ul style="list-style-type: none"> • Cultural Growth and Participation – Arts and Museums • Waste management • RECAP (Recycling in Cambridgeshire and Peterborough partnership) • Parking Services • Road, streets and paths maintenance – routine and reactive, operations and enforcement • Local Highway Improvement Initiative • Gritting, verge cutting and other routine works • Traffic Management systems and regulations • Road Safety • Maintaining Highways and rights of way records • Asset Management and information • Major Contracts (Highways services, waste and street lighting) • Cambridgeshire Guided Busway Operations • Park and Ride and Quality Bus Partnership • Libraries • Archives • Registration • Coroners and Medical Examiner Service • Cultural Services 	
<p>Authority to approve the annual Parking Operations Report</p>	
<p>Authority to nominate representatives to Outside Bodies other than the Combined Authority, Greater Cambridge Partnership,</p>	

Delegated Authority	Delegation/ Condition
Cambridgeshire and Peterborough Fire Authority, the County Councils Network Council and the Local Government Association	
<p>Authority to exercise, in accordance with the relevant policies of the authority and within the budget allocated for the purpose, the powers of the County Council regarding the following issues within the County's administrative boundary.</p> <ul style="list-style-type: none"> • For all districts except Cambridge City, authority to determine traffic regulation orders/statutory notices where the completion of the statutory consultation process results in objections, as per the relevant Highway, Road Traffic Regulation and Traffic Management legislation, with the exception of traffic regulation orders/statutory notices sought as part of a Greater Cambridge Partnership (formerly City Deal) Infrastructure scheme as defined in the Terms of Reference for Joint Development Control Committee for Cambridge Fringes • Authority to approve the Transport Delivery Plan 	Assistant Director, Highways in consultation with the Local Members for all districts, except Cambridge City.
Authority to agree proposed revisions to Library Byelaws for submission to the Department for Culture, Media & Sport for approval	Final approval required from DCMS
Authority to revise and agree the Service Delivery Policy for Libraries	
Authority to agree or revise a scheme for the delivery of registration services in accordance with the Registration Services Acts 1952 and 2007	In consultation with the General Register Office

Extract from Constitution

	<p>Cambridgeshire County Council</p>	<p>The Constitution Part 3B - Responsibility for Functions Committees of Council Communities and Partnership Committee</p>
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14. COMMUNITIES AND PARTNERSHIP POLICY AND SERVICE COMMITTEE

Membership

Ten members of the Council, subject to proportionality. This will include one Member from each City/District area of the County, i.e. Cambridge City, East Cambridgeshire, Fenland, Huntingdonshire and South Cambridgeshire, to reflect the political control of the respective City/District Councils to undertake an enhanced role. These Members will be Area Community Champions. They will engage closely with their communities and be an advocate for the activity in these communities and the work of this committee and its partners. The Chairman/woman and Vice-Chairman/woman of the Committee shall be appointed by Full Council.

Summary of Functions

The Communities and Partnership Committee is authorised by Full Council to deliver the County Council’s ambition to build stronger self-sustaining communities as expressed in its Community Resilience Strategy, and to work together with the Mayor, combined authority, district councils and other partners to design and deliver services which best meet the needs of those communities. The committee will develop plans, in this regard, with the Mayor, combined authority, district councils and other partners to deliver or jointly commission services for communities where it makes sense to do so, aligning resources and expertise around an agreed set of outcomes in order to make the most of public sector funds.

The Communities and Partnership Committee will work together with other bodies to deliver against our shared ambition to build stronger self-sustaining communities, such as those supporting Parish and Town Councils, our commissioning partners such as the Cambridgeshire and Peterborough Clinical Commissioning Group and the Cambridgeshire Peterborough Communities Network – a network of senior officers drawn from all local authorities across Cambridgeshire and Peterborough, the Office of the Police and Crime Commissioner, Cambridgeshire Fire and Rescue Service, Cambridgeshire Constabulary, Support Cambridgeshire (the Voluntary and Community Infrastructure partnership), Cambridgeshire Community Services NHS Trust and Cambridgeshire and Peterborough NHS Foundation Trust.

Delegated Authority	Delegation/ Condition
<p>Authority to deliver the Community Resilience Strategy and services working with the Mayor, the combined authority, district councils and other partners and in particular to -</p> <ul style="list-style-type: none"> develop and implement joint plans with the combined authority, district councils and other partners for the delivery 	<p>Subject to confirmation from the S.151 of the availability of sufficient resources.</p>

Delegated Authority	Delegation/ Condition
<p>of community place based services in accordance with the agreed outcomes;</p> <ul style="list-style-type: none"> • in consultation with the combined authority, district councils and other partners in services within communities approve joint investment in projects, within available resources, that are designed to help manage the demand for high cost services in accordance with the agreed outcomes; • develop and approve business case and plans to devolve services, budgets and assets, and implement subject to Council's approval of the associated business case in accordance with the agreed outcomes; • decide on funding to be made available for community initiatives through the Innovation Innovate and Cultivate Fund. 	
<p>Authority to develop, with the Mayor, combined authority, district councils and other partners plans to enhance customer services, including the better use of assets in communities such as libraries and other community buildings for approval by the relevant committee(s) in the County Council.</p>	
<p>Authority to advise the County Council on opportunities to create a shared workforce or shared arrangements (such as joint ventures) to deliver services across the combined authority, district councils and other partners for approval by the relevant committee(s) in the County Council.</p>	
<p>Authority to approve the Council's Consultation Strategy and its approach to future Business Planning consultation</p>	
<p>Authority to exercise the Council's functions in respect of all areas covering the following:</p> <ul style="list-style-type: none"> • Adult Careers Information and Guidance • Adult Skills including apprenticeships • Learning Services including online • Community Learning • Libraries • Archives • Cultural services • Registration service • Coroner service 	
<p>Authority to agree proposed revisions to Library Byelaws for submission to the Department for Culture, Media & Sport for approval</p>	<p>Final approval required from DCMS</p>
<p>Authority to agree or revise a scheme for the delivery of registration services in accordance with the Registration Services Acts 1952 and 2007</p>	<p>In consultation with the General Register Office</p>

Delegated Authority	Delegation/ Condition
Authority to nominate representatives to Outside Bodies other than the Combined Authority, Greater Cambridge Partnership, Cambridgeshire and Peterborough Fire Authority, the County Councils Network Council and the Local Government Association	

Extract from Constitution

EXECUTIVE DIRECTOR: PEOPLE AND COMMUNITIES

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

- (a) To be the designated Director of Children Services in accordance with Section 18(1) of the Children's Act 2004
- (b) Taking all operational decisions necessary to secure the provision of services and/or discharge of statutory functions, including the power to enter into contracts, in accordance with the approved policies and Financial Procedure Rules in relation to the following areas:

Adult Social Care

- Safeguarding
- Mental Health
- Disability
- Older People
- Residential services
- Day Services
- IT systems
- Partnership and Planning

Children's Social Care

- Education
- Special educational needs and disability
- Safeguarding and protection
- Children's social care
- Youth services
- Early Years
- IT systems
- Partnership and Planning

Community and Safety

- **Libraries**
- **Archives**
- **Registration Services**
- **Cultural Services**
- **Coroners Services**
- **Community Safety, including Domestic Abuse and Sexual Violence**
- **Community Development and Resilience**
- **Prevent and Hate Crime**
- **Youth Offending**
- **Adult Skills**
- **Homelessness Prevention**

- (c) Approving school governor appointments for which the Council has responsibility and reporting these decisions quarterly to the Children and Young People's Committee
- (d) Holding officers to account for the performance of their service areas

EXECUTIVE DIRECTOR: PLACE AND ECONOMY

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

(a) Taking all operational decisions necessary to secure the provision of services and/or discharge of statutory functions, including the power to enter into contracts, in accordance with the approved policies and Financial Procedure Rules in relation to the following areas:

- Major infrastructure Delivery
- Waste Disposal
- Growth and Economy
- Transport and infrastructure Policy and Funding
- Highway
- Assets and Commissioning
- Traffic and Road Safety
- Policy Co-ordination
- Trading Standards
- Archaeology and Conservation
- Strategic Planning
- ~~Libraries, Archives and Information~~
- ~~Registration and Coroners Services~~
- Planning
- ~~Cultural and Parking Services~~

(b) Holding officers to account for the performance of their service areas

ARRANGEMENTS FOR THE APPOINTMENT OF INDEPENDENT PERSON(S)

To: Council

Meeting Date: 14th May 2019

From: Director of Governance and Legal Services and
Monitoring Officer

Purpose: To consider the arrangements for the appointment of an Independent Person or Persons recommended by the Constitution and Ethics Committee in preparation for the expiry of the current appointments on 30 October 2019.

Recommendation: That Full Council:

- (a) approve amendments to the Council's Constitution, as recommended by the Constitution and Ethics Committee, and set out in the report at Appendix1;
- (b) set the level of remuneration for each independent person at £500 per annum plus expenses so that it can be included in information supplied to applicants for the post of independent person

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1. BACKGROUND

1.1 Legal framework

- 1.1.1 Chapter 7 of the Localism Act 2011 sets out the duty of a local authority to promote and maintain high standards of conduct by members and co-opted members of the authority.
- 1.1.2 Section 28 of the Act, on codes of conduct, requires an authority to provide for the appointment of at least one independent person whose views will be sought and taken into account in connection with the process for dealing with allegations that members have breached the code.
- 1.1.3 Section 28 sets out those persons who would not be considered to be independent, who include members, co-opted members and officers of the authority and their relatives and close friends. However, it provides that the person(s) appointed do not cease to be independent as a result of being paid allowances or expenses for performing the duties of the appointment.
- 1.1.4 Section 28 also sets out the conditions for the process of appointing such persons. These conditions are that
- i. the vacancy has been advertised in such manner as the authority considers is likely to bring it to the attention of the public,
 - ii. the person has submitted an application to fill the vacancy to the authority, and
 - iii. the person's appointment has been approved by a majority of the members of the authority.
- 1.1.5 The requirements of the role of the independent person were added to by the Local Authorities (Standing Orders) (England) Regulations 2015, which changed the requirements relating to disciplinary action or dismissal of one of the specified chief officers and removes the requirement to procure a report from a designated independent person.
- 1.1.6 The Council is now required to have a procedure which instead provides:
- (a) that the appointment of the Head of the Paid Service must be approved by a resolution of full council;
 - (b) a new process for dismissal of the Head of the Paid Service, Section 151 Officer or Monitoring Officer, who can now only be dismissed with the approval of a resolution of full Council;
 - (c) that when considering any such dismissal, full Council must consider the advice, view or recommendations of a panel;
 - (d) the panel must be an advisory committee (ie a committee without decision making powers) and the membership of the Panel must include at least two 'independent persons';
 - (e) the Council must appoint 'independent persons' to the panel. The only people who qualify are people who have been appointed by the Council

(or another council) for the purposes of advising in cases relating to the member code of conduct.

- (f) In selecting independent persons the Council is required to prioritise Cambridgeshire County Council appointed 'independent persons' who are local government electors in Cambridgeshire. If for any reason the Council's appointed 'independent persons' are unable to attend then it is entitled to use independent persons appointed by another local authority.

1.2 Local implementation

- 1.2.1 At an early stage of making arrangements to implement the Localism Act 2011, the Standards Committee concluded that it would be sensible to appoint two independent persons, in case one was not available, or already had prior knowledge of a complaint or the parties to the complaint. Full Council in July 2012 authorised 'the Monitoring Officer, in consultation with the Chairman of the Constitution and Ethics Committee, to take all necessary steps towards the selection of a suitable candidate to be recommended to Full Council for appointment as an 'Independent Person'.
- 1.2.2 A panel composed of members of the Constitution and Ethics Committee conducted the recruitment exercise, advertising the posts in the local press and on the Council's website, shortlisting applications, and interviewing shortlisted candidates. The panel recommended to Constitution and Ethics Committee in September 2012 that Sean Brady and Gillian Holmes be appointed, and the Committee recommended their appointment to Council.
- 1.2.3 On 16 October 2012, Full Council agreed to appoint Sean Brady and Gillian Holmes to the role of Independent Person for Cambridgeshire County Council with immediate effect for a period of one year, and to delegate to the Constitution and Ethics Committee the power to extend these appointments for up to a further three years thereafter. The Committee exercised that power on 7 November 2013, extending the appointments to 15 October 2016, and on 19 April 2016 extending the appointments to 30 October 2019.
- 1.2.4 Because independent persons are not members or co-opted members of Council, their remuneration falls outside the Members' Allowances Scheme, and can be determined without reference to an Independent Remuneration Panel. The current independent persons receive an annual allowance of £500 each.
- 1.2.5 The 2012 recruitment exercise was conducted jointly with the Cambridgeshire and Peterborough Fire Authority, who also appointed Sean Brady and Gillian Holmes to the role of Independent Person in October 2012.
- 1.2.6 The Constitution and Ethics Committee considered, at its meeting on 19 April 2016, what arrangements for the appointment of an Independent Person or Persons should be recommended to Council in preparation for the expiry of the current appointments on 15 October 2016. At that meeting, it agreed to recommend to Council to extend the current appointment of Sean Brady and Gillian Holmes as Independent Persons to 30 October 2019, and that the level of remuneration to each independent person remain at £500 a year plus expenses.

1.2.7 Sean Brady resigned from the position of Independent Person on 11 October 2017.

Local Government Ethical Standards: A Review by the Committee on Standards in Public Life

1.2.8 The Committee on Standards in Public Life published its report on Local Government Ethical Standards in January 2019. Chapter 3: Investigations and safeguards covers the role of the Independent Person.

1.2.9 It is recommending, as best practice, that local authorities should have access to at least two Independent Persons. It is also recommending that the role should be formalised. An Independent Person needs not just to be independent according to the requirements of the Localism Act 2011 but should also show an ability to:

- offer authoritative and impartial advice
- maintain independent in a politically sensitive environment
- gain the confidence of councillors, officers and the public
- make decision on an impartial basis, grounded in the evidence
- work constructively with the local authority and senior officers

1.2.10 The Review highlights the importance of security of tenure in order to protect Independent Persons from being removed from their role for unpopular advice or recommendations. Equally, however, restricted tenure can ensure that the Independent Person's judgement and independence is not compromised by a long period of involvement in a single authority. The Review recommends that the Localism Act 2011 should be amended to require that Independent Persons are appointed for a fixed term of two years, renewable once.

1.2.11 The Review also recommends that if the government made legislative changes to incorporate more serious sanctions for breaches of the code of conduct that the Independent Person should play a key role in considering whether suspension of a councillor was appropriate. Recommendation 10 of the Review report states: "A local authority should only be able to suspend a councillor where the authority's Independent Person agrees both with the finding of a breach and that suspending the councillor would be a proportionate sanction." Recommendation 11 of the report recommends that "Local authorities should provide legal indemnity to Independent Persons if their views or advice are disclosed" following a request under the Freedom of Information Act.

2. MAIN ISSUES

2.1 The Constitution and Ethics Committee met on 4 April 2019 to consider the arrangements needed for Full Council to appoint one or more independent persons beyond 30 October 2019.

2.2 Authority for agreeing all aspects of the appointment and remuneration of independent persons rests with Full Council and cannot be delegated. However, the Committee was of the view that the arrangements needed for Council to appoint one or more independent persons should be delegated permanently to the Constitution and Ethics Committee. It is proposed that the terms of reference for the Committee attached at **Appendix A** be updated

(additions in bold).

2.3 At the above meeting, the Committee considered the remuneration of these appointees. In addition to a flat annual fee of £500, the current independent persons have their travelling and other expenses reimbursed whenever they are required to conduct Council business. Members discussed the workload and the average allowance of £636 when taking into account the allowances paid by twenty other local authorities. It was agreed to recommend to Council that the level of remuneration for each independent person should remain unchanged.

3. **TIMELINE**

3.1 The Committee agreed that the recommended names for appointment be presented to Council in October.

Source Documents	Location
Chapter 7 of the Localism Act 2011	http://www.legislation.gov.uk/ukpga/2011/20/part/1/chapter/7
Local Government Ethical Standards – A Review by the Committee on Standards in Public Life	https://www.gov.uk/government/organisations/the-committee-on-standards-in-public-life
Constitution and Ethics Committee – 4 April 2019	Constitution and Ethics Committee meeting 04/04/2019

Extract from Constitution

8. CONSTITUTION AND ETHICS COMMITTEE

Membership

Eight members of the Council, including the Vice-Chairman/woman of Council, who shall chair the Committee. The Vice-Chairman/woman of the Committee shall be elected by the Committee.

Hearings Sub-Committees

The Monitoring Officer in consultation with the Chairman/woman of Constitution and Ethics Committee shall appoint, as and when necessary, Hearings Sub-Committees to consider and determine complaints against County Councillors alleging that they have breached the Members' Code of Conduct.

Hearings Sub-Committees shall comprise three members of the Constitution and Ethics Committee including either the Chairman/woman or Vice-Chairman/woman. The membership of the committee shall, as far as practicable, be politically proportionate.

Delegated Authority	Delegation/ Condition
Authority to oversee the operation of the Council's Constitution and authority to make recommendations to Full Council as to amendments and improvements to the Council's Constitution, including the codes and protocols	Subject to the receipt and consideration of a report prepared by the Monitoring Officer
Authority to hear and determine complaints against members alleging breaches of the Members' Code of Conduct	Delegated to Hearings Sub-Committee
Authority to issue a sanction against a member found to be in breach	Delegated to Hearings Sub-Committee
<p>Authority to oversee and approve the operation of the Council's functions relating to the promotion and maintenance of high standards of conduct amongst members and co-opted members of the County Council including:</p> <ul style="list-style-type: none"> • Approving and issuing guidance to Members • Making recommendations to Full Council regarding the suggested amendment of the Members' Code of Conduct • Approving training to be provided to members in the Code of Conduct • Monitoring the operation of the Code of Conduct 	
Authority to approve the granting, to any County Council employee, of a dispensation in relation to disqualification from political activities	Local Government and Housing Act 1989
Authority to select and to appoint persons as members of the County Council's Independent Remuneration Panel	

Delegated Authority	Delegation/ Condition
Authority to select and recommend to Council persons for appointment as an Independent Person	
Authority to receive and approve proposals regarding the Council's exercise of powers covered by the Regulation of Investigatory Powers Act	
Authority to issue dispensations to any member in respect of statutory and non-statutory disclosable interests	Delegated to Monitoring Officer

CHAIRMEN/WOMEN AND VICE-CHAIRMEN/WOMEN OF COMMITTEES

To: Council

Meeting Date: 14th May 2019

**From: Director of Governance and Legal Services and
Monitoring Officer**

Purpose: To consider proposed changes to the Constitution regarding the appointment and removal of the Chairmen/women and Vice-Chairmen/women of Committees.

Recommendation: That Full Council:

- a) approve the amendments to the Constitution, as set out in Appendices 1 to 6; and**
- b) authorise the Monitoring Officer, in consultation with the Chairman/woman of the Constitution and Ethics Committee, to make any other minor or consequential amendments to the Constitution necessary for, or incidental to, the implementation of these proposals.**

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1. BACKGROUND

1.1 Part 2 – Articles, Article 7 – The Leader, Chairmen/women and Vice-Chairmen/women of Committees and Lead Members, states the following:

“7.04 Chairmen/women and Vice-Chairmen/women of Committees

The Council shall appoint at each Annual Meeting of the Council:

- (i) the Chairman/woman and Vice-Chairman/woman of the General Purposes Committee which roles shall include the role of Council Leader and Deputy Council Leader of the Council respectively
- (ii) the Chairman/woman and Vice-Chairman/woman of each of the seven policy and service committees.
- (iii) the Chairman/woman of the Health and Wellbeing Board.

The Chairmen/women and Vice Chairman/women shall remain in office until the start of the Annual Meeting following their appointment.”

1.2 Part 3A – Responsibility for Functions, Allocation of Responsibility for Functions – Full Council and Committees, states the following:

“2. Council Functions

Only the Council will exercise the following functions

- (f) Appointing the Chairman/woman and Vice-Chairman/woman of each of the seven policy and service committees, and the Chairman/woman of the Health and Wellbeing Board.
- (g) Appointing the Chairman/woman and Vice-Chairman/woman of the General Purposes Committee, who will also fulfil the respective roles of Leader and Deputy Leader of the Council”

1.3 Part 4 – Rules of Procedure, Part 4.1 – Council Procedure Rules, states the following:

Selection of Councillors on Committees and Outside Bodies

“At the annual meeting, the Council will:

- (iv) Appoint the Chairman/woman and Vice-Chairman/woman of the General Purposes Committee who will also fulfil the role of Leader and Deputy Leader of the Council respectively.
- (v) Appoint the Chairman/woman and Vice-Chairman/woman of each of the seven policy and service committees.
- (vi) Appoint the Chairman/woman of the Cambridgeshire Health and Wellbeing Board.”

2. MAIN ISSUES

2.1 Constitution and Ethics Committee met on 4 April 2019. In considering the appointment of Chairmen/women of Committees, it agreed to recommend to Council that Council should appoint the Chairmen/women of Committees where a special responsibility allowance is payable at each Annual Meeting. This will cover the following committees:

Audit and Accounts Committee
Pension Fund Committee
Planning Committee

At the moment, the Chairmen/women of these committees are elected by the relevant committees.

2.2 It also agreed to recommend to Council that Council should have the power to remove the Chairmen/women of committees where it has the power to appoint to these committees. Since the meeting of Constitution and Ethics Committee additional wording has been proposed to be included in the Constitution to clarify the functions exercised by Council (see Appendix 2, new 2(e))

2.3 The Localism Act 2011 removed the ability for councillors to be suspended or disqualified (except for the statutory disqualification requirements). The Committee therefore agreed to recommend to Council that the Constitution be amended to remove this reference.

2.4 The changes recommended to Council are set out in **Appendices 1 to 6** of this report (see *bold for additions and strikethrough for deletions*).

Source Documents	Location
Council's Constitution	http://tinyurl.com/Constitution-CCC
Constitution and Ethics Committee – 4 April 2019	Constitution and Ethics Committee meeting 04/04/2019



Appendix 1

ARTICLE 7 – THE COUNCIL LEADER, CHAIRMEN/WOMEN AND VICE-CHAIRMEN/WOMEN OF COMMITTEES AND LEAD MEMBERS

7.01 Council Leader

The Chairman/woman of the General Purposes Committee shall be, ex-officio, Council Leader and shall hold office unless and until:

- ~~(a) He/she is suspended from being a Councillor under Part III of the Local Government Act 2000 (although he/she may resume office at the end of the period of suspension); or~~
- ~~(b) He/she ceases to be Chairman/woman of the General Purposes Committee.~~

7.02 Role of the Council's Leader

The role of the Council's Leader is to:

- Provide a focal point for political leadership and strategic direction for the Council
- Represent the interests of the Council in circumstances where that is necessary.

The duties and responsibilities are to:

- Ensure effective decision making, including working with all political groups to seek to achieve, where possible, cross party co-operation
- Be the key contact for outside organisations (including Central Government, Local Authority Associations and Council partners), and internally for the Council's Strategic Management Team (SMT) or Corporate Leadership Team (CLT)
- Be the representative voice of the Council, for example, in its dealings with Central Government, other Local Authorities and their Associations, and positively promote the Council within the media
- Promote the long-term financial, business and economic stability of the Council.



7.03 **Deputy Council Leader**

The Deputy Council Leader will assume the full powers of the Council Leader in any circumstances in which the Council Leader is unable to act. The Deputy Council Leader will also act as Council Leader if the Council Leader is unavailable. The Vice-Chairman/woman of General Purposes Committee shall be, ex-officio, Deputy Council Leader and shall hold office unless and until:

- (a) ~~He/she is suspended from being a Councillor under Part III of the Local Government Act 2000 (although he/she may resume office at the end of the period of suspension); or~~
- (b) ~~h~~He/she ceases to be Vice-Chairman/woman of the General Purposes Committee.

7.04 **Chairmen/women and Vice-Chairmen/women of Committees**

The Council shall appoint at each Annual Meeting of the Council:

- (i) the Chairman/woman and Vice-Chairman/woman of the General Purposes Committee which roles shall include the role of Council Leader and Deputy Council Leader of the Council respectively
- (ii) the Chairman/woman and Vice-Chairman/woman of each of the seven policy and service committees.
- (iii) the Chairman/woman of the Health and Wellbeing Board.
- (iv) the Chairman/woman and Vice-Chairman/woman of the Audit and Accounts Committee, Pension Fund Committee and Planning Committee.**

The Chairmen/women and Vice Chairman/women shall remain in office until the start of the Annual Meeting following their appointment **unless a resolution is proposed at full Council to remove him/her.**



7.05 **Lead Members**

Each of the Council's political groups may designate one of their group members as lead member for each policy and service committee.

The Chief Executive, Executive Directors, and Directors shall hold briefing meetings with their relevant policy and service committee Chairman/woman and Vice-Chairman/woman to plan the agenda for future service committee meetings and consider any other issues the officer may think appropriate. They will also hold one briefing meeting with all opposition lead members to brief them on the agenda for future service committee meetings and consider any other issues the officer may think appropriate. All these meetings will be confidential subject to any relevant legal requirements to the contrary.

Lead members shall also be entitled to individual private and confidential briefings from Executive Directors, Directors, Service Directors, and LGSS Directors on any relevant policy matter within the remit of that Director. Information shall be provided at these briefings on a confidential basis in accordance with the Guidance on Confidentiality attached to the Members' Code of Conduct. Requests for such briefings must be reasonable in extent and number, as determined by the Chief Executive in consultation with the relevant Group Leader, in accordance with paragraph 7.9 of the Protocol on Member/Officer Relations in Part 5 of the Constitution, and will only be considered for items not covered by a briefing meeting.



Appendix 2

Extract of Constitution

PART 3A – ALLOCATION OF RESPONSIBILITY FOR FUNCTIONS – FULL COUNCIL AND COMMITTEES

1. Introduction

This Part of the Constitution deals with the allocation of responsibility for undertaking the functions of the Council. Full Council is the primary decision-making body of the Council and as such is responsible for the exercise of all the functions that are the responsibility of the local authority.

However, in order to operate more effectively as an organisation, Full Council delegates many of its decision-making powers to committees, to officers, and to other local authorities.

2. Council Functions

Only the Council will exercise the following functions:

- (a) Adopting and changing the Constitution
- (b) Approving or adopting the Policy Framework and the Budget
- (c) Subject to the urgency procedure contained in the Access to Information Procedure Rules in Part 4 of this Constitution, making decisions about any matter in the discharge of a committee function which is covered by the Policy Framework or the Budget where the decision-making body is minded to make it in a manner which would be contrary to the Policy Framework or contrary to, or not wholly in accordance with, the Budget
- (d) Approving changes to any plan or strategy which form part of the Council's Policy Framework, unless:
 - i. that change is required by the Secretary of State or any Government Minister where the plan or strategy has been submitted to him for approval, or
 - ii. Full Council specifically delegated authority in relation to these functions when it approved or adopted the plan or strategy



- (e) ~~Agreeing and/or amending the terms of reference for committees and deciding on their composition~~

Establishing or dissolving a Council committee or other body of the Council, or altering its composition and/or membership (including the position of Chairman/woman and Deputy Chairman/woman) at any time unless otherwise required by statute. The appointment of all committees and other bodies shall be reconsidered at its annual meeting and it shall not appoint any member of a body to hold office later than the next annual meeting of the Council.

- (f) Appointing the Chairman/woman and Vice-Chairman/woman of each of the seven policy and service committees, ~~and the Chairman/woman of the Health and Wellbeing Board and~~ **the Chairman/woman and Vice-Chairman/woman of the Audit and Accounts Committee, Pension Fund Committee and Planning Committee.**
- (g) Appointing the Chairman/woman and Vice-Chairman/woman of the General Purposes Committee, who will also fulfil the respective roles of Leader and Deputy Leader of the Council
- (h) Appointing representatives to outside bodies unless the appointment has been delegated by the Council
- (i) Making appointments to the Fire Authority
- (j) Approving the annual Senior Officer Pay Policy Statement
- (k) Adopting a Members' Allowances Scheme
- (l) Changing the name of the area
- (m) Conferring the title of Honorary Alderman/woman
- (n) Confirming the appointment of, and dismissing, the Head of Paid Service, the Monitoring Officer and the Chief Finance Officer (Section 151 Officer)
- (o) Making any request to the Local Government Boundary Commission for England for single-member electoral areas
- (p) Passing any resolution to change the County's electoral scheme
- (q) Making an order to give effect to recommendations made in a community governance review
- (r) Making, amending, revoking, re-enacting or adopting Bylaws and promoting or opposing the making of local legislation or personal Bills



- (s) Delegating functions to other local authorities as described in Article 10 of this Constitution
- (t) Amending the Scheme of Delegation to Officers set out in Part 3D of this Constitution
- (u) Approving the Council's Petitions Scheme set out in Part 4.1 of this Constitution
- (v) All other matters which, by law, must be reserved to Council.



Appendix 3

7. AUDIT AND ACCOUNTS COMMITTEE

Seven members of the Council. ~~The Chairman/woman and Vice-Chairman/woman of the Committee shall be elected by the Audit and Accounts Committee.~~

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

The Committee will meet at least 4 times a year, and will maintain the technical capability to discharge the Audit and Accounts Committee responsibilities of the Council.

Summary of Functions:

- To provide independent assurance of the adequacy of the risk management framework and the associated control environment.
- To provide independent scrutiny of the authority's financial and non-financial performance to the extent that it affects the authority's exposure to risk and weakness of the control environment.
- To oversee the financial reporting process.
- To review matters relating to Internal Audit, external audit, risk management, governance, assurance statements, anti-fraud and anti-corruption arrangements.
- To enhance and promote the profile, status and authority of the Internal Audit function and to demonstrate its independence.
- To contribute towards making the authority, its committees and departments more responsive to the audit function.
- To review compliance with the relevant standards, codes of practice and corporate governance policies.
- To consider the extent to which the authority's control environment is successful in achieving value for money.



Delegated Authority	Delegation/ Condition
<p>1 <u>Audit Activity</u></p> <p>1.1 To approve the Internal Audit strategy and monitor its progress</p> <p>1.2 To approve, but not direct, Internal Audit’s annual plan of work and monitor unscheduled work that could potentially divert audit resources away from a plan, and monitor performance against those plans, ensuring that there are no inappropriate scope or resource limitations.</p> <p>1.3 To consider the Annual Report and opinion of the Head of Audit and a summary of Internal Audit activity and the level of assurance it can give over the Council’s corporate governance arrangements</p> <p>1.4 To consider summary Internal Audit reports and the main issues arising, and seek assurance that action has been taken where necessary</p> <p>1.5 To consider reports dealing with the management and performance of the Internal Audit function.</p> <p>1.6 To consider reports from Internal Audit on agreed recommendations not implemented within reasonable timescales</p> <p>1.7 To consider the Annual Audit Letter, relevant reports and the reports of those charged with governance</p> <p>1.8 To consider specific reports as agreed with the External Auditor to ensure agreed action is taken within reasonable timescales</p> <p>1.9 To comment on the scope and depth of the external audit work and to ensure it gives value for money</p> <p>1.10 To liaise with Public Sector Audit Appointments Limited over the appointment of the Council’s External Auditor</p> <p>1.11 To consider the reports of inspection agencies relevant to the Council (such as Ofsted, the Information Commissioner’s Office, etc.)</p> <p>1.12 To suggest work for Internal and External Audit</p> <p>1.13 To undertake an annual review of the effectiveness of the system of Internal Audit</p>	



<p>2 <u>Regulatory Framework</u></p> <p>2.1 To maintain an overview of the Council's Constitution in respect of contract procedure rules, financial regulations, codes of conduct etc.</p> <p>2.2 To review any issue referred to it by the Chief Executive or Executive Director or any Committee of the Council</p> <p>2.3 To monitor the effective development and operation of risk management and corporate governance throughout the Council</p> <p>2.4 To monitor council policies on "raising concerns at work" and anti-fraud and anti-corruption policies, including the Council's complaints process, and to approve any changes regarding the Council's Whistle-Blowing policy and arrangements</p> <p>2.5 To oversee the production of the Council's Statement of Internal Control/Governance Statement and recommend its adoption</p> <p>2.6 To consider the arrangements for corporate governance and to agree necessary actions to ensure compliance with best practice</p> <p>2.7 To consider the Council's compliance with its own and published standards and controls</p> <p>2.8 To report as appropriate to Full Council, relevant Policy and Service Committees and the Constitution and Ethics Committee on issues which require their attention or further action</p> <p>2.9 To bring to the attention of the General Purposes Committee any issue which may warrant further consideration or review</p> <p>2.10 To receive and approve proposals regarding the Council's exercise of powers covered by the Regulation of Investigatory Powers Act</p>	
<p>3 <u>Accounts</u></p> <p>3.1 To review and approve the annual Statement of Accounts</p> <p>3.2 Specifically to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council</p> <p>3.3 To consider the External Auditor's report to those charged with the governance issues arising from the audit of the accounts</p>	



4	<u>Risk Management</u>	
4.1	To consider the effectiveness of the Council's risk management arrangements	
4.2	To seek assurances that action is being taken on risk-related issues	
4.3	To be satisfied that the Council's assurance statements, including the Statement of Internal Control, properly reflect the risk environment and any actions required to improve it	



Appendix 4

Extract of Constitution

9. PENSION FUND COMMITTEE

Membership

Representatives of	Number of seats	Term of Appointment	Method of Appointment
Cambridgeshire County Council Members	6	4 years from County Council elections	Determined by Cambridgeshire County Council Full Council.
All other local authorities, police and fire	2	4 years	Nominations determined by a leaders/chief executives' group. Selection would be linked to the respective employers' election cycle. Details of process to be agreed by the Chairman/woman.
All other employers	1	4 years from 2014	Nominations to be determined by eligible employers. Details of process to be agreed by the Chairman/woman.
Active scheme members	1	4 years from 2014	Determined by Unison. Where Unison fails to nominate a Committee Member for any period of 6 months or more, nominations will be requested from all eligible active scheme members and a representative will be picked following interviews. Details of process to be agreed by the Chairman/woman.
Deferred and pensioner scheme members	1	4 years from 2014	Determined by Unison. Where Unison fails to nominate a Committee Member for any period of 6 months or more, nominations will be requested from all eligible deferred and pensioner scheme members and a representative will be picked following interviews. Details of process to be agreed by the Chairman/woman.
Total Committee Members	11		

Substitutes: Full Council may appoint substitute members to the Pension Fund Committee in accordance with the scheme of substitution.

~~The Chairman/woman and Vice Chairman/woman of the Committee shall be elected by the Pension Fund Committee.~~



Appendix 5

10. PLANNING COMMITTEE

Membership

Eight members of the Council. ~~The Chairman/woman and Vice-Chairman/woman of the Committee shall be elected by the Planning Committee.~~

Delegated Authority	Delegation/Condition
<p>Authority to exercise the Council's powers and functions in relation to:</p> <ul style="list-style-type: none"> • Development Control • The Planning (Hazardous Substances) Regulations 1992 • Applications under the Commons Registration Act 1965 and the Commons Act 2006 • Rights of Way 	<p>See Scheme of Delegation to Officers and to Area Committees</p>
<p>To undertake the Council's functions in relation to Minerals and Waste Local Development Documents</p>	<p>Subject to approval of the policy framework by Full Council</p> <p>See Scheme of delegation to Officers</p>

Extract of Constitution

COUNCIL PROCEDURE RULES

These rules are designed to ensure meetings of the Full Council run smoothly and are conducted properly.

1. ANNUAL MEETING OF THE COUNCIL

1.1 Timing

In a year when there is an ordinary election of Councillors, the annual meeting will take place within 21 days of the retirement of the outgoing Councillors.

In any other year, the annual meeting will take place in May.

1.2 Business

The annual meeting will carry out the tasks listed below.

- (i) Elect a person to preside if the Chairman/woman of Council is not present.
- (ii) Elect the Chairman/woman of Council.
- (iii) Elect the Vice-Chairman/woman of Council.
- (iv) Approve the minutes of the last meeting.
- (v) Receive any announcements from the Chairman/woman and/or Head of Paid Service.
- (vi) Agree the scheme of delegation or such part of it as the Constitution determines it is for the Council to agree (as set out in Part 3 of this Constitution).
- (vii) Approve a programme of ordinary meetings of the Council for the year.
- (viii) Consider any business set out in the notice convening the meeting.

In addition, the annual meeting in a year where there is an ordinary election of Councillors will receive the report of the County Returning Officer for information, and will receive the Council's Constitution for endorsement.

1.3 **Selection of Councillors on Committees and Outside Bodies**

At the annual meeting, the Council will:

- (i) Decide which committees and sub-committees to establish for the municipal year.
- (ii) Decide the size and terms of reference for those committees and sub-committees.
- (iii) Decide the allocation of seats and substitutes to political groups in accordance with the political balance rules.
- (iv) Appoint the Chairman/woman and Vice-Chairman/woman of the General Purposes Committee who will also fulfil the role of Leader and Deputy Leader of the Council respectively.
- (v) Appoint the Chairman/woman and Vice-Chairman/woman of each of the seven policy and service committees.
- (vi) Appoint the Chairman/woman of the Cambridgeshire Health and Wellbeing Board.
- (vii) Appoint the Chairman/woman and Vice-Chairman/woman of the Audit and Accounts Committee, Pension Fund Committee and Planning Committee.**
- (viii) Appoint to outside bodies except where appointment to those bodies has been delegated by the Council.

2. **ORDINARY MEETINGS**

Ordinary meetings of the Council will take place in accordance with a programme decided at the Council's annual meeting. Ordinary meetings will:

- (i) Elect a person to preside if the Chairman/woman and Vice-Chairman/woman are not present.
- (ii) Approve the minutes of the last meeting.
- (iii) Receive any announcements from the Chairman/woman, Leader, Committee Chairmen/women or the Chief Executive.
- (iv) Subject to the consent of the person presiding at the meeting:
 - (a) receive questions from, and provide answers to, the public; and
 - (b) receive petitions in accordance with the Council's petitions scheme.
- (v) Deal with any business from the last Council meeting.

- (vi) Consider recommendations from the Council committees on matters requiring a Council decision.
- (vii) Receive reports about and receive questions and answers on the business of joint arrangements and external organisations.
- (viii) Consider motions.
- (ix) Consider any other business specified in the summons to the meeting, including consideration of proposals from the General Purposes Committee in relation to the Council's budget and policy for debate.
- (x) Put questions to the Council's representatives on the Fire Authority and the Combined Authority Board and Overview and Scrutiny Committee.

3. EXTRAORDINARY MEETINGS

3.1 Calling Extraordinary Meetings

Those listed below may request the Proper Officer to call Council meetings in addition to ordinary meetings:

- (i) The Council by resolution
- (ii) The Chairman/woman of the Council
- (iii) The Monitoring Officer
- (iv) Any five members of the Council if they have signed a requisition presented to the Chairman/woman of the Council and he/she has refused to call a meeting or has failed to call a meeting within seven days of the presentation of the requisition.

Any requisition received for an extraordinary meeting must specify the business to be transacted at the meeting.

3.2 Business

The business to be transacted at an extraordinary meeting of the Council shall be restricted to those items set out in the summons.

10. **MOTIONS ON NOTICE**

10.1 **Notice**

Except for motions which can be moved without notice under Rule 11, written notice of motions for discussion at Council meetings, excluding extraordinary or special meetings of the Council or the first annual meeting of a new Council, must be delivered to the Proper Officer not later than 12.00 noon 14 days before the date of the meeting. The Proper Officer will maintain a public record of all motions submitted.

10.2 **Motion set out in Agenda**

Motions for which notice has been given will be listed on the agenda in the order in which notice was received, unless the member giving notice states, in writing, that he/she proposes to move it to a later meeting or withdraw it.

10.3 **Scope**

Motions must be about matters for which the Council has a responsibility or which affect the County. They may propose an addition or change to a policy framework provided that the addition or change could not reasonably have been raised when the policy framework was originally approved.

PROTOCOL ON MEMBER/OFFICER RELATIONS

To: Council

Meeting Date: 14th May 2019

**From: Director of Governance and Legal Services and
Monitoring Officer**

**Purpose: To consider proposed changes to the protocol on
Member/Officer Relations.**

Recommendation: That Full Council:

- a) **approve the amendments to the Constitution, as set out in Appendix A; and**
- b) **authorise the Monitoring Officer, in consultation with the Chairman/woman of the Constitution and Ethics Committee, to make any other minor or consequential amendments to the Constitution necessary for, or incidental to, the implementation of these proposals.**

<i>Officer contact:</i>		<i>Member contact:</i>	
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1. BACKGROUND

- 1.1 The Nolan Committee's Report on Standards of Conduct in Local Government published in 1995 recommended that every Council should adopt a formal protocol setting out guidance for appropriate relationships between members and officers.
- 1.2 The Council's protocol takes into account the views and recommendations expressed by the Nolan Committee.
- 1.3 Given that the protocol has not been reviewed since it was first introduced, the opportunity has therefore been taken to conduct a light touch review taking into account the protocols in place for other county councils.

2. MAIN ISSUES

- 2.1 The Constitution and Ethics Committee met on 4 April 2019 and considered a number of proposed changes to the Member/Officer Protocol detailed below. It should be noted that there are multiple changes from employee to officer to reflect the fact that all employees working for the Council are classed as officers and are covered by the protocol.

2.2 Introduction

Whilst the background to the introduction to the protocol is interesting, the Committee agreed with the proposal to amend this section to make the wording much more succinct.

2.3 Personal Relationships

The Committee agreed to revise this section to reflect changes proposed previously by the Council regarding Chairmen/women, and the changes in the Strategic Management Team structure.

2.4 Support Services to Members and Party Groups

The Members' Allowances Scheme states the following:

Stationery

No claims can be made for the cost of printer cartridges, paper, envelopes, stamps, pens, or other stationery. Nor are these to be provided free of charge by the Council.

The Committee agreed to revise this section of the protocol to reflect the Scheme.

2.5 Officers and Whole Council

The Committee agreed that the above title did not provide sufficient clarity. It is therefore proposed to change it to the following – Member/Officer Working. Section 5.1 has been revised to provide greater clarity for both Members and Officers including, at the request of the Committee, the need to clarify how Members should be treated by officers when being asked to be treated as a member of the public in receipt of council services.

Section 5.3 has been revised to reflect the fact that the Council has never employed political assistants. The protocol would need to be revised if the situation ever changed in the future.

In considering Section 5.8, the Committee agreed to add “or any other personal matter” at the end of the paragraph.

2.6 **Officers and Political Party Groups**

As in Section 2.2, changes in the Strategic Management Team structure have been reflected. Section 6.2 has been amended to simplify the process and provide greater clarity. The Committee agreed that the protocol should state why officers will not normally attend and provide information to any political party group meeting which includes non-County Council members.

2.7 **Officers and Individual Members**

As in Sections 2.2 and 2.5, changes in the Strategic Management Team structure have been reflected. This section has also been revised to reflect changes proposed previously by the Council regarding Chairmen/women. The title of the Democratic Services Team has been updated.

2.8 **Officers and Non-County Council Elected Representatives**

The Committee considered a proposal that an officer should meet a Councillor from another Council only when accompanied by the relevant County Councillor for the Division, as it is likely that the factual information to be provided by the officer relating to that area will be of interest to both parties. It agreed that the relevant County Councillor for the Division should be invited but there should be flexibility regarding attendance. It was important that both Local Members were aware of the meeting.

2.9 **Local Members**

The Committee agreed that the title of this section be amended to “Keeping Local Members Informed” so that the purpose is clear to officers. In considering this section, the Committee agreed a number of revisions to improve the clarity particularly for officers. A new section 10.6 has been included setting out the need for Local Members to inform the relevant officer if they propose to arrange a public meeting on a matter concerning some aspect of the Council’s work.

2.10 **Member Training**

Section 11.2 is no longer relevant, as the majority of Councillors do not support this way forward. Instead Member training is managed by the Council’s Member Development Panel, which includes a representative from each political group.

2.11 **Procedure for Members, and Procedure for Officers-Employees**

As in Sections 2.2, 2.5 and 2.6, changes in the Strategic Management Team structure have been reflected.

2.12 The proposed changes to the Constitution are set out in **Appendix A**. It should be noted that following the approval of the revised protocol, it is proposed to circulate it to all officers of the Council to remind them of how they should work with Members.

Source Documents	Location
Council's Constitution Constitution and Ethics Committee – 4 April 2019	http://tinyurl.com/Constitution-CCC Constitution and Ethics Committee meeting 04/04/2019

PROTOCOL ON MEMBER/OFFICER RELATIONS

1. Introduction

- 4.1 ~~The Nolan Committee's Report on Standards of Conduct in Local Government recommended that every Council should adopt a formal protocol setting out guidance for appropriate relationships between members and officers.~~
- 4.2 ~~This is the Cambridgeshire County Council protocol which takes into account the views and recommendations expressed by the Nolan Committee. Mutual trust and respect between Members and employees is at the heart of good governance for councils. They are essential elements of the partnership necessary for the effective running of a local authority.~~
- 4.3 **The protocol is designed to provide a guide to good working relations between Members and officers, to define their respective roles and provide some principles governing conduct.** ~~The purpose of this protocol is to guide members and officers of the Council in their relationships with one another. It is not intended to be prescriptive or comprehensive and seeks simply to offer guidance on some of the issues that most commonly arise.~~
- 1.1
- 4.4 ~~The protocol seeks to reflect the principles underlying the respective Codes of Conduct that apply to Members and officers and should be read in association with those Codes. The shared objective of the Codes is to enhance and maintain the integrity of local government.~~
- 1.2
- 4.5 **This protocol will also apply to** ~~Unless the context otherwise requires, reference to a Member will include reference to a co-opted members of~~ **committees/boards.**
- 1.3

2. Personal Relationships

- 2.1 Guidance on personal relationships is contained within the Codes of Conduct.
- 2.2 Provided these guidelines are observed there is no reason why there should not be an informal atmosphere between members and officers outside formal meetings and events.
- 2.3 It is clearly important that there should be a close working relationship between Committee Chairmen/**women**, lead members, and the relevant Executive **Director** or ~~Corporate~~ Director and other senior officers. However, such relationships should never be allowed to become so close, or appear to be so close, as to bring into question the individual's ability to deal impartially with others.

3. Members' Constituency Role and Individual Officers ~~Employees~~

- 3.1 A member may be asked for advice and support by an **officer** ~~employee~~ who is one of their constituents. **Officers** ~~Employees~~ are entitled to seek such assistance in the same way as any other member of the public. However, members should be aware of the Officer Employment Procedure Rules in Part 4 of this Constitution and be careful not to prejudice the County Council's position in relation to disciplinary procedures or employment matters in respect of an

~~officer-employee~~. A member approached for help in such circumstances should first seek advice from the Monitoring Officer.

An officer should treat a Member as they would a member of the public in relation to the personal receipt of council services.

4. **Support Services to Members and Party Groups**

- 4.1 Members are provided with access to ICT (information and communication technology) systems and to support services (e.g. diary management, correspondence handling, ~~stationery provision~~, typing, printing, photocopying etc.) to enable them to better perform their policy and constituency role as County Councillors.
- 4.2 Members should not use – and officers should not provide – such access and support services in connection with party political or campaigning activity or for purposes not related to Council business, except that ICT access may be used for non-commercial purposes provided it does not cause a conflict with, or risk to, Council systems, or increase the support required from officers.

5. **~~Officers and Whole Council Member/Officer Working~~**

- 5.1 The relationship between ~~officers-employees~~ and Members should be characterised by mutual respect and courtesy and recognition of each other's roles and responsibilities. **Members have the right to challenge officers' reports and actions, but they should avoid personal and or/public attacks, and ensure their criticism is fair and constructive.**

Officers should not publicly criticise Council decisions even if they do not personally agree with those decisions.

- 5.2 Collaborative working between Members and ~~officers-employees~~ is essential but close personal familiarity can lead to damaging assumptions by others. Councillors and ~~officers-employees~~ should inform the Monitoring Officer of any relationship either personal or family, or business connection which might be seen as unduly influencing their work in their respective roles. The Monitoring Officer will consider what action, if any, should be taken.
- 5.3 ~~With the exception of staff specially appointed to support political groups, employees-~~**Officers** work to the instructions of their managers not individual Members.
- 5.4 Members must not require ~~officers-employees~~ to change their professional advice or take any action which the ~~officer-employee~~ considers unlawful or illegal or which would amount to maladministration or breach of a statutory duty.
- 5.5 Members should not raise matters relating to the conduct or capability of a Council ~~officer-employee~~ or of ~~officers-employees~~ collectively at meetings held in public or in the press. Any concerns should be raised using the procedure set out at paragraph 12.1 below.
- 5.6 The advice provided and actions taken by ~~officers-employees~~ should be sensitive to the political nature of the organisation, but their advice should always be independent and unbiased.

5.7 Members must consult with the Monitoring Officer and the Chief Finance Officer about legality, maladministration and financial impropriety and if they have doubts as to whether a particular decision is or is likely to be contrary to the policy framework or budget.

5.8 The Council has a statutory duty to positively promote equality. Members and ~~officers-employees~~ should not by their manner, speech, or in any written communication, be discriminatory with regards to a person's age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation **or any other personal matter**.

6. **Officers and Political Party Groups**

6.1 There is statutory recognition for political groups and it is common practice for such groups to give preliminary consideration to matters of Council business in advance of consideration by the relevant Council body.

6.2 On the invitation of a Group Leader, an Executive **Director** or ~~Corporate~~ Director or his/her nominee may attend an approved political party group meeting to give factual information about an issue which is currently being or will shortly be debated by a Council body, provided that:

- notice of attendance is given to the proper officer and made available ~~on~~ request to the other Group Leaders **setting out the subject matter under discussion**.
- The Chief Executive or Deputy Chief Executive or Monitoring Officer or their nominee will be in attendance.

6.3 Officer support in these circumstances must not extend beyond providing information in relation to matters of Council business. Officers must not be involved in advising on matters of party business. The observance of this distinction will be assisted if officers are not expected to be present when matters of party business are discussed.

6.4 Political party group meetings, while they form part of the preliminaries to Council decision-making, are not empowered to make decisions on behalf of the Council. Conclusions reached at such meetings are not Council decisions and it is essential that they are not interpreted or acted upon as such.

6.5 Similarly where officers provide information and advice to a political party group meeting in relation to a matter of Council business, this cannot act as a substitute for the officer providing all necessary information and advice to the relevant Council body when the matter is considered.

6.6 Officers will not normally attend and provide information to any political party group meeting which includes non-County Council members (e.g. MPs), **as they are not bound by the Code of Conduct's obligations of confidentiality**. Exceptions to this may be approved by the Chief Executive who shall do so in writing and copy the correspondence to all the political Group Leaders.

6.7 In all dealings with members, in particular when giving advice to political party groups, officers must demonstrate political impartiality and must not suppress their professional advice in the face of political views.

6.8 Officers must respect the confidentiality of any political party group meeting at which they are present. They must not relay the content of any such discussion to another party group.

6.9 Any particular cases of difficulty or uncertainty in this area of officer advice to political party groups should be raised with the Chief Executive who will discuss them with the relevant Group Leader(s).

7. **Officers and Individual Members**

7.1 Any Group Leader, lead member or Committee Chairman/**woman** may request a private and confidential briefing from an Executive **Director** or ~~Corporate~~ Director on matters of policy which have already been or may be discussed by the Council or within its decision-making or advisory process. All requests should be made to the appropriate Executive **Director** or ~~Corporate~~ Director, who should invite an officer from the Council's Democratic Services **Team** ~~Division~~ to attend if this is thought appropriate. Briefings shall remain strictly confidential and are not to be shared with other members of the Council unless so permitted by the relevant member.

7.2 Except for the confidential policy advice referred to above, where possible information will be shared among political group representatives.

7.3 Individual members may request any Executive **Director** or ~~Corporate~~ Director (or another senior officer of the Service or Directorate concerned) to provide them with factual information. Such requests must be reasonable. The relevant Committee Chairman/**woman** and the lead members will, unless it is of a minor nature, be advised that the information has been given and, on request, will be supplied with a copy.

7.4 If an Executive **Director** or ~~Corporate~~ Director considers the cost of providing the information requested - or the nature of the request - to be unreasonable, he/she shall seek guidance from the Chief Executive as to whether the information should be provided. Where necessary, the Chief Executive will discuss requests with the relevant Group Leader.

7.5 Confidential information relating, for instance, to casework should not normally be sought. If in exceptional circumstances members wish to discuss confidential aspects of an individual case then they shall first seek advice from the Executive **Director** or ~~Corporate~~ Director and follow appropriate guidance.

7.6 Finally, any Council information provided to a member must ~~only~~ be used by the member **solely** for the purpose for which it was provided (i.e. in connection with the proper performance of the member's duties as a member of the Council). The point is emphasised in the Code of Conduct.

8. **Officers and Non-County Council Elected Representatives**

8.1 Officers may be requested to meet with Councillors or elected representatives from other Councils or organisations to provide briefings and/or policy advice.

8.2 Any officer requested to attend a meeting of this nature which is not held on a cross-political party basis must obtain the prior authorisation of the Chief Executive who shall inform all Group Leaders of the arrangements. **The officer will then meet the Councillor or elected representative and the County Councillor for the Division will be invited.**

9. **Media Relations**

9.1 All relations with the media must be conducted in accordance with the Council's agreed procedures and the law on Local Authority publicity.

9.2 ~~Officers-Employees~~ will make every effort to keep Councillors informed of media interest in Council activities relevant to their responsibilities and the electoral divisions they represent, especially regarding strategic or contentious matters.

9.3 Any officer assisting a member with media relations must act at all times in the interests of the whole Council and in a politically impartial manner. Other than factual statements, members should not seek assistance from an officer with the preparation or issue of any media statement that will adversely affect the reputation of the Council.

10. **Keeping the Local Members informed**

10.1 **To enable them to carry out their divisional role effectively, Members will be fully informed as early as possible about matters affecting their division.**

~~It is essential for the proper running of the Council that members should be fully informed about matters on which they may be required to make decisions or which affect their electoral divisions.~~

10.2 **Senior officers must ensure that effective and timely arrangements are in place to inform Members of such matters, thus allowing them to promote and develop their representative role.**

~~It is the duty of each Executive, Corporate and Service Director to ensure that all relevant staff are aware of the requirement to keep local members informed and that the timing of such information allows members to contribute to those decisions.~~ Local members shall also be kept informed about matters affecting their divisions during the formative stages of policy development and discussion at informal meetings, **to enable them to contribute to the decision-making process.**

10.3 Issues may affect a single electoral division but others may have a wider – even sub-regional – impact, in which case numerous members will need to be kept informed.

10.4 Local members have an important role to play in representing the County Council in their constituencies; responding to the concerns of their constituents; in meetings with partners and serving on outside organisations.

10.5 Whenever a public meeting is organised by the Council to consider a local issue, all the members representing the electoral division(s) affected should as a matter of course be invited to attend the meeting.

10.6 If a local member intends to arrange a public meeting on a matter concerning some aspect of the Council's work, he/she should inform the relevant officer.

~~10.6~~ Similarly, whenever the Council undertakes any form of consultative exercise,
10.7 the local member(s) should be notified immediately prior to the outset of the exercise.

11. **Member Training**

11.1 Members are expected to embrace the principles of personal development and skill training and ensure they allocate time to participate in all the necessary training and personal development activities. This includes the necessary skills to take advantage of the ICT facilities made available to them.

~~11.2 Officers will work with Group Leaders and/or individual members to produce a personal development plan for each member, seek to ensure resources are available to fulfil the actions agreed in the plan and provide appropriate training to ensure that all members have the skills needed to fulfil their duties.~~

12. **Complaints/Concerns**

Procedure for Members

12.1 If a Member is dissatisfied with the conduct, behaviour or performance of an officer they should raise the matter privately with the relevant Executive **Director** or ~~Corporate~~ Director. If their concerns relate to an Executive ~~Director~~ or ~~Corporate~~ Director the concern should be raised with the Chief Executive. If the concerns relates to the Chief Executive then the concern should be raised with the Monitoring Officer.

Procedure for Officers-Employees

12.2 If an ~~officer-employee~~ is unhappy with the conduct or behaviour of a Councillor they should seek to resolve the matter by appropriate discussion and involvement of their Executive **Director** or ~~Corporate~~ Director.

12.3 In the event that matters remain unresolved they should inform the Monitoring Officer who will consider what action should be taken.

13. **Arbitration**

13.1 When necessary, the Chief Executive will arbitrate on the interpretation of this Protocol following consultation with the Monitoring Officer.

SCHEME OF DELEGATION

To: Council

Meeting Date: 14th May 2019

**From: Director of Governance and Legal Services and
Monitoring Officer**

**Purpose: To consider the scheme of delegation or such part of it as
the Constitution determines it is for Council to agree (as
set out in Part 3 of the Constitution).**

Recommendation: That Full Council:

- a) approve the scheme of delegation or such part of it as the Constitution determines it is for the Council to agree (as set out in Part 3 of the Constitution), as recommended by the Constitution and Ethics Committee.**
- b) authorise the Monitoring Officer, in consultation with the Chairman/woman of the Constitution and Ethics Committee, to make any other minor or consequential amendments to the Constitution necessary for, or incidental to, the implementation of these proposals.**

<i>Officer contact:</i>		<i>Member contact:</i>	
Name:	Michelle Rowe	Name:	Councillor Mac McGuire
Post:	Democratic Services Manager	Chairman:	Constitution and Ethics Committee
Email:	michelle.rowe@cambridgeshire.gov.uk	Email:	mac.mcguire@cambridgeshire.gov.uk
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1. BACKGROUND

- 1.1 Part 4 – Rules of Procedure, Part 4.1 – Council Procedure Rules, 1. Annual Meeting of the Council, states that the annual meeting will agree the scheme of delegation or such part of it as the Constitution determines it is for Council to agree (as set out in Part 3 of the Constitution).
- 1.2 At its meeting on 4 April 2019, the Constitution and Ethics Committee reviewed the scheme of delegation, and agreed that the Council should be provided with a link to the Constitution rather than paper copies of Part 3. The Committee resolved to recommend to Council that it agree the scheme of delegation or such part of it as the Constitution determines it is for the Council to agree (as set out in Part 3 of the Constitution).
- 1.3 Part 3 of the Constitution is available on the Council's website at <http://tinyurl.com/Scheme-of-Delegation>.

Source Documents	Location
Council's Constitution Part 3D – Scheme of Delegation for Officers	http://tinyurl.com/Scheme-of-Delegation
Constitution and Ethics Committee – 4 April 2019	Constitution and Ethics Committee meeting 04/04/2019

APPOINTMENT OF THE CHAIRMAN/WOMAN AND VICE-CHAIRMAN/WOMAN OF THE FOLLOWING COMMITTEES:

COMMITTEE	CHAIRMAN/WOMAN	VICE-CHAIRMAN/WOMAN
General Purposes	Councillor Steve Count	Councillor Roger Hickford
Adults	Councillor Anna Bailey	Councillor Mark Howell
Children and Young People	Councillor Simon Bywater	Councillor Sam Hoy
Commercial and Investment	Councillor Joshua Schumann	Councillor Anne Hay
Communities and Partnership	Councillor Steve Criswell	Councillor Kevin Cuffley
Economy and Environment	Councillor Ian Bates	Councillor Tim Wotherspoon
Health	Councillor Peter Hudson	Councillor Chris Boden
Highways and Community Infrastructure	Councillor Mathew Shuter	Councillor Bill Hunt

	CHAIRMAN/WOMAN
Health and Wellbeing Board	Councillor Roger Hickford
<i>Subject to approval of agenda item 10(d)</i>	
Audit and Accounts Committee	Councillor Mike Shellens
Pension Committee	Councillor Terry Rogers
Planning Committee	Councillor David Connor

APPOINTMENT TO OUTSIDE BODIES AND ANNUAL REPORT 2018/19

To: Council

Meeting Date: 14th May 2019

From: Director of Governance and Legal Services and
Monitoring Officer

Purpose: To consider appointments to outside bodies, and the
Outside Bodies Annual Report 2018/19.

Recommendation: That Full Council:

- (a) appoint to the outside bodies set out in Appendix A.
- (b) note the Outside Bodies Annual Report 2018/19 set out in Appendix B.

<i>Officer contact:</i>		<i>Member contact:</i>	
Name:	Michelle Rowe	Name:	Councillor Mac McGuire
Post:	Democratic Services Manager	Chairman:	Constitution and Ethics Committee
Email:	michelle.rowe@cambridgeshire.gov.uk	Email:	mac.mcguire@cambridgeshire.gov.uk
Tel:	01223 699180	Tel:	01223 706398 (office)

1. BACKGROUND

Appointment to Outside Bodies

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

At the annual meeting, the Council will:

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

Annual Report 2018/19

- 1.2 At its meeting on 29th November 2018, Constitution and Ethics Committee recommended the production of an annual report on outside bodies for each annual meeting of Council. This was reported to full Council on 11th December 2018.

2. MAIN ISSUES

Appointment to Outside Bodies

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

Annual Report 2018/19

- 2.2 As reported to Council on 11th December 2018, Constitution and Ethics Committee agreed that a report listing each outside body separately and setting out the following should be produced for each Annual Meeting of Full Council:

- aims and activities
- the name of the Council's representative
- the status of that representative on the body
- how many meetings are held a year
- whether expenses are paid by the organisation
- whether there is insurance provision in place
- a report from the Member representative on what they have done over the last year.

- 2.3 The report attached at **Appendix B** does not include the bullet points highlighted in grey. It is proposed to identify whether expenses are paid by the outside body when the Council notifies the relevant outside body of its representative. It is also important to note that the Council provides indemnity for its appointed representatives.

- 2.4 Where an outside body has a number of Council representatives, it has been agreed that one representative could respond if appropriate.

- 2.5 The report raises a number of issues detailed below which will need to be considered by the relevant Policy and Service Committee in May:

Children and Young People Committee

- to clarify whether the Committee should continue to appoint a representative to Centre 33.
- to clarify whether the Committee should continue to appoint a representative to the Thomas Squire Charity.
- to clarify whether the Committee should continue to appoint a representative to the Warboys Board School Trust Fund.

Communities and Partnership Committee

- to clarify the need for representation on the Cambridge Council for Voluntary Service.
- to clarify whether meetings of the Cambridgeshire and Peterborough Association of Local Councils District Committees are still taking place given that three representatives have not received any communication.
- to clarify whether the Hunts Area Partnership still meets.

Economy and Environment Committee

- to clarify whether the A47 Alliance Steering Group and the A47 Corridor Feasibility Study Stakeholder Reference Group Meeting are one and the same group.
- to clarify whether the Council should continue to appoint a representative to the European Metal Recycling Liaison Group (Snailwell).
- to clarify whether the Council should continue to appoint a representative to the Greater Cambridge Partnership Housing Development Agency.
- to clarify whether the Council should continue to appoint a representative to the Growth Delivery Joint East Cambridgeshire District Council/Cambridgeshire County Council Member Liaison Group.
- to identify a new representative to replace Councillor Fuller on the Huntingdonshire Growth and Infrastructure Group.
- to clarify whether the Ouse Washes Strategic Group still meets.
- to clarify whether the Committee should continue to appoint representatives to the Woodhatch Farm Waste Recycling Site Liaison Group (Ellington).

- 2.6 A user-friendly version of the report will be published on the Council's website after the meeting at the following link:

<https://www.cambridgeshire.gov.uk/council/councillors-&-meetings/county-councillors/committee-membership/>

- 2.7 In considering the report, Members may wish to propose changes or additions for next year's report.

Source Documents	Location
Constitution and Ethics Committee – 29 November 2018 Council – 11 December 2018	https://cambridgeshire.cmis.uk.com/ccclive/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/853/Committee/10/Default.aspx County Council meeting 11/12/2018)

CAMBRIDGESHIRE COUNTY COUNCIL APPOINTMENTS TO OUTSIDE BODIES: COUNTY COUNCIL APPOINTMENTS

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	GUIDANCE CLASSIFICATION	CONTACT DETAILS
Greater Cambridge Partnership Executive Board	Quarterly	1	Chairman of the Economy and Environment Committee – Councillor Ian Bates Deputy Leader of the Council – Councillor Roger Hickford (substitute)	Other Public Body	Greater Cambridge Partnership, SH1317, Shire Hall, Cambridge, CB3 0AP Wilma.Wilkie@cambridgeshire.gov.uk
Cambridgeshire and Peterborough Combined Authority	11	1	Leader of the Council – Councillor Steve Count Deputy Leader of the Council – Councillor Roger Hickford (substitute)	Other Public Body	Democratic Services Room 117 Shire Hall Cambridge CB3 0AP richenda.greenhill@cambridgeshire.gov.uk
Cambridgeshire and Peterborough Combined Authority – Overview and Scrutiny Committee	11	2	<i>[see Agenda Item No.14]</i> Councillor – To be Appointed Councillor – To be Appointed Substitutes: Councillor – To be Appointed Councillor – To be Appointed	Other Public Body	Emma Powley Cambridgeshire and Peterborough Combined Authority emma.powley@cambridgeshire-peterborough-ca.gov.uk

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	GUIDANCE CLASSIFICATION	CONTACT DETAILS
Cambridgeshire and Peterborough Combined Authority – Audit and Governance Committee	5	1	<i>[see Agenda Item No.14]</i> Councillor – To be Appointed Substitute: Councillor – To be Appointed	Other Public Body	Emma Powley Cambridgeshire and Peterborough Combined Authority emma.powley@cambridgeshirepeterborough-ca.gov.uk
Cambridgeshire and Peterborough Fire Authority	3	13	<ol style="list-style-type: none"> 1. Councillor Simon Bywater 2. Councillor Ian Gardener 3. Councillor Derek Giles 4. Councillor John Gowing 5. Councillor Linda Harford 6. Councillor Sebastian Kindersley 6. Councillor Mac McGuire 7. Councillor Lucy Nethsingha 9. Councillor Kevin Reynolds 10. Councillor Terry Rogers 11. Councillor Jocelyne Scutt 12. Councillor Michael Shellens 13. Councillor Mandy Smith 	Other Public Body	Democratic Services Room 117 Shire Hall Cambridge CB3 0AP dawn.cave@cambridgeshire.gov.uk
County Councils' Network Council	3-4	4	<ol style="list-style-type: none"> 1. Councillor Steve Count 2. Councillor Roger Hickford 3. Councillor Lucy Nethsingha 4. Councillor Joan Whitehead 	Unincorporated Association	Lisa Wood Local Government House, Smith Square, London, SW1P 3HZ
East of England Local Government Association	1 minimum	1	Leader of the Council – Councillor Steve Count	Unincorporated Association	Ms Celia Tredget West Suffolk House Western Way Bury St Edmunds IP33 3YU

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	GUIDANCE CLASSIFICATION	CONTACT DETAILS
Greater Cambridge Partnership Joint Assembly	Quarterly	3	<p><i>Political proportionality of Cambridgeshire County Council seats on the Assembly shall reflect that amongst the Council's elected members for the divisions within South Cambridgeshire District Council and Cambridge City Council administrative boundaries and that the representatives shall be drawn from those divisions and will be appointed on the nomination of the relevant Group Leaders</i></p> <p>Currently:</p> <ol style="list-style-type: none"> 1. Councillor Noel Kavanagh 2. Councillor John Williams 3. Councillor Tim Wotherspoon 	Other Public Body	Greater Cambridge Partnership, SH1317, Shire Hall, Cambridge, CB3 0AP Wilma.Wilkie@cambridgeshire.gov.uk
Local Government Association National representative body of all Local Authorities	3-4	4	<ol style="list-style-type: none"> 1. Councillor Steve Count 2. Councillor Roger Hickford 3. Councillor Lucy Nethsingha 4. Councillor Joan Whitehead 	Unincorporated Association	Fatima de Abreu Member Services Assistant Local Government Association



ANNUAL REPORT OF REPRESENTATION ON OUTSIDE BODIES

2018 – 2019

GUIDANCE FOR MEMBERS & OFFICERS WHO SERVE ON OUTSIDE BODIES

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

September 2018

1. INTRODUCTION

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

2. GENERAL

- 2.1 Before accepting the directorship or trusteeship of an external organisation, the member or officer should consider how onerous the responsibilities are likely to be and should only accept the office if satisfied that they have the time and capacity to undertake them.
- 2.2 Consideration should also be given to whether there is likely to be any significant conflict of interest between the role as a director or trustee and their role as a member or officer. If such a conflict is likely to arise to a significant degree then the role should not be taken on.
- 2.3 The member or officer should also assess the risks of things going wrong which might raise the prospect of a personal liability. Matters to be taken into account include the nature of the functions of the outside body and the amount of money it holds or deals with. For

example, some external companies handle considerable sums of money in the course of each year and have major functions. On the other hand, the risks associated with relatively small local charities are much less.

- 2.4 Members and officers who serve on outside bodies must exercise independent judgement in the interests of the organisation in which they are involved. Whilst it is recognised that they may have a commitment to representing the County Council on the outside organisation, they must also be aware that it is their responsibility to decide what view to take on any question before the organisation. Where a member or officer serves on the outside body in a representative capacity, this should be made clear to that body. There will be a fine line to tread between the duty to the outside body and to the County Council.
- 2.5 Ultimately the member or officer in acting as a Director or Trustee or member of a Management Committee of an outside body, must act in accordance with that body's interests, and not those of the Council or even the council taxpayers at large. A mandate from the Council to vote one way or the other would put the member or officer in breach of the duty to the organisation. It is permissible to take account of the County Council's wishes, but not to vote simply in accordance with them. The overriding duty in considering an item before the outside body is to vote in accordance with the interests of that organisation.
- 2.6 A member or officer serving on an outside body must also ensure that avoidable loss is not incurred in managing that body. Individual responsibility cannot be avoided by not reading the papers or failing to ask for appropriate reports. Professional advice should also be sought where appropriate.
- 2.7 If there is a major dispute between the County Council and the outside body then the Council's representative can be placed in an untenable position. In these circumstances, the appointee should take advice from either the Chief Executive, the Monitoring Officer or the relevant Chief Officer.
- 2.8 At the end of the day, it is possible that a representative on an outside body may find themselves unable to adequately carry out their responsibilities properly, both as a member or officer of the County Council and as a Director/Trustee/Committee Member of the outside body. That would be an exception, and should not deflect those appointed to outside bodies from being prepared to participate in the management and running of outside organisations.
- 2.9 Finally, it is recommended that:-
 - (a) Upon being appointed to an outside body, appointees obtain essential documents such as the outside body's governing document and the latest annual report and accounts
 - (b) Clarify if there are any insurances or indemnities in place
 - (c) Ensure the organisation has sound financial practices and procedures – take an interest in the business plan and other financial reports
 - (d) Understand how decisions are made in the organisation including delegations of powers

(e) Appointees to outside bodies should take advice from the s151 Officer or the Monitoring Officer (as appropriate) if they have any financial or other concerns about the body to which they have been appointed.

3. COMPANY DIRECTORS

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

3.2 **Company Directors** have the following duties:-

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

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

- A company can only act within the scope set out in its Memorandum of Association, and those Directors who knowingly cause the company to act beyond these activities will be liable personally.

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

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

4. CHARITY TRUSTEES

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

4.2 **Charity Trustees** have the following duties:-

- Trustees must act in accordance with the terms of the Trust.
- The property of the charity must be used for the purposes for which the charity was set up. It must also be applied fairly between those properly entitled to benefit from it.
- Trustees have a duty to exercise such care and skill as is reasonable in the circumstances having particular regard to any special knowledge or experience that they have or holds themselves out as having. In addition, where a Trustee acts in the course of a

business or profession, particular regard must be had to any special knowledge or experience which it is reasonable to expect of a person acting in the course of that kind of business or profession.

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

5. MANAGEMENT COMMITTEES

- 5.1 Groups which are not charitable trusts or limited companies are "unincorporated associations" and have no separate legal identity from their members. The rules governing the members' duties and liabilities will be set out in a constitution, which is simply an agreement between the members as to how the organisation will operate. Usually the constitution will provide for a management committee to be responsible for the everyday running of the organisation. An unincorporated organisation may be charitable and registerable as a charity.

- 5.2 Broadly, management committee members must act within the terms of the constitution, and must take reasonable care in exercising their powers.
- 5.3 Generally, members of management committees are liable for the acts of the organisation, but are entitled to an indemnity from the funds of the organisation if they have acted properly. If there are not enough funds, the committee members are personally liable for the shortfall. If one person is appointed by the constitution to act as the agent of the organisation for certain purposes, then that person acts as the agent of all the members, who have joint liability for the agent's actions. Members of the management committee will have a personal liability if they act outside the authority given them or if they do not comply with the law.
- 5.4 Exceptions apply to certain consultative/advisory bodies such as EELGA & LGA where the representative will normally be expected to act in the Council's interests.

6. REGULATED COMPANIES

- 6.1 A company that is influenced by the Council (20% shareholding or more) or controlled by the Council (50% shareholding or more) will be a regulated company under the Local Authorities (Companies) Order 1995. This piece of legislation has a number of restrictions for members that sit on the board of regulated local authority companies, referring to them as "regulated directors".
- 6.2 These restrictions include:
- The maximum amount of remuneration is the greatest amount which would be payable by the Council in respect of a comparable duty performed on behalf of the Council, less any amount paid by the Council to the regulated director for duties to the Company;
 - The maximum amount of travelling or subsistence allowance which would be payable to that director by the Council of which he is a member if the relevant duty were an approved duty for the purposes of s174 of the Local Government Act 1972
 - When a regulated director becomes disqualified for membership of the Council, he/she must be removed as a director of the regulated company.
- 6.3 Where members sit on the board of an influenced or regulated company there will be an inherent conflict of interest in their roles as the Companies Act 2006 requires Directors to consider the best interests of the company and not the shareholders. However due to the restrictions on the remuneration and expenses of members in relation to such companies members are unlikely to have a disclosable pecuniary interest. Members should nonetheless declare their conflict of interest at Council meetings and avoid voting on or taking Council decisions in relation to such companies.

7. OTHER PUBLIC BODIES

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

8. DECLARATION OF INTERESTS

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

- your well-being or financial position
- that of your family or close friends
- that of a club or society in which you have a management role
- that of another public body of which you are a member to a greater extent than others in your ward.

If that is the case then you must declare such an interest but can speak and vote on the matter, **unless** the interest is “*one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest*” (s.10.2(b) of the council’s code of conduct sets out what action should be taken). Please seek the advice of the council’s Monitoring Officer if unsure about what needs to be declared in order to help avoid the appearance of bias.

- 8.4 When members discuss at Council meetings matters relating to an outside body on which they serve, they may take account of that outside body's interest. However, they must not vote simply in accordance with the mandate of that outside body. In short, the primary consideration is the public interest.
- 8.5 Officers should have regard to the Officer’s Code of Conduct and discuss all potential conflicts of interest with their line manager, seeking advice from the council’s Monitoring Officer where appropriate. Written file notes should be made and kept of all advice given and action taken.

9. INDEMNITIES

9.1 An outside body can provide indemnities for its members as follows:

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

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

10. RELATED ISSUES

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

11. FURTHER INFORMATION

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

CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY

Background

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

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

Information

No. of representatives:	1
Meetings per annum:	11
Approved by:	Council
Guidance Classification:	Other Public Body
Representative for 2018/19:	Councillor S Count (Con) <i>Councillor R Hickford (Con) (sub)</i>

Report by Representative

Reports are presented at each Full Council meeting, where Members also have the opportunity to put questions to the Council's representative.

CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY **AUDIT AND GOVERNANCE COMMITTEE**

Background

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

Information

No. of representatives: 1
Meetings per annum: 5
Approved by: Council
Guidance Classification: Other Public Body

Representative for 2018/19: Councillor N Harrison (LD)
Councillor G Wilson (LD) (sub)

Report by Representative

Reports are presented at Full Council meetings.

CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY **OVERVIEW AND SCRUTINY COMMITTEE**

Background

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

Information

No. of representatives: 2
Meetings per annum: 11
Approved by: Council
Guidance Classification: Other Public Body

Representatives for 2018/19: Councillor D Connor (Con)
Councillor L Nethsingha (LD)
Councillor D Jenkins (LD) (sub)
Councillor L Nieto (Con) (sub)

Report by Representative

Reports are presented at each Full Council meeting, where Members also have the opportunity to put questions to the Council's representatives.

CAMBRIDGESHIRE AND PETERBOROUGH FIRE AUTHORITY

Background

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

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

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

Information

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

Representatives for 2018/19:

- Councillor S Bywater (Con)
- Councillor I Gardener (Con)
- Councillor D Giles (Ind)
- Councillor J Gowing (Con)
- Councillor L Harford (Con)
- Councillor S Kindersley (LD)
- Councillor M McGuire (Con)
- Councillor L Nethsingha (LD)
- Councillor K Reynolds (Con)
- Councillor T Rogers (Con)
- Councillor J Scutt (Lab)
- Councillor M Shellens (LD)
- Councillor M Smith (Con)

Report by Representative

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

COUNTY COUNCILS' NETWORK COUNCIL

Background

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

Information

No. of representatives: 4
Meetings per annum: 3-4
Approved by: Council
Guidance Classification: Unincorporated Association

Representatives for 2018/19: Councillor S Count (Con)
Councillor R Hickford (Con)
Councillor L Nethsingha (LD)
Councillor J Whitehead (Lab)

Report by Representative

Councillor Count

This body is comprised of County as well as Unitary authorities. It is presently financed by the LGA. The LGA also has a district council network. Incredibly useful for networking and discussing matters with authorities with similar issues. However we are the only one in the room that has a Mayoral Combined authority. Anecdotally I can tell you that the amount of extra funding we (the area) repeatedly win over our base line is the envy of the room.

Most meetings have a ministerial presentation with Q & A included. I almost always speak, in order to increase the profile of Cambridgeshire in their mind and to lobby on any subject, particularly fairer funding. CCN, provides much of the empirical base, documents and media campaigns to assist with our calls for fairer funding.

One issue for the LGA is that when Districts and Counties disagree they do not take sides. The CCN have advocated that an evidence informed approach to take a position (tier splits would be a good example) is what is necessary. The reluctance of the LGA to address these issues, probably driven by the fear of upsetting many members, has led to some counties considering abandoning the LGA and pursuing a standalone CCN. I have also voiced my fear that the LGA has allowed too loud a representative voice on the fairer funding formula work group compared to County input.

Councillor Nethsingha

I know there is good work being done by them, I just have not been closely involved and did not attend their conference this year. I would not want us to stop being involved with them.

EAST OF ENGLAND LOCAL GOVERNMENT ASSOCIATION

Background

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

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

Information

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

Representative for 2018/19: Councillor S Count (Con)

Report by Representative

Councillor Count

This is a geographic sub group of the body below (Local Government Association). Very much built in the same way it is useful but in a more restricted geographical area.

GREATER CAMBRIDGE PARTNERSHIP **EXECUTIVE BOARD**

Background

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

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

Information

No. of representatives:	1
Meetings per annum:	Quarterly
Approved by:	Council
Guidance Classification:	Other Public Body
Representative for 2018/19:	Councillor I Bates (Con) <i>Councillor R Hickford (Con) (sub)</i>

Report by Representative

Councillor Bates

As I am sure many of you appreciate I serve as one of the three members on this group representing Cambridgeshire County Council. The other two members are from Cambridge City and South Cambridgeshire District Council (three votes, one each). The other two members of the board are businesses and universities. I have the portfolio for Transport which GCP has a strategic input to, including skills, housing, finance. There is a website which is fully up to date with events.

GREATER CAMBRIDGE PARTNERSHIP **JOINT ASSEMBLY**

Background

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

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

Information

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

Representatives for 2018/19: Councillor N Kavanagh (Lab)
Councillor J Williams (LD)
Councillor T Wotherspoon (Con)

Report by Representative

Councillor Kavanagh

Imperative to continue to have County representation on the GCP Joint Assembly as the challenges to transform public transport, reduce congestion and improve air quality increase. Important that GCP initiatives continue to burgeon and are complemented, not conflicted with, by new transport strategies emerging from the nascent Combined Authority. Residents continue to make representations for their communities at the Assembly meetings as well as lobbying through the LLFs (Local Liaison Forums). Although not a decision-making body the Assembly functions well as a forum for views on project proposals and as a conduit for recommendations to be communicated to the GCP Executive. As the County Council cross party Cycle Champion my presence on the Assembly ensures the needs of cyclists are not neglected.

Councillor Williams

The Greater Cambridge Partnership is facing a number of challenges, the requirement to demonstrate the delivery of the City Deal in order to receive the next tranche of Government money, its relationship with the Mayor and the Combined Authority and the extraordinary economic growth in the Greater Cambridge sub-region which is putting pressure on housing, transport and other infrastructure. Helping to manage the

adverse effects of this growth to ensure the sub-region continues to be a good place to live and work in, with new communities and transport infrastructure whilst protecting the amenities and lifestyle of our established communities, requires local knowledge and influence which I can bring to the Assembly and its working groups.

Councillor Wotherspoon

I was elected Chairman for the 2019-2020 municipal year. GCP is the name taken by the City Deal signed in 2014 by Greg Clark and representatives of the County Council, South Cambridgeshire District Council, Cambridge City Council, Cambridge University and the Greater Cambridge Greater Peterborough Enterprise Partnership. The government offered funding of £500m, intended to be matched locally, in three tranches, the first of £100m, the second and third of £200m and subject to five-year gateway reviews, of which the first is coming up at the end of 2019. Decisions are taken by the Executive Board, whose voting members on spending are Lewis Herbert, Leader of Cambridge City Council, Aidan van de Weyer, Deputy Leader of South Cambridgeshire District Council, and Ian Bates for the County Council. There is also a university and a business representative. The Joint Assembly meets three weeks beforehand, for a wide-ranging discussion of matters coming up for decision, and brings together three members each from the constituent councils, as well as three representatives of universities and colleges and three representatives from businesses.

LOCAL GOVERNMENT ASSOCIATION

Background

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

Information

No. of representatives: 4
Meetings per annum: 3-4
Approved by: Council
Guidance Classification: Unincorporated Association

Representatives for 2018/19: Councillor S Count (Con)
Councillor R Hickford (Con)
Councillor L Nethsingha (LD)
Councillor J Whitehead (Lab)

Report by Representative

Councillor Nethsingha

I sit on the LGA in various roles, so this report is in part a response to my County Council position, and in part from my other role as a Deputy Chair of the Children and Young People's Board on the LGA. The LGA has continued to lobby government on a wide range of issues, and also to provide support to councils in Cambridgeshire this year. Because I know most about the work of the Children and Young People's Board most of this report will cover that aspect, but there is work of equal depth and value going on across the LGA.

Following on from the successful lobbying from the LGA on the crisis in Adult Social Care, there has been a great deal of work done in the past year to try to raise awareness of the crisis in Children's Social Care, and the increasing gap between the money councils have to spend and the statutory requirements they have to meet. The CYP board commissioned work last year looking at variation in spending on Children, and Children's Social Care in particular, because the government was asking why there were wide variations in spend across different areas. The government's argument has been that if some councils can provide "good" (as classified by OFSTED) care for much less why can't all councils.

The research done by the LGA demonstrated the major reasons for the variety in spend, particularly focusing on the fact that deprived areas have higher costs as they have more children in need, and that councils classify their costs differently, so a major factor in variation in cost was how much of the central cost of the council was allocated to CYP. They also did some detailed work on the size of the gap in funding across the sector, which has been estimated at £3.2 billion.

Work has been commissioned this year looking into the SEND funding gap, which is also widening across all councils and becoming an increasing worry. There has been a very good analysis on the causes for the increase in SEND spending, some of which is due to changes in the way schools are funded and managed, with academisation of the school system meaning more and more SEND children are being encouraged out of mainstream school and into more expensive specialist placements. There is also continuing concern at the high numbers of children being “off-rolled” and also looking at the reasons for the increase in home schooling.

I have also been the LGA rep on the Adoption and Special Guardianship Board, which has been particularly focusing on special guardianship this year, with a strong recognition that there is not enough support for those, often family members, who take on guardianship of children. There is usually far less support available for these families than there is for adoptive parents, even though they may in fact be operating in even more complex circumstances, with birth parents still very much around, and consequent tensions.

There is also continuing concern that there are falling numbers of adopters, while the number of children needing placements is growing, however the picture on this looks a little less bleak than last year.

Councillor Count

This body has a fee paying membership available to Local Government bodies. I attend regularly. Meetings cover a wide range of material. Much of it is information flowing to and from Government. Whilst the meetings I attend are about information and occasional lobbying, I see the role of the LGA as very much the reverse. I believe its primary function and success is to co-ordinate the voice of Local Government and use that to influence Governments policies. This it achieves with varying amounts of success, however if it was not in place I believe matters would be far worse.

It is a sizeable body with various committees one of which I sit on, the Improvement and Innovation Board. This covers training for councillors amongst other items and measurements of diversity and inclusion as well as effectiveness of targeted work in these areas. There are also spokes covering various service delivery areas and these are called on when the media tries to hear one voice for Local Government.

Apart from active participation at meetings, this is an effective meeting place for networking and informal lobbying. Alongside the CCN I have spent an inordinate amount of time using those bodies to lobby for and examine reports on the fairer funding formula.

This forum also allows CCC to participate in research and development of innovative practice in conjunction with county councils across the country. In addition to the other benefits gained from the membership of the LGA, CCC regularly engages with campaigns led by the LGA.

CCC will be taking part in the third wave of the LGA Social Care digital innovation programme, starting in April 2019 and running for two years. CCC will explore the use of technology in transitions, enhancing the independence of those with learning disabilities in the community during their transition to adult social care.

A428/A421 ALLIANCE

Background

- To act as a lobby group of key partners from County and District Councils as well as MPs and Local Enterprise Partnerships along the length of the corridor.
- To build a compelling case for improvements to the route to support economic growth, locally and nationally
- To work with Highways England to develop a comprehensive improvement package and associated investment plan

Information

No. of representatives: 3
Meetings per annum: 2 or as business dictates
Approved by: Economy & Environment Committee
Guidance Classification: Other Public Body representative

Representatives for 2018/19: Councillor I Bates (Con)
Councillor D Wells (Con)
Councillor J Wisson (Con)
Councillor D Giles (Ind) (sub)
Councillor S Taylor (Ind) (sub)

Report by Representative

Councillor Bates

This group has not met recently and is chaired by the MP for Huntingdon. But as I am sure members are aware Highways England (HE) have announced the new route from Black Cat roundabout (A1) to Caxton Gibbert. My involvement has been lobbying HE to announce the proposed route.

Councillor Wells

I have not had any contact with A428/A421 Alliance.

A47 ALLIANCE STEERING GROUP

Background

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

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

Information

No. of representatives:	1
Meetings per annum:	2
Approved by:	Economy & Environment Committee
Guidance Classification:	Other Public Body representative
Representative for 2018/19:	Councillor I Bates (Con)

Report by Representative

Councillor Bates

Both this Group and the 'A47 Corridor Feasibility Study' are one of the same.

This has been an active group for many years and this road is from Gt Yarmouth to Peterborough, the majority of the road is in Norfolk. Norfolk County Council has led on this project and my involvement has been in respect of Guyhirn Roundabout. From a strategic point I have actively promoted this corridor. Cambridgeshire and Peterborough Combined Authority are now taking an active participation in this road.

A47 CORRIDOR FEASIBILITY STUDY **STAKEHOLDER REFERENCE GROUP MEETING**

Background

The role of the Group is to ensure that stakeholders' views are captured and considered during the Department for Transport's study process, particularly at key points in its work and during the development of the study's key outputs.

Information

No. of representatives:	1
Meetings per annum:	2
Approved by:	Economy & Environment Committee
Guidance Classification:	Other Public Body representative
Representative for 2018/19:	Councillor I Bates (Con)

Report by Representative

Councillor Bates

Both this Group and the 'A47 Alliance Steering Group' are one of the same.

This has been an active group for many years and this road is from Gt Yarmouth to Peterborough, the majority of the road is in Norfolk. Norfolk County Council has led on this project and my involvement has been in respect of Guyhirn Roundabout. From a strategic point I have actively promoted this corridor. Cambridgeshire and Peterborough Combined Authority are now taking an active participation in this road.

ANGLIAN (CENTRAL) REGIONAL FLOOD AND COASTAL COMMITTEE

Background

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

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

Information

No. of representatives:	2
Meetings per annum:	2
Approved by:	Economy & Environment Committee
Guidance Classification:	Other Public Body representative
Representatives for 2018/19:	Councillor M Smith (Con) Councillor T Wotherspoon (Con)

Report by Representative

Councillor Smith

This is a very valuable committee to the County Council and Residents. Drainage is very important to a lot of residents, and it is only right that the County Council is involved with this Committee. We do have meetings at different locations, which also helps us to gain a better understanding of the drainage issues that affect the County as a whole. The County does make a contribution, but this unlocks more funding for us and so enables the County to carry out more drainage alleviation schemes, which in turn helps make it easier for residents.

Councillor Wotherspoon

Cambridgeshire is the largest county in the Great Ouse catchment, so at the moment we send two representatives to this committee, one of several around the country hosted by the Environment Agency charged with bringing together Risk Management Authorities responsible for maintaining flood defence assets from source to sea. Aspects of climate change, especially (and perhaps ironically) the impacts of drought, crop up regularly, as does taking forward the 25-year Environment Plan published by Defra last year. Recently we have been focusing on the flood risk management implications, particularly the opportunities, of the road and rail schemes in the OxCam corridor, about which a conference was held at Milton Keynes mid-March.

ANGLIAN (NORTHERN) REGIONAL FLOOD AND COASTAL COMMITTEE

Background

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

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

Information

No. of representatives:	1
Meetings per annum:	4-5
Approved by:	Economy & Environment Committee
Guidance Classification:	Other Public Body representative
Representative for 2018/19:	Councillor D Connor (Con)

BARRINGTON CEMENT WORKS AND QUARRY LIAISON GROUP

Background

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

Information

No. of representatives:	2
Meetings per annum:	2-3
Approved by:	Economy & Environment Committee
Guidance Classification:	Other Public Body representative
Representatives for 2018/19:	Councillor S Kindersley (LD) Councillor P Topping (Con)

Report by Representative

Councillor Kindersley

Meetings continue to be held as required with attendance from Barrington Parish Council, County & District Councillors, Cemex (community liaison, site management and rail operator representatives), CCC as the Waste & Minerals Planning Authority, two Residents Associations and the Environment Agency. Over the last 12 months the chief issues of concern relate to the new regime for trains using the subline into the Quarry which has been causing some disturbance to residents and which we hope has now been resolved using new management plans. A number of planning applications remain open, not least the Redrow application for housing at the front of the Quarry Site which appears to have stalled at the Reserved Matters stage. The Group has noted there is to be no further allocation at the Quarry in the forthcoming new Waste & Minerals Plan, and that the proposal to continue quarry restoration with inert material delivered by train will continue for 15 years.

The Group would also wish me to record particular thanks to Helen Wass in CCC Planning who has worked on this site and with the Liaison Group over many years and who gives each meeting a comprehensive update which residents very much appreciate.

BARRINGTON LIGHT RAILWAY SUB GROUP

Background

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

Information

No. of representatives:	2
Meetings per annum:	As required
Approved by:	Economy & Environment Committee
Guidance Classification:	Other Public Body representative
Representatives for 2018/19:	Councillor S Kindersley (LD) Councillor P Topping (Con)

Report by Representative

Councillor Kindersley

Meetings continue to be held as required with attendance from Barrington Parish Council, County & District Councillors, Cemex (community liaison, site management and rail operator representatives), CCC as the Waste & Minerals Planning Authority, two Residents Associations and the Environment Agency. Over the last 12 months the chief issues of concern relate to the new regime for trains using the subline into the Quarry which has been causing some disturbance to residents and which we hope has now been resolved using new management plans. A number of planning applications remain open, not least the Redrow application for housing at the front of the Quarry Site which appears to have stalled at the Reserved Matters stage. The Group has noted there is to be no further allocation at the Quarry in the forthcoming new Waste & Minerals Plan, and that the proposal to continue quarry restoration with inert material delivered by train will continue for 15 years.

The Group would also wish me to record particular thanks to Helen Wass in CCC Planning who has worked on this site and with the Liaison Group over many years and who gives each meeting a comprehensive update which residents very much appreciate.

CAM SIGHT

Background

Cam Sight is a charity working with blind and partially sighted people within Cambridgeshire.

Information

No. of representatives: 1
Meetings per annum: 4
Approved by: Adults Committee
Guidance Classification: Unincorporated Association Member

Representative for 2018/19: Councillor C Boden (Con)

CAMBRIDGE AIRPORT CONSULTATIVE COMMITTEE

Background

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

Information

No. of representatives:	1
Meetings per annum:	3
Approved by:	Economy & Environment Committee
Guidance Classification:	Other Public Body representative
Representative for 2018/19:	Councillor J Whitehead (Lab)

Report by Representative

Councillor Whitehead

Meets infrequently but provides updates on what is happening with Cambridge Airport. At the moment this seems to be very little.

CAMBRIDGE AND DISTRICT CITIZENS ADVICE BUREAU MANAGEMENT COMMITTEE

Background

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

Information

No. of representatives:	1
Meetings per annum:	4-6
Approved by:	Communities & Partnership Committee
Guidance Classification:	Charity and limited company
Representative for 2018/19:	Councillor L Jones (Lab)

Report by Representative

Councillor Jones

This is a vital resource for residents, with nearly 18,000 people being helped during 2017-18 with independent, confidential and impartial advice about a range of problems, including housing (13% of requests), debt (27%) and benefits (23%). It is a major partner in ongoing work to reduce homelessness. Demand for CAB advice increased by 8% last year and the number of food vouchers issued doubled. It is increasing its outreach advice work, for example at Addenbrooke's and its web presence, with 2000 visits to the website each month. It is in the forefront of work with GPs on social prescribing, designed to improve people's health and reduce demand for acute services. It is useful to have a county presence on the board of trustees, not least because links between the County Council and CAB need strengthening to understand fully and make better use of its capabilities.

CAMBRIDGE BID BOARD

Background

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

Information

No. of representatives:	1
Meetings per annum:	6
Approved by:	Economy & Environment Committee
Guidance Classification:	Regulated Director
Representative for 2018/19:	Councillor M Shuter (Con)

Report by Representative

Councillor Shuter

The Cambridge BID Board meets approximately six times a year, and through its levy on central Cambridge businesses it arranges extra emergency street cleaning and events to promote Cambridge retail business.

The County Council's seat on the board enables closer understanding and cooperation on matters such as street lighting and highways. It serves a five year term and was recently voted back in for a second term with strong support from central Cambridge business.

CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICE

Background

Cambridge CVS is an independent registered charity, set up by local organisations as an infrastructure and network organisation to help and support community and voluntary groups in Cambridge City and South Cambridgeshire.

Information

No. of representatives:	1
Meetings per annum:	4
Approved by:	Communities & Partnership Committee
Guidance Classification:	Non-voting observer on a Charity
Representative for 2018/19:	Councillor L Nethsingha (LD)

Report by Representative

Councillor Nethsingha

I am not sure how valuable it is to have a representative.

There may be times when it is useful, but they should also feel able to contact any councillor.

CAMBRIDGE SPORTS HALL TRUST **MANAGEMENT COMMITTEE**

Background

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

Information

No. of representatives:	1
Meetings per annum:	6
Approved by:	Communities & Partnership Committee
Guidance Classification:	Charity
Representative for 2018/19:	Councillor N Kavanagh (Lab)

Report by Representative

Councillor Kavanagh

The Kelsey Kerridge Sports Centre, located at Parkers Piece in Cambridge, offers a wide variety of sports and leisure facilities to a great range of participants. The Centre remains in a sound financial position and this good financial management has enabled significant investment to be made in its facilities. Anglia Ruskin University has strong links with the Centre and it is important to maintain County representation, though our presence is not imperative, to support the Centre's contribution to the health of people in the City and surrounding communities.

CAMBRIDGE UNIVERSITY HOSPITALS NHS FOUNDATION TRUST

COUNCIL OF GOVERNORS

Background

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

Information

No. of representatives:	1
Meetings per annum:	4
Approved by:	Health Committee
Guidance Classification:	Other Public Body representative
Representative for 2018/19:	Councillor M Howell (Con)

Report by Representative

Councillor Howell

Addenbrooke's Board are expecting to hit their planned £94.5m deficit at the end of the financial year. They are currently forecasting full delivery of the 18/19 cost improvement plan at £40m. The main contributor to the negative variance for capacity and demand was a failure to reduce length of stay and patients who have become Delayed Transfers of Care in the first seven months of the year. There has been a significant improvement with a number of initiatives including the Acute Hub, Ward Improvement Programme, long length of stay reviews and work on delayed transfers of care within and outside the hospital. Currently the target for 19/20 is £25m.

CAMBRIDGESHIRE AND PETERBOROUGH ASSOCIATION OF LOCAL COUNCILS DISTRICT COMMITTEES (CAPALC)

Background

- East Cambridgeshire
 - Fenland
- Huntingdonshire
- South Cambridgeshire

The District Associations have a direct feed into the strategic direction and governance of CAPALC, as each of the District Association chairmen have a seat on the CAPALC Board.

Information

No. of representatives: 4 (1 to each District)
Meetings per annum: 4
Approved by: Communities & Partnership Committee
Guidance Classification: Unincorporated Association Member

Representatives for 2018/19: Councillor A Costello (Con)
Councillor L Every (Con)
Councillor J Gowing (Con)
Vacancy (sub)

Report by Representative

The three representatives have not been invited to any meetings.

CAMBRIDGESHIRE AND PETERBOROUGH FEDERATION OF YOUNG FARMERS CLUB

Background

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

Information

No. of representatives:	1
Meetings per annum:	6
Approved by:	Children & Young People Committee
Guidance Classification:	Unincorporated Association Member
Representative for 2018/19:	Councillor M Smith (Con)

Report by Representative

Councillor Smith

This is a good liaison to have for the County Council and The Young Farmers. They are a great bunch of people who really do try hard to promote Agriculture in a positive and forward thinking way. I have spoken to the Chairman, who has said that he values the link between the County Council and The Young Farmers, and looks forward to this link becoming stronger in the future. The Group go on outings and they also hold fund raising events. They run the Wimpole Country Show, which is held in June and is well worth a visit.

CAMBRIDGESHIRE AND PETERBOROUGH NHS FOUNDATION TRUST

Background

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

Information

No. of representatives:	1
Meetings per annum:	4
Approved by:	Health Committee
Guidance Classification:	Partner Governor on the Council of Governors
Representative for 2018/19:	Councillor G Wilson (LD)

Report by Representative

Councillor Wilson

The County Council has delegated the delivery of mental health services and some specified duties to the Cambridgeshire and Peterborough Foundation Trust (CPFT) for people over 18 years with mental health needs. The intention is to ensure delivery of an integrated health and social care service which is so well co-ordinated that it appears to services users and carers it is being delivered by one organisation - seamlessly. As the appointed governor from CCC, I attend the CPFT Governor meetings. I provide a useful member link between CPFT and CCC and then feedback issues to the council's Adults committee as needed.

CAMBRIDGESHIRE AND PETERBOROUGH **ROAD SAFETY PARTNERSHIP STRATEGIC MANAGEMENT BOARD**

Background

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.

Information

No. of representatives:	1
Meetings per annum:	4
Approved by:	Highways & Community Infrastructure Committee
Guidance Classification:	Other Public Body representative
Representative for 2018/19:	Councillor M Shuter (Con)

Report by Representative

Councillor Shuter

The Cambridgeshire & Peterborough Road Safety Partnership is in the final year of the current five-year strategy and as such is going through a period of reflection, review and realignment. Whilst the vision remains to prevent all road deaths across Cambridgeshire and Peterborough and to significantly reduce the severity of injuries and subsequent costs and social impacts from road traffic collisions, the approach to achieve this needs to be updated given changes in the national and local context. For example the creation of the Tri-Force agenda, establishment of the Police Crime Commissioner, integration of Cambridgeshire County Council and Peterborough City Council and the increasing pressure on resource, staff and financial. To that end the Chair of the Board has moved over to the Police Crime Commissioner's office and this year will be a period of transition, establishing a new strategy, terms of reference and governance structure. In terms of future Member representation on the Board it is too early to say, however there are sufficient alternative avenues for Member influence to be maintained not least through the creation of the Road Safety Hub, which will report to the Highway & Community Infrastructure committee.

CAMBRIDGESHIRE CONSULTATIVE GROUP
FOR THE FLETTON BRICKWORKS INDUSTRY (WHITTLESEY)

Background

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

Information

No. of representatives:	1
Meetings per annum:	2
Approved by:	Economy & Environment Committee
Guidance Classification:	Other Public Body representative
Representative for 2018/19:	Councillor D Connor (Con)

CAMBRIDGESHIRE FLOOD RISK MANAGEMENT PARTNERSHIP

Background

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

Information

No. of representatives:	1
Meetings per annum:	4
Approved by:	Economy & Environment Committee
Guidance Classification:	Other Public Body representative
Representative for 2018/19:	Councillor T Wotherspoon (Con)

Report by Representative

Councillor Wotherspoon

In fact this is serviced entirely by county council officers (and latterly those at Peterborough City Council, with whom we have joined forces), and I am the chairman. This forum brings together the county, unitary and district councils in Cambridgeshire and Peterborough, together with the Environment Agency, Anglian Water, Internal Drainage Boards and others, and tends to have a much more detailed operational focus than the RFCC (as well as confining its attention locally). Having combined with the Peterborough Floods and Water Group we will now be meeting three times a year (instead of four for CFRMP and twice for PFloW).

CAMBRIDGESHIRE HORIZONS BOARD

Background

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

Information

No. of representatives: 1
Meetings per annum: 1
Approved by: Economy & Environment Committee
Guidance Classification: Company Director

Representative for 2018/19: Councillor I Bates (Con)

Report by Representative

Councillor Bates

This meets once a year to authorise accounts, which are coming in from developers. The board approved a loan (rolling fund) many years ago for the Addenbrooke’s access road which I was heavily involved with as Chairman of the Board.

CAMBRIDGESHIRE MUSIC HUB

Background

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

Information

No. of representatives:	2
Meetings per annum:	3
Approved by:	Children & Young People Committee
Guidance Classification:	Other Public Body representative
Representatives for 2018/19:	Councillor L Every (Con) Councillor S Taylor (Ind)

Reports by Representatives

Councillor Every

Representation on the Cambridgeshire Music Hub at this particular time is particularly valuable as we work together on the current and longer term provision for the County through the Strategic Analysis and Outcomes Focused Development Plan. This has included the annual ratification of next year's programme and budget. Achievement of the funding required to run the service each year is always under review and we know that increased sponsorship and access to grants is a vital part of ensuring that the service provides the absolutely vital music service that our young people across the county need and deserve. It has been agreed that the future direction of, and development strategy for, Cambridgeshire Music and CREATE will be determined as part of the outcome Focused Review (OFR) process, taking account of the ambitious vision for the development and delivery of music education and performing arts in Cambridgeshire. This will require a detailed business case to be developed which will be underpinned by robust analysis and assessment of possible funding sources for delivering that vision.

Councillor Taylor

My time on the Cambridgeshire Music Hub Board has been worth the while although the first year I had not attended as much as I had hoped because of work commitments. This year I have been attending regularly and we have also used Skype to communicate. I am still learning how the Music Hub operates, so find the board very useful in this instance. I can ask questions and also have an input. My view is that whilst I am a member of the board I can make sure Cambridgeshire as a whole can utilise the facilities Cambridgeshire Music Hub offer. I would like to see schools using this service much more.

CAMBRIDGESHIRE POLICE AND CRIME PANEL

Background

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

Information

No. of representatives: 3
Meetings per annum: 7 approximately
Approved by: General Purposes Committee
Guidance Classification: Other Public Body representative

Representatives for 2018/19: Councillor D Connor (Con)
Councillor M Shellens (LD)
Councillor S Tierney (Con)
Councillor M Howell (Con) (sub)
Councillor L Nethsingha (LD) (sub)

Reports by Representatives

Councillor Shellens

Membership of the police and crime panel is deeply frustrating. Most of the important decisions are reserved for the Chief Constable or other bodies. Even some of those nominally reserved to us are nullified by the panel being given a choice of 1. The contrast with membership of the Fire Authority is most stark. The Commissioner's grab for the control of the Fire service is therefore most unfortunate and ill-timed as the police currently have a more challenging operational environment which should be taking most of the time of the Commissioner. The perception of difficulties on the streets at a time of swinging increases in Police Council Tax (12%) is doubly unfortunate.

Councillor Tierney

As a fairly recent appointee to the Police and Crime Panel I've been getting myself up to speed with the business and the terminology used. I found the scrutiny of the proposed Council Tax rise interesting and believe that the Committee did a good job of making sure it had been properly costed and thought through. While the job of the panel is to scrutinise the PCC's decisions rather than the actual Police, there is often a blurring of the two with members using the panel to question Police activity and strategic decisions.

CAMBRIDGESHIRE SCHOOLS FORUM

Background

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

Information

No. of representatives:	3
Meetings per annum:	6
Approved by:	Children & Young People Committee
Guidance Classification:	Other Public Body representative
Representatives for 2018/19:	Councillor S Bywater (Con) Councillor P Downes (LD) Councillor J Whitehead (Lab)

Reports by Representatives

Councillor Bywater

Representation on Cambridgeshire Schools Forum has been very useful especially during the past year whilst there remains significant financial pressure in education, particularly the National Funding Formula (NFF) allocation. As an observer it can often be frustrating as to my role on the Forum and I often feel there is a conflict given (as Chairman of the Children and Young People Committee (CYP)). I ultimately oversee the “sign off” of the budget decision at the CYP committee. Having said this, it’s a great way to improve knowledge of the complex process and difficult decisions schools forum members have to make.

Councillor Downes

This is the meeting place for Heads and Governors from Cambridgeshire schools, (maintained and academies), with CCC finance staff to discuss and settle on the formula for distributing government funding to schools in Cambridgeshire. The current statutory arrangements are that the Schools Forum has a certain leeway in adjusting the government formula although it is possible that this flexibility will be removed in the next year or so. The main point of discussion this year has been whether to transfer some of the money intended for all schools to address the shortage of funding for pupils with Special Needs. The need for this has arisen because central government has failed to provide enough money for this growing section of the school population. The three political observers, Cllr Bywater, Cllr Whitehead and myself, have no voting powers though we can take part in the discussions.

CENTRE 33

Background

Centre 33 is a longstanding charity supporting young people in Cambridgeshire up to the age of 25 through a range of free and confidential services.

Information

No. of representatives:	1
Meetings per annum:	4
Approved by:	Children & Young People Committee
Guidance Classification:	Other Public Body representative
Representative for 2018/19:	Councillor E Meschini (Lab)

Report by Representative

Councillor Meschini

I served as an active member of the Centre 33 board for only a few months, after which it was felt that my contribution was no longer essential. However, it was extremely valuable to be introduced to the body, which does amazing work for the young people of Cambridge, and to be able to advise them on the County Council's existing Innovate and Cultivate funding opportunities.

CLAY FARM CENTRE ADVISORY GROUP

Background

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

Information

No. of representatives:	1
Meetings per annum:	4
Approved by:	Highways & Community Infrastructure Committee
Guidance Classification:	Other Public Body representative
Representative for 2018/19:	Councillor A Taylor (LD)

Report by Representative

Councillor Taylor

I have attended two meetings of the Advisory Group since being appointed last year. The group comprises the centre manager, representatives from the local community groups, two city councillors, one of whom is a local member, and myself, as the County Council representative. The most pressing issue we have discussed is construction problems meaning that the building intended for the doctor's surgery is not yet fit for occupation and use. This has a knock-on effect on the on-site chemist's and the centre's general viability. Another recent initiative has been the naming of the community rooms in the building. The names of celebrated former residents of Trumpington were chosen following a poll of centre users. We also discuss the centre's programme and events, and liaison with other local community centres.

COLLEGE OF WEST ANGLIA GOVERNING BODY

Background

One up to sixteen members who appear to the Corporation to have the necessary skills to ensure that the Corporation carries out its functions under article 3 of the Articles of Government.

Information

No. of representatives:	1 (4 year appointment)
Meetings per annum:	5
Approved by:	Children & Young People Committee
Guidance Classification:	Other Public Body representative
Representative for 2018/19:	Councillor L Nethsingha (LD)

Report by Representative

Councillor Nethsingha

It has been a good year for the College of West Anglia (CoWA). Their main aim for the year was to regain their OFSTED rating of Good, and this was achieved following an inspection in January. The College have worked extremely hard to regain their Good rating, with an enormous focus on this from the Senior Leadership Team and all staff. However while the Good rating is a huge relief there are a number of other issues which now need almost as much focus. The college is facing a very tough few years financially, with falling student numbers predicted for the next 3 years as a result of demographic changes. The demography shows the number of students rising again quite rapidly after the current dip, as has already the case with school numbers, so the college is not keen to make long term reductions, but it will be hard to keep all the current provision running over the next 2-3 years.

For Cambridgeshire, one crucial issue is that the Wisbech campus is expensive to run. The numbers of students per class on that campus are lower than the main Kings Lynn campus, so reducing the offer in Wisbech would be one obvious route to make savings. The college is reluctant to do this, as they are aware of the importance of a Further Education presence in Wisbech, and the value of the courses there for the young people of Wisbech, who don't have as many FE options as in some other areas of the County. The campus there was refurbished recently and feels well cared for and well used. I have talked to the Combined Authority about whether they can help with supporting this campus, and will continue to do what I can to ensure the Wisbech campus continues to offer a good range of courses.

The Milton Campus is also facing some issues, and the number of equine places there has been reduced, again for funding reasons. I would like to see this offer being expanded, as it is my view that there is a need for more training in the agricultural sector, and again I will try to work with the CA skills team. The FE sector generally is struggling, as it receives less funding than any other education sector. The funding issues at CoWA are small in comparison with those facing some other colleges across the region. The campaign to improve schools funding is important, but it is also crucial to remember that FE funding is just as important. For information I am appointed to this role by the College itself, who vet and appoint governors.

COMMUNITY SAFETY PARTNERSHIPS

Background

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

Information

No. of representatives:	5 (1 to each District)
Meetings per annum:	3-4
Approved by:	Communities & Partnership Committee
Guidance Classification:	Other Public Body representative
Representatives for 2018/19:	Councillor A Costello (Con) Councillor L Every (Con) Councillor J French (Con) Councillor L Nieto (Con) Councillor C Richards (Lab)

Report by Representative

Councillor Costello

The Huntingdonshire Community Safety Partnership meet four times annually but occasionally meetings clash with Council business and so I cannot always attend but do send apologies. Most of the session consists of reports on new projects or updates on existing ones that focus on providing safety in our communities. A particular town or an area of a town which has been highlighted as requiring support and/or intervention will have been thoroughly researched and outcomes presented. Equally, subjects such as Fraud and Cybercrime, Domestic Violence amongst others will be considered with the latest data and police actions.

Councillor Every

The East Cambridgeshire Community Safety Partnership has been working on 3 strategic priorities over the last 3 years and are currently setting new priorities for the next. These priorities were: Vulnerability and Risk; Diversion and Intervention and Community Cohesion and Engagement. The Partnership has been refreshed with new members joining and is proving to be a very effective vehicle for work with the community. The multi-agency members work is based on research of need for the area undertaken by the County Council. Most notable successes have been support of the Prevent and Hate crime agenda and the Partnership's; Eyes and Ears' Campaign, achievement of accreditation of the 'White Ribbon' award and very positive work on anti-social behaviour. This Partnership works very closely with the County Council and this has enabled strong partnership working and sharing of good practice. Involvement on the Partnership has supported the work of the County's Community and Partnership Committee's agenda.

Councillor Nieto

I would recommend to continue with this. There is still work to do and it's important that County and District continue working together and for members to have this opportunity.

CONSERVATORS OF THE RIVER CAM

Background

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

Information

No. of representatives:	1
Meetings per annum:	4
Approved by:	Economy & Environment Committee
Guidance Classification:	Other Public Body representative
Representative for 2018/19:	Councillor A Bradnam (LD) <i>Councillor T Wotherspoon (Con) (sub)</i>

Report by Representative

Councillor Bradnam

This year I worked with the River Manager and Waste Operations Managers at South Cambs District Council and the City Council to install and empty rubbish bins at vehicle-accessible locations along the busiest stretch of the towpath, where there had been no formal litter collection before. It is important for the County Council to have a representative on the Board, as the Conservators of the Cam are the landlord and the County Council is the tenant. The County is thus responsible for maintenance and upkeep of the towpath, from near the (old) Pike and Eel to Bottisham Lock. The Counterpart Lease, dated 22 March 2007, states that the tenant undertakes to pay rent and "be responsible for the future maintenance of the surface of the land and the right of Way through which the Right of Way passes and the clearing of any obstructions such works of maintenance to be carried out to the Landlord's reasonable satisfaction no later than 48 hours after being notified of the same except in the case of urgent repairs and maintenance which are to be carried out as soon as reasonably practicable."

DUXFORD NEIGHBOURS FORUM

Background

Liaison meeting with the Director of the Museum.

Information

No. of representatives:	1
Meetings per annum:	2
Approved by:	Economy & Environment Committee
Guidance Classification:	Other Public Body representative
Representative for 2018/19:	Councillor P Topping (Con)

Report by Representative

Councillor Topping

The Forum consists of representatives of the parish councils in the vicinity of Duxford Imperial War Museum. At one time, the county council owned land at the airfield but this has now been sold to the IWM itself. There have been meetings with the IWM senior management held during the course of the year where the IWM plans for the future are outlined and consulted on, and issues relating to the airfield and its impact on local residents raised and discussed. This is often associated with air shows and the resulting traffic and noise issues. The future of the membership scheme that has in the past allowed free entrance to the airfield for local residents has been a regular topic raised at the meetings.

EAST ANGLIA RESERVE FORCES AND CADETS ASSOCIATION

Background

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

Information

No. of representatives: 1
Meetings per annum: 2
Approved by: Communities & Partnership Committee
Guidance Classification: Unincorporated Association Member

Representative for 2018/19: Councillor M McGuire (Con)

Report by Representative

Councillor McGuire

I attend meetings of the East Anglia – Reserve Forces and Cadet Association (EA-RFCA) usually held in Waterbeach, as both Armed Forces Champion for Cambridgeshire and as Chairman of the Community Covenant Board.

In September of last year, in my role as Armed Forces Champion I had the privilege of joining and meeting our Reserve Forces (Royal Anglians) during their training with the Italian Alpine Forces in the Italian Alps. Whilst tough on my old legs, this was an amazing opportunity to see what our Reserves, including CCC employees, do to contribute to the efforts of our Armed Forces. Also on this MOD totally-funded trip was Cllr John Fox, the Armed Forces Champion for Peterborough.

Last year too, the County Council was successful in achieving the Ministry of Defence's Employer Recognition Scheme Silver. In early November Sarah Ferguson and I attended a MOD Function at Emmanuel College where I received on behalf of the Council the Silver Award Certificate. Our thanks should go to Anita Howard, a member of Sarah's staff for her efforts in submitting our application for this recognition.

EAST OF ENGLAND LOCAL GOVERNMENT ASSOCIATION **CHILDREN'S SERVICES AND EDUCATION PORTFOLIO HOLDER NETWORK**

Background

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

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

Information

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

Representatives for 2018/19:	Councillor S Bywater Councillor S Hoy
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Report by Representative

Councillor Bywater

The East of England LGA Children's Services and Education Portfolio-Holder Network has been extremely helpful. Meeting other lead members across the region is vital when trying to understand the pressures similar to our own. Discussing the way in which these issues are being approached and tackled by other Authorities is extremely thought provoking. I was very honoured to host the regional network at Shire Hall in November 2018 which saw lead members from Hertfordshire, Essex, Bedford, Luton Peterborough attending. The Network proved very useful as the lead member for Cambridgeshire when preparing for our own recent Ofsted inspection.

Councillor Hoy

I have attended a meeting of the East of England LGA Children's services network which we hosted at Shire Hall. It included some networking at the beginning which was really useful to see what other authorities are doing with their Children's services. It was also interesting to hear from the portfolio holder from Hertfordshire, who is a statistical neighbour but with much lower LAC figures, as to what they are doing in their county.

EAST OF ENGLAND LOCAL GOVERNMENT ASSOCIATION **RESOURCE PORTFOLIO HOLDERS BOARD**

Background

Non-executive networking group of Resources Portfolio Holders.

Information

No. of representatives:	1
Meetings per annum:	4
Approved by:	General Purposes Committee
Guidance Classification:	Unincorporated Association Member
Representative for 2018/19:	Councillor R Hickford (Con)

Report by Representative

Councillor Hickford

The East of England LGA is a politically-led, cross party organisation which works on behalf of the local councils in the East of England to “support member councils to be the best that they can be for their communities”.

To achieve this purpose, organisational objectives are:

- a provider of innovative solutions and a catalyst for collaborative working;
- bringing together partners to harness their collective strength and knowledge;
- an influential advocate for the members;
- promoting leadership as well as Lobbying to get the resources necessary to perform that role successfully;
- a resource of specialist expertise and capacity; providing advice and support to councils on key issues; and
- the main interface between employers and trade unions at a regional level.

The East of England LGA is governed by the Leader or elected Mayor of each of the local authorities. Day to day management is provided by a management committee of five Leaders. The organisation has a small core of highly experienced and committed officers to support member authorities.

EASTERN AGRI-TECH PROGRAMME DELIVERY BOARD

Background

Oversees the spending of the grant funding to develop the agri-tech industry in the corridor from Cambridge to Norwich.

Information

No. of representatives:	1
Meetings per annum:	12
Approved by:	Economy & Environment Committee
Guidance Classification:	Other Public Body representative
Representative for 2018/19:	Councillor M Shuter (Con) <i>Vacancy (sub)</i>

Report by Representative

Councillor Shuter

The Agri-Tech board meets approximately once a month or as required to satisfy demand. It distributes Government money by way of grant previously from the LEP, but now under the direction of the Combined Authority.

There are two basic categories of Growth and Innovation and it covers a range of Agricultural and food industries across the East of England. It works on a “Dragons Den” type of format and the board meets and assesses the merits of each individual application after a presentation from the business concerned.

EAST-WEST RAIL CONSORTIUM **CENTRAL SECTION MEMBER STEERING GROUP**

Background

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

Information

No. of representatives:	1
Meetings per annum:	To be agreed
Approved by:	Economy & Environment Committee
Guidance Classification:	Other Public Body representative
Representative for 2018/19:	Councillor I Bates (Con) <i>Councillor T Wotherspoon (Con) (sub)</i> <i>Vacancy (sub)</i>

Report by Representative

Councillor Bates

This consortium consists of local authorities from Oxford to Ipswich. It is made up of three sections Western Oxford to Bedford, Central section Bedford to Cambridge, Eastern section Cambridge to Ipswich. I was involved with setting up the new East West Rail Company, which now has its own board (I am not on this board).

ELY SOUTHERN BYPASS PROJECT BOARD

Background

To oversee the continued development and delivery of the scheme and provide a forum for key issues to be considered. The Board comprises stakeholders, local County and District Members and officers.

Information

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

Representatives for 2018/19: Councillor A Bailey (Con)
Councillor L Every (Con)

Reports by Representatives

Councillor Bailey

Representation on the Project Board has been hugely beneficial whilst the bypass and associated works were being planned and implemented. It has given the opportunity for local issues, raised by residents and community groups to be addressed, for communications to be pro-active, detailed and timely and for myself to be well informed. Thank you to the whole team and I look forward to continued involvement as long as it is required.

Councillor Every

We are all delighted that the By-pass has now been finished, the walkway built and the railway underpass opened. Being a member of this Steering Group has provided an amazing experience for a non-specialist member. It had provided real insight into the tremendous complexities of construction and funding for such an ambitious project. Since its opening, there has only been praise from the general public not only for its effectiveness but also the value added dimension it has given to the local area's community and tourism offer. The bridge has been nominated for a prestigious award. Huge thanks are due to the Project Team and contractors who have worked so hard on the Project, working through the ever emerging barriers with such expertise and fortitude.

ENGLAND'S ECONOMIC HEARTLAND STRATEGIC ALLIANCE STRATEGIC TRANSPORT FORUM

Background

England's Economic Heartland is the Sub-national Transport Body for the Oxford-Cambridge Arc and surrounding areas. The Strategic Transport Forum allows partners to work together with one voice when formulating policy.

Information

No. of representatives:	2
Meetings per annum:	To be agreed
Approved by:	Economy & Environment Committee
Guidance Classification:	Other Public Body representative
Representatives for 2018/19:	Councillor S Count (Con) Councillor I Bates (Con) <i>Councillor L Nieto (Con) (sub)</i>

Report by Representative

Councillor Count

This (EEH) started as a loose alliance of Councils across the Heartlands area with Cambridgeshire being invited to join at a later date as the most Westerly. It is composed of upper tier bodies and all of the LEPs in the area. I attend the leaders' strategy meetings. An EEH transport forum has sprung out of and is alongside this body. Latterly in a similar Geography an East West arc leaders group has come into force and is developing into the main focal point for discussions with Government, regarding the East West road and rail connectivity.

EEH is now much more of a formal, enlarged and enhanced body since its inception. Significantly recognised by Government and a powerful lobbying and action group. However there does need to be a redefinition of roles now the Arc body has gained popularity with Government. I regularly attend and we have wide ranging presentations and discussions on areas that affect our unified area. The most significant conversation at present is whether the EEH will pursue becoming a Sub National Transport Body (SNTB) in its own right or join with the Transport for the east body which is having the same discussions. We are aligned with the CPCA view and Governments that one larger body would be better.

Councillor Bates

This is a grouping of local authorities from Swindon through the corridor to Cambridge. Two big issues are A428 in Oxfordshire proposed new route please see above regarding A428 and of course East West Rail.

ENTERPRISE ZONE STEERING GROUP

Background

Established to review progress in the delivery of the Enterprise Zone at Alconbury with the developers, both urban and civic.

Information

No. of representatives:	1
Meetings per annum:	6
Approved by:	Economy & Environment Committee
Guidance Classification:	Other Public Body representative
Representative for 2018/19:	Councillor I Bates (Con) <i>Councillor I Gardener (Con) (sub)</i>

Report by Representative

Councillor Bates

This group was disbanded in 2018. It related to Alconbury Weald Enterprise Zone.

ESPO FINANCE AND AUDIT SUB-COMMITEE

Background

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

Information

No. of representatives:	1
Meetings per annum:	2
Approved by:	General Purposes Committee
Guidance Classification:	Other Public Body representative
Representative for 2018/19:	Councillor M Howell (Con)

Report by Representative

Councillor Howell

The purpose of the Finance and Subcommittee is: -

- To understand the financial planning process undertaken by ESPO.
- To support the financial planning process by reviewing the content and presentation of draft financial plans for the Management Committee.
- To contribute to the setting of financial performance targets and the monitoring of efficiencies.
- To receive and review regular reports on monitoring of budgets and performance and other financial management.
- To receive and review audit and governance reports.

To date, the finances of ESPO have been in good order and all Audit recommendations have been adopted.

ESPO MANAGEMENT COMMITTEE

Background

Purchasing and contracting service for 10 member Authorities.

Information

No. of representatives: 2
Meetings per annum: 4
Approved by: General Purposes Committee
Guidance Classification: Other Public Body representative

Representatives for 2018/19: Councillor I Bates (Con)
Councillor M Howell (Con)
Councillor R Hickford (Con) (sub)

Report by Representative

Councillor Howell

ESPO is a public sector owned, Cambridgeshire, Leicestershire, Lincolnshire, Norfolk, Warwickshire County Councils, and Peterborough City Council, professional buying organisation, specialising in providing a wide range of goods and services to the public sector for over 35 years. ESPO offer a comprehensive, one-stop shop solution of over 25,000 catalogue products, 120 frameworks and bespoke procurement services. The latest financial figures are:

- Overall trading surplus for the full financial year is expected to be ahead of budget of £4.7m. The prior year surplus was £4.3m.
- Store sales at £44.1m are £1.5m ahead of budget and £2.6m favourable to last year.
- Direct sales at £18.7m are £0.9m ahead of budget and £1.5m favourable to last year.
- Rebates for the full year are due to be finalised at the end of April but at the end of February were £1.1m ahead of budget.

The Cambridgeshire representatives have been very mindful of the cost of the new website and associated IT costs. Although there is no doubt of the need to update the website and other IT components Cambridgeshire representatives wanted a more in-depth analysis into the estimations behind the proposals. Although all other public partners are happy with the scheme they have deferred to Cambridgeshire for the final agreement. Cambridgeshire have given their agreement but the finances on this project will be very closely monitored.

ESPO SHAREHOLDER REPRESENTATIVE

Background

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

Information

No. of representatives:	1
Meetings per annum:	-
Approved by:	General Purposes Committee
Guidance Classification:	Other Public Body Representative (the Council partly owns ESPO Trading Limited (less than 20%) so the Councillor is the shareholder representative)
Representative for 2018/19:	Councillor M Howell (Con) <i>Councillor I Bates (Con) (sub)</i>

Report by Representative

Councillor Howell

Set up in 2018, ESPO Trading Limited is the a private trading arm owned by ESPO the Consortium that gives the opportunity for ESPO to bring its services to a wider audience outside of designated public bodies. Each of the six member authorities are equal shareholders in ESPO Trading Limited and shareholder representatives (Elected Members) will be responsible for taking strategic decisions and agreeing the Annual Business Plan for the Company. A private company, Eduzone, was identified and purchased by ESPO Trading Limited in June 2018. The purchasing of Eduzone has meant ESPO has a vehicle to sell outside the public bodies and into the Private nursery and childcare channel. Although in its first 9 months of trading under new ownership Eduzone is performing well with sales ahead of the previous year's figures (£590K YTD), and importantly gross margin ahead of target. In the last 9 months Eduzone has been relocated from its site in Hertfordshire and integrated into the ESPO facility at Grove Park, the systems have been imported and are working independently (with an integration plan underway). The customer base of 2,000 regular annual accounts has continued to choose Eduzone for its Early Years resources, and have been unaffected by the geographical or staff changes.

Exciting developments for Eduzone in April 2019 and onwards include a rebranding of the business, retaining the essence of the logo but bringing it up to date with a fresh new colour pallet, a new 600 page catalogue with 2,000 more lines added (now 3,500 in total), including every day essentials and broader ranges in key areas such as Art and Craft, Baby Sensory and Resources. To support this a new website has been built allowing control from within ESPO's team (previously outsourced by Eduzone) and more dynamic content and promotions. Complimenting these developments is a restructured sales team, featuring Telesales support, Key Account and National Account Managers and a comprehensive Marketing and Communications plan to support the initiatives.

EUROPEAN METAL RECYCLING (EMR) LIAISON GROUP (SNAILWELL)

Background

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

Information

No. of representatives: 2
Meetings per annum: When required (no more than twice a year)
Approved by: Economy & Environment Committee
Guidance Classification: Other Public Body Representative

Representatives for 2018/19: Councillor S Tierney (Con)
Vacancy

Report by Representative

Councillor Tierney

I have not received any information or been invited to a meeting.

F40 GROUP

Background

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

Information

No. of representatives:	1
Meetings per annum:	To be agreed
Approved by:	Children & Young People Committee
Guidance Classification:	Other Public Body Representative
Representative for 2018/19:	Councillor P Downes (LD) <i>Councillor S Hoy (Con) (sub)</i>

Report by Representative

Councillor Downes

This body comprises funding specialists (councillors, officers and heads) from the 40 worst funded authorities in the country. We meet in London or Birmingham every term and discuss ways in which we can put pressure on central government to

- a) provide adequate funding for state schools and
- b) distribute it equitably.

From time to time we meet with the government's education finance team and with MPs to argue the case. Recently there has been an attempt by central government to produce a 'National Funding Formula' but it fails to meet our two objectives, so F40 has decided to stay in existence and continue campaigning. The focus of our most recent meetings in Westminster have been the inadequacy of funding for SEND pupils.

FENLAND ASSOCIATION FOR COMMUNITY TRANSPORT (FACT) BOARD

Background

The purpose of the Board of FACT is:

- a) to monitor current progress to date, to have an overview of current services and provide advice where required, suggest improvements, and
- b) to steer FACT (and HACT, its parallel service in Huntingdonshire) towards meeting future need, including new initiatives, projects, potential sources of funding.

Information

No. of representatives: 1
Meetings per annum: 4
Approved by: Economy & Environment Committee
Guidance Classification: Member of a Management Board of a
"Registered Society" under the Co-operative
and Community Benefit Society Act 2014
Representative for 2018/19: Councillor C Boden (Con)

FENLAND STRATEGIC PARTNERSHIP

Background

The Fenland Strategic Partnership aims to make a difference by working better together across different sectors. The partnership has consulted extensively with the local community to identify the most important issues specific to Fenland.

Information

No. of representatives:	1
Meetings per annum:	2
Approved by:	Communities & Partnership Committee
Guidance Classification:	Other Public Body Representative
Representative for 2018/19:	Councillor S Count (Con)

Report by Representative

Councillor Count

The FSP has not met since 2016 and is therefore not an operative partnership. However, the Chief Executive and I regularly meet with the Leader and Chief Executive of Fenland District Council in relation to matters which affect the Fenland area, which has cemented a strong and effective relationship between CCC and FDC. There are also other strategic partners in Fenland, such as the Wisbech 2020 work which the council has regular involvement with.

GREAT FEN STEERING COMMITTEE

Background

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

Information

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

Representative for 2018/19: Councillor A Costello (Con)

Report by Representative

Councillor Costello

The Great Fen Steering Committee meets four times in the year at various locations, sometimes for a few hours to deal with business and other times for the whole day which will include a workshop. This is an exceptional project which is slowly regaining glimpses of the original fens and attracting native wild life. There are high hopes of making it sustainable through wetland farming and the ambitious introduction of new species such as bison. The project is very dependent on grants and was recently awarded £1,000,000 from a Dream Fund bid to develop the wetland farming and to create the area into a UNESCO Biosphere. This will take up to three years to achieve.

GREATER CAMBRIDGE PARTNERSHIP **HOUSING DEVELOPMENT AGENCY**

Background

The Housing Development Agency (HDA) was established in 2015 as part of the response to the Greater Cambridge City Deal need to deliver housing growth, and in particular affordable homes, although its remit is not restricted to the City Deal area.

The HDA was set up with funding from Cambridge City Council, South Cambs District Council and the County Council, and is currently a joint working arrangement comprising staffing from the existing Housing teams of the City and South Cambs councils, with the intention of becoming a separate legal entity in due course.

Information

No. of representatives:	1
Meetings per annum:	To be agreed
Approved by:	Economy & Environment Committee
Guidance Classification:	Unincorporated Association Member

Representative for 2018/19:	Councillor N Kavanagh (Lab)
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Report by Representative

Councillor Kavanagh

GCP originally provided funds of £200,000 to support the establishment of the Housing Development Agency (HDA) and I represented the County at early stage meetings. There were also representatives from South Cambs and the City Council. Following the DEVO Deal the City Council has now taken responsibility for delivering 500 houses and I have not had any recent invitations to be involved in the HDA. I assume the County is no longer directly involved and does not require representation.

GREENSAND COUNTRY LANDSCAPE PARTNERSHIP

Background

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

Information

No. of representatives:	1
Meetings per annum:	To be agreed
Approved by:	Economy & Environment Committee
Guidance Classification:	Other Public Body Representative
Representative for 2018/19:	Councillor S Kindersley (LD)

Report by Representative

Councillor Kindersley

Following Council's appointment, there has only been one meeting, which focused on a series of activities planned across Greensand Country over the summer. The organisation is tasked with developing Greensand Country (the sandstone ridge running from Leighton Buzzard to Gamlingay) into a destination brand with the consequent boost to tourism, economic development and heritage conservation.

GROWING FENLAND PROJECT DELIVERY STAKEHOLDER GROUPS

Background

A Cambridgeshire and Peterborough Combined Authority Funded Master Planning Group.

Stakeholder groups:

- Chatteris
- March
- Whittlesey
- Wisbech

Information

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

Representatives for 2018/19: Councillor C Boden (Con)
Councillor J French (Con)
Councillor A Hay (Con)
Councillor S Tierney (Con)
Councillor S King (Con) (sub)

Reports by Representatives

Councillor Hay

It is now almost a year since the CPCA announced that it would be providing £50,000 to each of the 4 market towns in Fenland to create a Masterplan for Growth, since renamed by FDC as Growing Fenland and Metro Dynamics has been appointed as Consultants.

Within Chatteris sitting on the steering Group we have representatives from Town, District and County Council together with Toby Bartlett and Martin Lawrence from Bartlett's Produce and Stainless metalcraft respectively and we recently have had input from the Head Boy and Head Girl from Cromwell Community College.

Metro Dynamics had hoped to start a Public Consultation but this has had to be deferred due to Purdah rules for the upcoming Local Elections with purdah running from 19th March to 2nd May, so the engagement with members of the public will begin after 2nd May in the meantime the Consultants will continue to prepare a Draft Growing Fenland document for each of the Market Towns which will be circulated to the steering groups for their feedback.

Chatteris "looks in all directions" with workers commuting to March, Ely, Huntingdon, Peterborough and Cambridge. This Central location is a real strength for the Town, but currently public transport options let the town down, buses are infrequent and some key destinations (such as

Peterborough) require changing leading to lengthy journeys (over 2 hours)

Our ambitions are;

- 1) Create Opportunities for our aspirational Community
- 2) Revitalise the High Street at the heart of our aspirational community
- 3) Connect our aspirational community to the world
- 4) Promote Chatteris to the wider world

Some of the suggestions put forward for Chatteris are as follows;

- We urgently need Vocational Training based in Chatteris in order to assist businesses in the Town
- We need to attract more Commercial Businesses into Chatteris which would be more attractive with Vocational Training based in Chatteris
- We believe there is a need for larger business premises for start up's to move to when their businesses are ready to expand
- We need more night time economy, such as good quality restaurants and possibly a pub chain such as Marsten's to move possibly near the Jack's store
- We need to rejuvenate our High Street, either with bespoke Boutique type shops or converting disused shops into meeting places or residential units
- More and better quality housing
- Better and more frequent Public Transport
- A cycle route from Chatteris to Sutton to connect up to the Cycle route going to Ely
- Better Car and Bike parking management
- Tithe Barn could be converted into a large meeting/leisure venue of which Chatteris is sadly lacking.

Councillor Tierney

I am only very recently appointed to this and have not had sufficient time to give a meaningful report.

GROWTH DELIVERY JOINT EAST CAMBRIDGSHIRE DISTRICT COUNCIL / CAMBRIDGESHIRE COUNTY COUNCIL MEMBER LIAISON GROUP

Background

Members and officers from both authorities advising on growth and infrastructure issues for East Cambridgeshire including Section 106 & Community Infrastructure Levy funding.

Information

No. of representatives: 3
Meetings per annum: 4
Approved by: Economy & Environment Committee
Guidance Classification: Other Public Body Representative

Representatives for 2018/19: Councillor A Bailey (Con)
Councillor I Bates (Con)
Councillor L Every (Con)

Report by Representative

Councillor Bailey

I don't believe I have ever been invited or attended this Group.

Councillor Bates

This group has not met recently but has at previous meetings discussed CIL contributions. I am pleased to report that this is assisting with the building of Littleport Secondary School. This in my view is a good example of partnership working.

Councillor Every

I was have not been invited to any meetings so cannot comment. I would be interested to attend if invited.

HINCHINGBROOKE COUNTRY PARK JOINT GROUP

Background

To monitor the operation of Hinchingsbrooke Country Park.

Information

No. of representatives:	1
Meetings per annum:	2
Approved by:	Communities & Partnership Committee
Guidance Classification:	Other Public Body Representative
Representative for 2018/19:	Councillor A Costello (Con)

Report by Representative

Councillor Costello

I only recently joined the Hinchingsbrooke Country Park Joint Group as a previous member could no longer attend, so consequently I have only attended the one meeting. Cambridgeshire County Council owns the site whilst Huntingdonshire District Council manage the Park and the staff. At the moment the main concern of the Group is to establish a 99 year lease with the County in order to financially develop the Park for the benefit of all residents within Huntingdonshire.

HUNTINGDON ASSOCIATION FOR COMMUNITY TRANSPORT (HACT) BOARD

Background

The purpose of the Board of HACT is:

- a) to monitor current progress to date, to have an overview of current services and provide advice where required, suggest improvements, and
- b) to steer HACT (and FACT, its parallel service in Huntingdonshire) towards meeting future need, including new initiatives, projects, potential sources of funding.

Information

No. of representatives: 1
Meetings per annum: 4
Approved by: Economy & Environment Committee
Guidance Classification: Trustee of a Charity

Representative for 2018/19: Councillor C Boden (Con)

HUNTINGDON BID BOARD

Background

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

Information

No. of representatives:	1
Meetings per annum:	10
Approved by:	Economy & Environment Committee
Guidance Classification:	Other Public Body Representative
Representative for 2018/19:	Councillor T Sanderson (Ind)

Report by Representative

Councillor Sanderson

These meetings clash with Communities and Partnership Committee meetings, so I have not attended many of them.

HUNTINGDON FREEMEN'S TRUST

Background

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

Information

No. of representatives:	1 (4 year appointment)
Meetings per annum:	11
Approved by:	Communities & Partnership Committee
Guidance Classification:	Trustee of a Charity
Representative for 2018/19:	Councillor M Shellens (LD)

Report by Representative

Councillor Shellens

Huntingdon Freeman's Trust supports the people of Huntingdon through charitable donations. At their monthly meetings, the trustees determine which of the applications to accept, be they relatively small grants for residents who have lived in Huntingdon for at least 6 months, for carpet, or a cooker for those without, or for a mobility scooter, for students to defray some of the cost of accommodation, or larger grants to help with the cost of running one of the many charitable organisations that exist to make better the life of people in the town. The trustees also have responsibility for supervising the securities and land holding that generate the wherewithal to finance these contributions.

HUNTINGDONSHIRE AREA PARTNERSHIP

Background

Information

No. of representatives:	1
Meetings per annum:	3-4
Approved by:	Communities & Partnership Committee
Guidance Classification:	Other Public Body Representative
Representative for 2018/19:	Councillor A Costello (Con)

Report by Representative

Councillor Costello

Huntingdonshire Area Partnership has not met for some time and I believe has been disbanded. At the one and only meeting I attended, I was really impressed by a presentation of a project named 'Essentials by Sue'. This scheme helps young people who require necessary toiletries by attracting donations and distributing them in confidential settings. An Officer and I organised a working party with a Member and Officer from the District Council to develop the work in Huntingdonshire. To date the project is up and running in Huntingdon and Ramsey and will be launched in Yaxley and Farcet during April.

HUNTINGDONSHIRE GROWTH AND INFRASTRUCTURE GROUP

Background

Member/officer and key infrastructure partners group (3 from CCC and 3 HDC) advising on infrastructure and growth issues for Huntingdonshire including Community Infrastructure Levy & Section 106 funding. The Group will also discuss the Huntingdonshire District Council Local Plan.

Information

No. of representatives:	3
Meetings per annum:	4
Approved by:	Economy & Environment Committee
Guidance Classification:	Other Public Body Representative
Representatives for 2018/19:	Councillor I Bates (Con) Councillor R Fuller (Con) Councillor K Reynolds (Con)

Report by Representative

Councillor Bates

Much of the discussion at this group has been around educational issues which has involved Councillor Simon Bywater.

Councillor Fuller

I don't think that I represent CCC on this group as I chair it as the Huntingdonshire District Council Cabinet Member. The Economy & Environment Committee was supposed to appoint someone else in my place.

HUNTS FORUM OF VOLUNTARY ORGANISATIONS

Background

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

Information

No. of representatives:	2
Meetings per annum:	4
Approved by:	Communities & Partnership Committee
Guidance Classification:	Other Public Body Representative
Representatives for 2018/19:	Councillor A Costello (Con) Councillor S Criswell (Con)

Report by Representative

Councillor Costello

Hunts Forum of Voluntary Organisations is an umbrella group that supports, as the title suggests, local voluntary organisations, not just in Huntingdonshire but in other areas of the county as well. They can help with training and financial advice but generally are there at the end of a phone or with a visit. The Executive Committee meet four times annually to oversee and monitor the work undertaken and to offer advice and assistance where needed.

Councillor Criswell

Hunts Forum delivers support for voluntary organisations and parish councils across the county. They receive funding from HDC and us at CCC. They provide advice, training and help access funding. They also lobby locally and nationally on behalf of the VS. The CEO sits on strategic bodies and is therefore able to provide valuable feedback in both directions. Hunts forum is also a partner in the Support Cambridgeshire contract that CCC commissions. I attend Board meetings as a non-voting member on behalf of CCC. This provides useful linkage with the VS and gives me oversight of activities that we help fund.

ISLE OF ELY SOCIETY FOR THE BLIND

Background

Provides advice and support to people with low vision and their families. Undertakes lunch clubs, outings and bowling events.

Information

No. of representatives: 1
Meetings per annum: 4
Approved by: Adults Committee
Guidance Classification: Unincorporated Association Member

Representative for 2018/19: Councillor C Boden (Con)

JOINT STRATEGIC TRANSPORT AND SPATIAL PLANNING GROUP

Background

Provides co-ordination of spatial planning and integrated transport strategy for Cambridge City and South Cambridgeshire and an oversight of Growth Strategy.

Information

No. of representatives:	3
Meetings per annum:	4
Approved by:	Economy & Environment Committee
Guidance Classification:	Other Public Body Representative
Representatives for 2018/19:	Councillor L Harford (Con) Vacancy Vacancy

Report by Representative

This Group last met in 2016. However, the Council has received notification that it is intended to re-establish something similar in the new municipal year.

LEARNING DISABILITIES PARTNERSHIP BOARD

Background

Members of the Board include people with learning disabilities and people on the autistic spectrum (Speak Out Leaders), carers, representatives from voluntary organisations, service providers and the Learning Disability Partnership (County Council and health services).

The role of the Board includes:

- Providing an opportunity for people to be involved in the decisions made about services that affect them and their carers.
- Raising issues/concerns heard by the Speak Out Leaders from people with learning disabilities or on the autistic spectrum across the county.

Information

No. of representatives: 1
Meetings per annum: 4
Approved by: Adults Committee
Guidance Classification: Other Public Body Representative

Representative for 2018/19: Councillor A Costello (Con)

Report by Representative

Councillor Costello

The Learning Disability Partnership Board meets four times a year at various locations throughout the county to enable as many people as possible to attend within their locality. A separate group, the Speak out Council, who have leaders representing the district, young people and physical disabled provide information of their projects and work. I also attend their meetings. This Board is a vital link for all organisations/local authority/NHS/carers who are involved with adults with learning disabilities and listening to their concerns. One area I was happy to bring back to the Adults Committee was the need to use Read Easy when sending out letters/emails to these clients. This is now happening.

LGSS JOINT OVERVIEW AND SCRUTINY WORKING GROUP

Background

The role of the Joint Working Group is to hold the LGSS Joint Committee to account for the discharge of its functions and to investigate issues associated with LGSS and make recommendations that seek to improve the quality of services delivered through LGSS.

Information

No. of representatives:	3
Meetings per annum:	3
Approved by:	General Purposes Committee
Guidance Classification:	Unincorporated Association Member
Representatives for 2018/19:	Councillor M Howell (Con) Councillor D Jenkins (LD) Vacancy (Lab)

Report by Representative

Councillor Howell

The last meeting of the LGSS Joint Overview and Scrutiny Working Group was in August 2018 despite me emailing them in February and March 2019, to do so. At the August meeting the Overview and Scrutiny Working Group was very challenging towards the LGSS as a critical friend. There seem to be a number of reasons why the meetings have not been held. However, at my insistence a meeting has now been called in May, which hopefully will put us back on track, and enable the Joint Overview and Scrutiny Working Group once again support the LGSS.

Councillor Jenkins

The LGSS Joint Overview and Scrutiny Working Group scrutinises the activity of LGSS.

LGSS LAW LIMITED

Background

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

Information

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

Representative for 2018/19: Councillor C Boden (Con)

LOCAL SAFEGUARDING CHILDREN'S BOARD

Background

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

Information

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

Representative for 2018/19: Councillor S Bywater (Con)

Report by Representative

Councillor Bywater

Representation at Cambridgeshire and Peterborough Local Safeguarding Children Board over the last year has allowed me to understand first-hand the challenges and opportunities for the Local Authority and its partners in undertaking their responsibilities to safeguard Cambridgeshire children. The Board promotes multi agency training for safeguarding practitioners, encompassing lessons from national and local serious case reviews and provides best practice guidance. The Board is taking a local lead on understanding mental health and wellbeing services for children and child exploitation.

LONDON STANSTED CORRIDOR CONSORTIUM BOARD

Background

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

Information

No. of representatives:	1
Meetings per annum:	4
Approved by:	Economy & Environment Committee
Guidance Classification:	Other Public Body Representative
Representative for 2018/19:	Councillor I Bates (Con)

Report by Representative

Councillor Bates

This group is made up of local authorities including Stansted Airport, businesses and education.

I am the Deputy Chairman for this Consortium. The Chairman is Dr Ann Limb CBE DL. This is essentially a lobbying / promoting the corridor from the economic prospective. I regularly circulate to all CCC Members information from the Consortium.

MANEA EDUCATIONAL FOUNDATION

Background

Established to provide grants and financial assistance for people up to the age of 25 years living within the Parish of Manea.

Information

No. of representatives: 1
Meetings per annum: 2
Approved by: Communities & Partnership Committee
Guidance Classification: Unincorporated Association Member

Representative for 2018/19: Councillor D Connor (Con)

MARCH EDUCATIONAL FOUNDATION

Background

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

Information

No. of representatives: 1 (5 year appointment)
Meetings per annum: 3-4
Approved by: Children & Young People Committee
Guidance Classification: Trustee of a Charity

Representative for 2018/19: Councillor J Gowing (Con)

Report by Representative

Councillor Gowing

I have only just been appointed to the March Education Foundation and as yet not met anyone.

NATURAL CAMBRIDGESHIRE

Background

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

Information

No. of representatives:	1
Meetings per annum:	4
Approved by:	Economy & Environment Committee
Guidance Classification:	Other Public Body Representative
Representative for 2018/19:	Councillor L Nieto (Con)

Report by Representative

Councillor Nieto

The Board has been extremely busy and it is great the work they are doing. Linked to this, I now sit on the Environmental Policy and Planning Board/working group.

1. Held a conference on how nature and green space can support social prescribing – working with the public health teams across Peterborough and Cambridgeshire.
2. Held a Developing with Nature seminar hosted by Mills and Reeve in Cambridge, talking to developers and planners about how we ensure new developments can support both biodiversity gain and increased commercial value.
3. Future Parks Accelerator – moving forward this work
4. UNESCO Biosphere project development. This project is based in Fenland.
5. Developed a new ambitious vision for nature in Cambs and Peterborough, focused on an ambition to ‘Double Nature’ (the corollary of doubling GVA).

We should continue being involved in this outside body. Extremely valuable and we must be involved as a County in the work we do.

NEEDHAM'S FOUNDATION, ELY

Background

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

Information

No. of representatives:	2
Meetings per annum:	2
Approved by:	Children & Young People Committee
Guidance Classification:	Trustee of a Charity
Representatives for 2018/19:	Councillor A Bailey (Con) Councillor L Every (Con)

Reports by Representatives

Councillor Bailey

This is a great charity benefiting children and young people educated in Ely in the state sector with costs for additional educational activities as well as grants to state maintained schools. Over the last year the charity has been able to support the ambitions of the Bishop Laney Sixth Form in Ely with the provision of bursaries for young people to be able to continue their education in East Cambs. It is a hugely worthwhile organisation and a pleasure to be involved.

Councillor Every

Working as a member of the Board for this Foundation has been very rewarding. The Foundation provides financial support for young people who live or have been at school in Ely. Individuals and schools are able to bid for money to support their education programmes. Individuals make applications to support their learning either at school, or later on in further education or university. Schools bid for funds that will provide additional benefits to the young people and which cannot be funded from the normal funding streams. Examples include music tuition, tuition fees, travelling, and environmental improvements for the benefit of pupils. A new initiative is the award of bursaries for post-16 students who have been in receipt of the Pupil Premium at Bishop Laney Sixth Form encouraging further study and providing opportunities to stay in local education to improve qualifications to Level 3 leading to apprenticeships, work or higher education.

NEEDINGWORTH QUARRY LIAISON GROUP

Background

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

Information

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

Representatives for 2018/19: Councillor S Criswell (Con)
Councillor P Hudson (Con)
Councillor K Reynolds (Con)
Councillor M Smith (Con)
Councillor T Wotherspoon (Con) (sub)

Report by Representative

Councillor Criswell

Needingworth Quarry Liaison Group provides a valuable interaction with;

- 1) Hanson, whose site is one of the largest in the country and provides minerals for many infrastructure projects. It provides a forum for discussing HCV movements;
- 2) The RSPB, who oversee the site restoration to develop a large wildlife reserve with reed beds of national significance. This includes plans for public access, visitor centres etc.
- 3) Local parish councils – allowing discussion on any local concerns or problems associated with the site.

Councillor Smith

I have never been invited to a meeting. It would be nice to be invited at some time.

NORTH WEST ANGLIA NHS FOUNDATION TRUST **COUNCIL OF GOVERNORS**

Background

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

Information

No. of representatives:	1
Meetings per annum:	To be agreed
Approved by:	Health Committee
Guidance Classification:	Other Public Bodies (Partner Governor)
Representative for 2018/19:	Councillor J Gowing (Con)

Report by Representative

Councillor Gowing

The North West Anglia NHS Foundation Trust Council of Governors has several levels of meetings; Board of Directors (Public), Council of Governors, Private Meeting of Governors and other meetings which are scrutinised by the Council of Governors.

I attend most of the Council of Governor and Private meetings. The latter is used for training and updates which prove to be a valuable insight into the working of the Trust. The meetings are rotated throughout the Trust sites and include a 'walk about' to inspect wards and speak to patients about their experience whilst in Hospital. Other activities included meeting with newly qualified nurses from ARU to gather feedback from their training which is passed onto the Board of Directors.

OLDER PEOPLES' PARTNERSHIP BOARD

Background

The OPPB brings together Older People, their representatives, the public and third sector, to work together to ensure the highest quality and best value services for older people across Cambridgeshire.

Information

No. of representatives:	1
Meetings per annum:	4
Approved by:	Adults Committee
Guidance Classification:	Other Public Body Representative
Representative for 2018/19:	Councillor A Bailey (Con)

Report by Representative

Councillor Bailey

I really value the opportunity to attend this Board where I am able to pick up ideas, concerns and feedback on the work of the Adults Committee and the Council in term of its effect on older people and their families. Thank you to all the lay people who serve on the Board.

OUSE WASHES STRATEGIC GROUP

Background

To develop a shared appreciation of the value and the strategic challenges and opportunities of this area, within the current policy and legislative framework. Understand how future change (environmental, social, economic, policy, legislation) could impact the long term sustainability and viability of this area. Develop a shared vision for the next 5 to 10 years and, considering the future, for the next 10 to 50 years, for this area.

Information

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

Representative for 2018/19: Councillor I Bates (Con)
Vacancy (sub)

Report by Representative

Councillor Bates

As far as I am aware, this group is no longer in existence.

PAPWORTH HOSPITAL NHS FOUNDATION TRUST **COUNCIL OF GOVERNORS**

Background

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

Information

No. of representatives:	1
Meetings per annum:	4
Approved by:	Health Committee
Guidance Classification:	Other Public Bodies
Representative for 2018/19:	Councillor L Jones (Lab)

Report by Representative

Councillor Jones

Papworth is in flux, with the move to the new site on the biomedical campus now underway. It is too early to tell whether having a presence on the Board of Governors will be useful, given that the Board is in most respects a consultative body and the NHS model was designed to ensure local involvement in local hospitals. Understanding the staff and patient experience of the new hospital may be a promising area to investigate from the county council perspective, as well as exploring how the new hospital develops its relationship with Addenbrooke's on the new site. Integration is high on the health and social care agenda at present and Health Committee has a scrutiny role in this respect.

PETERBOROUGH AND CAMBRIDGESHIRE COMMUNITY COVENANT (MILITARY) BAND

Background

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

Information

No. of representatives:	1
Meetings per annum:	4
Approved by:	Communities & Partnership Committee
Guidance Classification:	Other Public Body Representative
Representative for 2018/19:	Councillor M McGuire (Con)

Report by Representative

Councillor McGuire

The Armed Forces Community Covenant for Cambridgeshire was signed by the County's 'great and good' in November 2011. A Community Covenant Board was set up soon afterwards under the auspices of the County Council. I currently chair the Board. The Covenant is a promise between the nation, the Government and the MOD, ensuring that those who serve or who have served in the Armed Forces and their families, are treated fairly and are not disadvantaged by their service. Regular serving persons, reservists, veterans and their spouses and dependent children, including bereaved families are all covered under the covenant. It came into being after the Armed Forces Act 2011 and has ensured changes to legislation in areas such as Housing and Education. It covers all aspects of life with a particular focus on health and wellbeing, education, employment, housing, family life and community integration.

In 2018, the cross party/cross department ministerial board was created to ensure that support for the whole military community is considered in all aspects of government. Since the signing, the community covenant and the corporate covenant were merged to form one covenant pledge simply referred to as the 'Covenant'. Currently there are two covenant boards locally, one covering Cambridgeshire and one covering Peterborough. There has been limited capacity within these boards to develop and coordinate the covenant work – not least as a result of 'involved people', both military and civilian, moving on. To respond to this a bid was made to employ a covenant officer across both boards to develop covenant work across the geographical county, with the aim of improving the lives of the armed forces community past and present. Our bid was successful and in February of this year Vikki Barr joined our staff as the Covenant Development Officer. She will be employed for two years to formalise and drive the Action Plan which will reflect the main project aims. Vikki is line-managed by Sarah Ferguson. The county will see an increase in its serving population as Bassingbourn and RAF Wyton expand. The Future Accommodation Model, in which

military families will be encouraged to move away from Military housing and live in private rented or own their own properties, will also disperse serving families even more making it harder for them to be counted in the current statistics. Our schools have a total of 891 service children attending (2018/2019) over 159 different schools.

PHYSICAL DISABILITY AND SENSORY IMPAIRMENT PARTNERSHIP BOARD

Background

Members of the Board include people with lived experience of physical disability and/or sensory impairments, representatives from voluntary organisations and representatives from statutory services such as health and social care. The role of the Board is to enable the voice of those with a physical disability and/or sensory impairments to be heard and to work together to ensure the highest quality and best value services for people locally.

Information

No. of representatives:	1
Meetings per annum:	4
Approved by:	Adults Committee
Guidance Classification:	Other Public Body Representative
Representative for 2018/19:	Councillor M Howell (Con)

Report by Representative

Councillor Howell

Cambridgeshire County Council believes that everybody who lives in Cambridgeshire has the right to be involved in the Council decisions that affect their daily lives.

Each Board's role is to support and improve social care by including the people who use the services (service users) in their design, delivery and evaluation.

Each Partnership Board is made up of:

- Service user representatives
- Voluntary sector service providers
- Statutory services such as health and social care

The Boards aspire to have 50% of members who are service users and for a service user representative to be the Chairperson.

The board has been an excellent conduit in listening to Service Users and what actually affect them. Equally the network of providers is extensive and the Chairman of Adult Social Committee and I will be meeting with them next week.

RECAP BOARD

Background

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

Information

No. of representatives:	1
Meetings per annum:	4
Approved by:	Highways & Community Infrastructure Committee
Guidance Classification:	Other Public Body Representative
Representative for 2018/19:	Councillor M Shuter (Con) <i>Councillor W Hunt (Con) (sub)</i>

Report by Representative

Councillor Shuter

The Cambridgeshire & Peterborough Waste Partnership RECAP Board meets between 4-6 times per year and manages the relationship and cooperation between the District councils who are the waste and recycling collection authorities, and the County Council who is the disposal authority and manages the recycling centres.

It was founded in 1999 to provide local communities with information to encourage recycling and reduce waste, it also helps with procurement and joint waste contracts and to encourage consistent service delivery across the area.

SHEPRETH SCHOOL TRUST

Background

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

Information

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

Representative for 2018/19: Councillor P Topping (Con)

Report by Representative

Councillor Topping

The Trust continues to meet to consider requests and to allocate funds to support education for Shepreth. This consists of two streams of work – the first being requests from schools for funds to meet needs that otherwise would be difficult to support. This has included providing training for teaching staff on addressing mental health issues in young people. The second is dealing with requests from individual families seeking support for children in education, to purchase equipment such as a laptop for example. The Trust liaises closely with the schools in the area to which Shepreth children attend. It is gratifying when the Trust receives notes of thanks from young people that it has been able to support.

SOHAM AND DISTRICT SPORTS ASSOCIATION MANAGEMENT COMMITTEE

Background

Charity providing sport for the local community.

Information

No. of representatives:	1
Meetings per annum:	4
Approved by:	Communities & Partnership Committee
Guidance Classification:	Unincorporated Association Member
Representative for 2018/19:	Councillor M Goldsack (Con)

Report by Representative

Councillor Goldsack

I have attended two meetings of the group and have seen significant improvement to the premises and operation in the period. Investment has been made in converting a squash court to a studio that can be used for events, such as was used for the Soham Station presentation by British Rail. The group remains in good financial order but faces challenges moving forward. They are engaged with ECDC officers to assist but hopefully the long term future of SDSA remains ambitious and reflects the needs of a fast growth area.

SOHAM MOOR OLD GRAMMAR SCHOOL FUND

Background

Charity promoting the education of young people attending Soham Village College who are in need of financial assistance or to providing facilities to the Village College not normally provided by the education authority. Biggest item of expenditure tends to be to fund purchase of books by university students.

Information

No. of representatives: 1
Meetings per annum: 2
Approved by: Children & Young People Committee
Guidance Classification: Unincorporated Associate Member

Representative for 2018/19: Councillor M Goldsack (Con)

Report by Representative

Councillor Goldsack

There has only been one meeting since my inclusion on this committee, which regrettably I was unable to attend. I understand from the secretary that the fund remains solid and focussed with a key meeting due next. Further updates can be given after this.

ST NEOTS MASTER PLAN STEERING GROUP

Background

The masterplan project has been developed by the Board of Cambridgeshire and Peterborough Combined Authority to ensure that the market towns in Cambridgeshire are all interconnected in an overall plan that supports the region's future prosperity. Governance arrangements have been established to achieve collective community ownership of the St Neots Masterplan for Growth, responsibility for delivery of masterplan initiatives, and as a vehicle to oversee future iterations of the masterplan itself. This is made up of representatives from public, private and third sectors.

Information

No. of representatives:	1
Meetings per annum:	-
Approved by:	Economy & Environment Committee
Guidance Classification:	Other Public Body Representative
Representative for 2018/19:	Councillor I Gardener (Con) <i>Councillor D Wells (Con) (sub)</i>

Report by Representative

Councillor Gardener

The vision for St Neots is a sub-regional manufacturing dynamo, a town that interacts with neighbouring towns and cities as part of a balanced economic system, where local people work in local jobs and enjoy a vibrant and well-connected town with a thriving centre.

Is looking at Rejuvenating St Neots Town Centre, work already in progress is a new River Footbridge and revitalising the Riverside Area , Installing new street furniture and building the wider economy by Infrastructure i.e. "Smart Town" a Transport Study Commissioned by Cambridgeshire County Council for the Town Centre and spine roads. Ensuring a skilled labour force by working with St Neots Manufacturing Group and IMET as well as undertaking a Business Needs Survey.

The key objectives for 2019 and beyond are:-

- A major redevelopment of the Riverside/Priory Quarter to make maximum use of the Riverside location.
- To ensure supply of innovation and manufacturing premises to retain and attract businesses to St Neots.
- To investigate options for marketing St Neots as a Prime Business Location within the OxCam Arc
- To further develop work on skills to ensure a skilled labour force is available and residents have the opportunities to work locally.
- To improve transport and digital infrastructure links in and to/from St Neots i.e. future bus provision and the Cam Metro
- To develop further St Neots as an "Events" destination for both local people and the wider area, including theatre, concerts, art etc.

ST NEOTS MUSEUM MANAGEMENT COMMITTEE

Background

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

Information

No. of representatives:	1
Meetings per annum:	2
Approved by:	Highways & Community Infrastructure Committee
Guidance Classification:	Other Public Body Representative
Representative for 2018/19:	Councillor D Wells (Con)

Report by Representative

Councillor Wells

I am the County Council's representative on the management committee for the St Neots Museum. The museum is very active in organising exhibitions and outside events illustrating the history of St Neots and surrounding villages. These include a current art exhibition focussed on the new A14 development and a planned summer English Civil War event. The museum's engagement with toddlers, schools and adult groups (e.g. a Dementia Group), dovetails strongly with the County Council's wider communities and partnership agenda. This year it is preparing a National Lottery Heritage Fund (NLHF) expression of interest for a major expansion, including more outreach to difficult to reach groups and areas of deprivation in St Neots and district.

THIS LAND BOARD OF DIRECTORS

Background

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

Information

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

Representative for 2018/19: Councillor R Hickford (Con)

Report by Representative

Councillor Hickford

This Land has acquired 26 sites in Cambridgeshire since April 2018. 24 of these sites were from the land holdings of CCC for an amount of £67m. CCC achieved best consideration on the sites sold as demonstrated by the independent valuations. The acquisitions were financed through loans from CCC, from which the Council has earned over £2.5m in interest to date, and will generate in excess of £4.5m interest income annually in future years. These developments are predicted to add 1,700 homes in Cambridgeshire over the next 7-8 years subject to the planning process. This Land is due to complete on an additional site purchase from CCC in early April 19 amounting to £13.2m adding an additional 150 homes. A number of independent non-executive directors have been appointed to the Board which have been ratified by Commercial and Investment Committee. This included the appointment of an independent Chair of the Board, Steven Norris, where the Committee undertook the role of the appointment panel.

THOMAS SQUIRE CHARITY

Background

The charity's policy is to give grants to students entering further education for up to four years and one off grants for tools and other equipment to those starting apprenticeships or work training on the job. The area it covers is the ancient parishes of Elm, Emneth and Friday Bridge with Coldham. The charity only gives grants up to the age of twenty five.

Information

No. of representatives:	1
Meetings per annum:	1
Approved by:	Children & Young People Committee
Guidance Classification:	Trustee of a Charity
Representative for 2018/19:	Councillor S Hoy (Con)

Report by Representative

Councillor Hoy

I have not participated in any meetings or received any correspondence from Thomas Squire Charity.

TRAFFIC PENALTY TRIBUNAL

Background

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.

Information

No. of representatives:	1
Meetings per annum:	As required
Approved by:	Highways & Community Infrastructure Committee
Guidance Classification:	Other Public Body Representative
Representative for 2018/19:	Councillor M McGuire (Con) <i>Councillor A Taylor (LD) (sub)</i>

Report by Representative

Councillor McGuire

Parking Tribunal is a non-event.

TRIGG'S CHARITY (MELBOURN)

Background

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

Information

No. of representatives: 1
Meetings per annum: 2
Approved by: Children & Young People Committee
Guidance Classification: Unincorporated Association Member

Representative for 2018/19: Councillor S van de Ven (LD)

Report by Representative

Councillor van de Ven

The Trigg's Charity provides valuable support to local schools for things they can't afford but which make a key difference to their pupils, and often pupils with extra needs. They meet only once per year and I am not always able to make the meeting, but interact at all opportunities by email and phone. As County Councillor within the Trigg's catchment, I feel I have a special opportunity to help make useful connections.

VISIT CAMBRIDGE AND BEYOND DESTINATION MANAGEMENT ORGANISATION BOARD OF DIRECTORS

Background

This is a new delivery mechanism led by Cambridge City for the future provision of tourism services in Cambridge and the surrounding area.

Governance: It is to be governed by a Board of Directors.

Representation: The representation includes one councillor appointment to the full board from Cambridge City, South Cambridgeshire District Council (SCDC) and Cambridgeshire County Council.

Information

No. of representatives:	1
Meetings per annum:	12
Approved by:	Economy & Environment Committee
Guidance Classification:	Regulated Director

Representative for 2018/19:	Councillor M Shuter (Con)
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Report by Representative

Councillor Shuter

This board meets approximately 6 times a year and was spun out of Cambridge City Council's and South Cambridgeshire District Council's responsibilities (non-statutory) to manage tourism and its pressures and benefits in Cambridge and beyond.

It provides tours and tourist information and works closely with Cambridge BID and others across the area to promote tourism.

WARBOYS BOARD SCHOOL TRUST FUND

Background

To make grants to the village school, youth groups and individuals for educational purposes. Applicants should reside within the parish boundary of the village of Warboys,

Information

No. of representatives: 1
Meetings per annum: 3
Approved by: Children & Young People Committee
Guidance Classification: Unincorporated Association Member

Representative for 2018/19: Councillor T Rogers (Con)

Report by Representative

Councillor Rogers

I have never attended a meeting or received an invitation to attend.

WARBOYS LANDFILL SITE LIAISON GROUP

Background

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

Information

No. of representatives:	1
Meetings per annum:	1-2
Approved by:	Economy & Environment Committee
Guidance Classification:	Other Public Body Representative
Representative for 2018/19:	Councillor T Rogers (Con)

Report by Representative

Councillor Rogers

In two years I have attended three actual meetings, which has proved beneficial to all parties concerned. Especially as the operators of the site have just submitted a planning application for an extension which includes the installation of a large bio-mass burner. As a result, I represented the village at the planning meeting and am still involved in the subsequent fallout of the decisions taken. The next hurdle will involve discussions with the Environment Agency and local residents.

WATERBEACH WASTE MANAGEMENT PARK LIAISON GROUP

Background

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

Information

No. of representatives:	1
Meetings per annum:	2-3
Approved by:	Economy & Environment Committee
Guidance Classification:	Other Public Body Representative
Representative for 2018/19:	Councillor A Bradnam (LD)

Report by Representative

Councillor Bradnam

It is very important for the County Council to have a representative on the Liaison Group. Over the last year, the operator submitted an application to install an Energy from Waste facility on the site, which the Planning Committee refused on grounds of landscape impact and harm to heritage assets. The applicant has recently submitted an appeal to the Secretary of State. As a member of the Minerals and Waste Planning Committee it has been extremely useful to have the benefit of Planning Committee briefings when attending the Liaison meetings, to sometimes raise awareness of issues to the operator and to help members of the liaison group understand the background the matters of concern. Equally it has been useful to be able to feed-back matters raised at the Liaison meeting to the parish council.

WHITEMOOR DISTRIBUTION CENTRE, MARCH (NETWORK RAIL)

Background

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

Information

No. of representatives:	1
Meetings per annum:	As required
Approved by:	Economy & Environment Committee
Guidance Classification:	Other Public Body Representative
Representative for 2018/19:	Councillor S Count (Con)

Report by Representative

Councillor Count

This group was formed during the delivery phase of this substantial project and kept going to deal with issues post commissioning. This group has not met for over two years now and is no longer necessary. Any future issues could be picked up as part of normal business.

WISBECH COMMUNITY DEVELOPMENT TRUST

Background

A charity organisation, set up in November 2001, to manage the Oasis Community Centre. The new Centre was built in March 2005 and is available to the whole community.

The Trust is made up of 13 Trustees, 9 of these are local residents and 4 are representatives from strategic organisations, one from Fenland District Council (FDC), NHS, College of West Anglia (CWA) as well as one from Cambridgeshire County Council. The Trustees employ staff to do the day-to-day running of the Centre and oversee that this happens to the benefit of the community.

Information

No. of representatives: 1
Meetings per annum: To be agreed
Approved by: Communities & Partnership Committee
Guidance Classification: Trustee of a Charity and Company Director

Representative for 2018/19: Councillor S Tierney (Con)

Report by Representative

Councillor Tierney

The primary work of this committee is to oversee the management and running of the Oasis Centre in the Waterlees Ward of Wisbech. The Centre is an important facility for one of the most deprived (at least, on paper) wards in the country and also serves the wider Town of Wisbech. The Committee functions well and is assisted by very able staff who are delivering the services in a competitive environment with some success. Concerns about the financial direction have been mitigated by moving to a more commercial way of thinking.

WOODHATCH FARM WASTE RECYCLING SITE LIAISON GROUP (ELLINGTON)

Background

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

Information

No. of representatives:	2
Meetings per annum:	As required
Approved by:	Economy & Environment Committee
Guidance Classification:	Other Public Body representative
Representatives for 2018/19:	Councillor P Downes (LD) Councillor I Gardener (Con)

Report by Representative

Councillor Downes

I have not been contacted by this Group.

Councillor Gardener

I have not been invited to a meeting this year. Therefore, I am unable to provide a report.

WREN (WASTE RECYCLING ENVIRONMENTAL)

Background

WREN is a not-for-profit business that helps benefit the lives of people who live close to landfill sites by awarding grants for community biodiversity and heritage projects.

Information

No. of representatives: 1
Meetings per annum: 3
Approved by: Economy & Environment Committee
Guidance Classification: Trustee of a Charity

Representative for 2018/19: Councillor D Giles (Ind)

**CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY –
MEMBERSHIP AND OTHER APPOINTMENTS**

Committee: Council

Date: 14 May 2019

Author: Chief Executive

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1.0 **ISSUE**

1.1 This report requests the Council to make appointments to the Cambridgeshire and Peterborough Combined Authority for the municipal year 2019/2020.

2.0 **RECOMMENDATIONS**

2.1 Members are requested to make the following appointments/nominations to the Cambridgeshire and Peterborough Combined Authority for the municipal year 2019/2020:

(a) appoint the Leader of Council to act as the Council's appointee to the Combined Authority and one substitute member;

(b) nominate two members from the relevant parties as indicated in Appendix 1, to be tabled after the local government elections on 2 May 2019, to the Overview and Scrutiny Committee and two substitute members from the same political parties as those appointed;

(c) nominate one member from the relevant party as indicated in Appendix 2, to be tabled after the local government elections on 2 May 2019, to the Audit and Governance Committee and one substitute member from the same political party.

2.2 That the Chief Executive be authorised to make any amendments to the appointments to the Overview and Scrutiny Committee and the Audit and Governance Committee in consultation with the Political Group Leaders, if the political balance is amended by the Combined Authority between now and the next Council meeting.

3.0 **BACKGROUND**

3.1 In accordance with the Cambridgeshire and Peterborough Combined Authority Order 2017, each Constituent Council must appoint one of its elected members and a substitute member to the Combined Authority. This is normally the Leader. The Council is asked to appoint a member and substitute member for the municipal year 2019/20.

Non-Executive Committees

- 3.2 The Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2016 requires the Combined Authority to establish an Overview and Scrutiny Committee and an Audit Committee. The Order sets out the rules for membership. The membership of the Overview and Scrutiny and the Audit Committees as a whole should reflect so far as reasonably practicable the balance of political parties of the constituent councils when taken together. The balance is based on membership of political parties, not political groups, on constituent councils across Cambridgeshire and Peterborough.
- 3.3 On 2 May 2019, there were local elections for a number of constituent councils. The Combined Authority has reviewed the political balance on constituent councils and has requested constituent councils to make the following appointments to these committees.

Overview and Scrutiny Committee

- 3.4 The Combined Authority agreed that to ensure an equitable representation across each constituent authority, two members from each council should be appointed to the Overview and Scrutiny Committee representing a total membership of fourteen members.
- 3.5 The implications of applying political proportionality to a fourteen member Overview and Scrutiny Committee are detailed in Appendix 1 (to be tabled).
- 3.6 The Council is required to nominate two members from the relevant parties as indicated in Appendix 1, to be tabled after the local government elections on 2 May, to the Overview and Scrutiny Committee for the municipal year 2019/20 based on the political balance set out in Appendix 1 (to be tabled)

Audit and Governance Committee

- 3.7 The Combined Authority agreed to establish an Audit and Governance Committee consisting of seven constituent members: one member from each constituent council.
- 3.8 The implications of applying political proportionality to a seven member Audit and Governance Committee are detailed in Appendix 2 (to be tabled). The Council is required to nominate one member from the relevant party as indicated in Appendix 2, to be tabled after the local government elections on 2 May 2019, to sit on the Audit and Governance Committee for the municipal year 2019/20 based on the political balance set out in Appendix 2 (to be tabled).

Substitute members

- 3.9 The Combined Authority has agreed that substitute members should be appointed for each position on the Audit and Governance Committee and the Overview and Scrutiny Committee. Any substitute members should come from the same party as the Member they are substituting for to maintain political balance.

- 3.10 For the Overview and Scrutiny Committee, if constituent councils have appointed members from the same political parties, those Councils might only wish to appoint one substitute rather than two. The quorum set down in legislation is two thirds of the total membership. Therefore, it is preferable to appoint two members in case both members are absent from a meeting and need to substitute.

Conclusion

- 3.11 All appointments and nominations made by constituent councils will be reported to the Combined Authority's annual meeting on 29 May 2019.
- 3.12 The political balance calculations in the Appendices are based on up to date statistics given by constituent councils and take account of the outcome of constituent council elections. However, there may be last minute changes in the lead up to constituent councils' annual meetings and Combined Authority's annual meeting on 29 May.
- 3.13 If there are consequential changes to the overall political balance, the Combined Authority may need to review the membership and the allocation of seats to political parties on the above committees. The Monitoring Officer will advise constituent councils if any subsequent changes have been necessary, and whether any changes need to be made to their nominations.
- 3.14 If there is no provision in constituent council's standing orders, the Council may wish to consider giving delegated powers for the Chief Executive to approve any consequential changes to these appointments in consultation with the relevant Party Group leaders.

4.0 FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT

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

5.0 LEGAL IMPLICATIONS

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

6.0 APPENDICES (TO FOLLOW)

- 6.1 Appendix 1 – Overview and Scrutiny Committee political balance calculations.
Appendix 2 – Audit and Governance Committee political balance calculations.

Background Documents

Council – 22 November 2016, 14 February 2017, 23 May 2017, 15 May 2018 and 14 May 2019 <https://tinyurl.com/y5dv9hgm>



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Agenda Item: 17

Cambridgeshire & Peterborough Combined Authority

Reports from Constituent Council Representatives on the Combined Authority

Member representatives

Meeting	Dates of Meeting	Representative
Overview and Scrutiny	25th March 2019	Councillor David Connor Councillor Lucy Nethsingha
Combined Authority Board	27th March 2019	Councillor Steve Count
Audit and Governance	29th March 2019	Councillor Nichola Harrison

The above meetings have taken place in March 2019

Overview and Scrutiny Committee- Monday 25th March 2019

The Overview and Scrutiny Committee met on 25 March 2019 and the decision summary is attached at **Appendix 1**

Combined Authority Board – Wednesday 27th March 2019

The Combined Authority Board met on 27 March 2019 and the decision summary is attached at **Appendix 2**

Audit and Governance Committee- Friday 29th March 2019

The Audit and Governance Committee met on 29 March and the decision summary is attached as **Appendix 3**

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

Appendix 1



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Overview and Scrutiny Committee - Decision Summary

Meeting: 25 March 2019

Agenda/Minutes: [Overview and Scrutiny](#)

Chair: Cllr Lucy Nethsingha

Summary of decisions taken at this meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1.	Apologies	Apologies received from: Cllr Doug Dew Cllr Tom Sanderson substituted by Cllr Barry Chapman Cllr Ed Murphy substituted by Cllr Shaz Nawaz
2.	Declaration of Interests	There were no declarations of interest.

Item	Topic	Decision [<i>None of the decisions below are key decisions</i>]
3.	Minutes	The minutes of the meeting held on the 25 th February 2019 were agreed as a correct record.
4.	Public Questions	There were no public questions received.
5.	Business Board Update	<p>The Director of Business and Skills gave an overview of the functions of the Business Board and summarised the written report submitted and introduced the Chair of the Business Board.</p> <p>It was noted that the Local Industrial Strategy (LIS) would be presented to the Business Board and recommended for approval by the Cambridgeshire and Peterborough Combined Authority Board on Wednesday 27th March 2019.</p> <p>The following points were raised:</p> <ul style="list-style-type: none"> • There needed to be a focus on ensuring an even distribution of job creation and increased productivity across the county to address the North- South divide. • Concern was expressed that environmental issues and sustainability had not been given adequate consideration with the growth of industry. Gender representation was not considered to be balanced and focus was needed to redress this. • Consideration was needed to ensure that digital expansion was aligned with the developing infrastructure. • It was explained by the Chair of the Business Board that they would continue to assist the development of small and medium businesses and noted that the Local Growth Fund would assist with the advancements in digital connectivity whilst ensuring infrastructure compatibility. • The Director of Business and Skills explained that efforts were being made to profile and target businesses that could address the gender imbalance

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>and in response to concerns raised about environmental issues, it was noted that focus would be on companies committed to sustainability.</p> <p>The Committee noted the report.</p> <p>The Committee thanked the Chair of the Business Board for attending the meeting.</p>
6.	Mayor for the Combined Authority	<p>The Committee members had been given the opportunity to submit questions prior to the meeting and written response had been provided (Appendix 1). The Chair opened the floor for questions from the members.</p> <p>The following points were raised during the discussion:-</p> <ul style="list-style-type: none"> • In response to questions asked, the Mayor explained that the CAM would allow and improve freedom of movement across Cambridgeshire and explained that a number of suggestions had been considered about bus services including franchising. The proposed CAM would include 2 underground stops in Cambridgeshire which would reduce congestion in the City Centre and would further allow the bus services to be more reliable and effective. • The Mayor confirmed that he would welcome the involvement of the Overview and Scrutiny Committee in the CAM and wanted to work alongside them and committed to further discussions on accessing some of the associated exempt information. • In response to concerns raised about congestion on the A428 in part due to some commuters accessing the East Coast Main Line (ECML) the

Item	Topic	Decision [<i>None of the decisions below are key decisions</i>]
		<p>Mayor explained that he was in discussion with Huntingdonshire District Council to allow the Metro to provide links to the ECML.</p> <ul style="list-style-type: none"> • The Mayor explained that garden cities would assist in the commitment to the delivery of housing and that an uplift in land value would provide funding in infrastructure. He reported that there was a projection of a 44% reduction in car use once the CAM was in place and that eco-garden cities would be complimentary in the reduction of pollution and progression to more clean air. • The Mayor confirmed that there was £1million in the budget for the current year for the bus review and that there was a need for a short, medium and long term bus solutions, which would include working with the bus companies, possible franchising and eventually integrating the bus system with the metro • In response to a further question, the Mayor explained that the non-statutory spatial plan covered some of the environmental concerns raised and noted that he had extensive dialogue with Anglian Water and the Environment Agency. • The Chair of the Task and Finish Group queried whether the Mayor would be willing to work with Overview and Scrutiny on some of the gaps that had been identified within the Strategic Outline Business Case for the CAM and consider the report produced by the Task and Finish group, in conjunction with the CFPS, to incorporate some of the points discussed within the report in the Outline Business Case; the Mayor agreed. <p>The Committee thanked the Mayor for attending the meeting and answering the questions posed.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
7	University of Peterborough Update	<p>The Committee received the report from the Director of Business and Skills which provided an update on the University of Peterborough and reported that the University of Peterborough was a key feature of the devolution deal agreed with central government.</p> <p>It was explained that Peterborough was lacking in Higher Education (HE) education and skills and that the provision of the University would go some way in addressing this through offering technical qualifications to meet the needs of local businesses.</p> <p>It was noted that three independent reviews had been commissioned and completed and that the findings and recommendations of those would be outlined in a Skills Committee paper for the 3rd April 2019 meeting.</p> <p>The Committee agreed that they would meet in April to discuss the Peterborough University and the reports taken to the Skills Committee on the 3rd April 2019.</p> <p>The Committee noted the report.</p>
8	Skills Strategy Update	<p>Committee received the report from the Director for Business and Skills which provided an update on the Skills Strategy for the Combined Authority.</p> <p>The Director of Business and Skills elaborated on the report and explained that the new Skills Strategy would identify priorities and interventions that would enable the economy to grow and respond to the needs of the varying communities. He explained that there were 7 different sub economies under the Combined Authority and noted that there was some skills inequality which the proposed Skills Strategy could address.</p> <p>The Committee commented that there were examples of Higher and Further Education establishments in the region having increased financial pressures and</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>that a commitment was needed to ensure that there would not be a reduction in the provision of them.</p> <p>There was a perceived inequality between the availability and delivery of education across the County and emphasis needed to be placed on businesses to inspire people to get skills. There was agreement that there was a need for teachers, pupils and businesses to incentives people to acquire the correct skills.</p> <p>The Committee noted the contents of the report</p>
9.	Review of the Combined Authority Board Agenda	<p>The Committee reviewed the agenda due to come to the Board on Wednesday 27th March 2019. The Committee agreed to raise the following questions to the Board:</p> <p>Item 3.1 Budget Monitoring Update</p> <ol style="list-style-type: none"> 1) Could future budget monitoring reports include information relating to the spend on housing? 2) The Committee asked that information contained within the Capital Programme differentiate between cash flow and capital e.g. loan to East Cambs? <p>Item 4.1 Housing Development Company</p> <ol style="list-style-type: none"> 3) Can the Board reassure members that the Housing Director will not be distracted from their commitment to provide 100,000 new homes once seconded to the Development Company 4) Will there be conflict and/or competition with other Council's that have set up and continue to run their own Housing Development Companies? 5) What mechanisms are to be used for member scrutiny and engagement of the Development Company.

Item	Topic	Decision [<i>None of the decisions below are key decisions</i>]
		<p>Item 4.2 CAM Metro</p> <ul style="list-style-type: none"> 6) The Overview and Scrutiny Committee is concerned that there is no risk assessment of the Cases in the Strategic Outline Business Case 7) Can assurance be given that there will be alignment of the CAM Metro with other public transport systems? 8) Overview and Scrutiny would want proper governance to be put in place for all aspects of CAM and not just the provision of the tunnels and underground stations as identified in the SOBC? 9) The Committee raised some concerns around the Financial Case and that it was unfortunate that they had not been able to see the exempt appendices. 10) Overview and Scrutiny thanked the Mayor for his agreement that the gaps and concerns that they have raised for the SOBC compared with the questions that they identified with the Centre for Public Scrutiny will be taken into account by the Mayor and officers in drawing up the Outline Business Case. 11) Overview and Scrutiny noted that engagement will be happening shortly with the Department for Transport in respect of the Strategic Outline Business Case <p>Item 4.3 A10 Corridor – Strategic Outline Case and Next Steps</p> <ul style="list-style-type: none"> 12) Overview and Scrutiny is concerned that junction improvements which were highly rated are not being looked at in the Next Steps. 13) Can the Committee get clarification whether consideration of climate change and environmental issue has been given due weight in respect of improvements on the A10?

Item	Topic	Decision [<i>None of the decisions below are key decisions</i>]
		<p>Item 4.4 Bus Reform Task Force – Governance and Subsidies</p> <p>14) The Committee was concerned that the recommendations included in this report differed from those agreed at the January meeting. In particular the long term proposal:</p> <p>15) Approval, to develop and deliver a Business case assessment of the benefits of operational models open to the Combined Authority including Enhanced Partnerships and franchising opportunities in line with DfT Guidelines and as set out in the Bus Service Act. The business case will be completed in Q1 2021.</p> <p>Could the status of this recommendation be clarified?</p>
10.	Member Update on Activity of Combined Authority	No updates were received from members
11.	Combined Authority Forward Plan	The Committee considered the Combined Authority Forward Plan and had no comments or suggestions at this time.
12.	Overview and Scrutiny Work Programme Report	<p>The Committee received the report which outlined the work programme for the committee for the municipal year 2018/19.</p> <p>The Committee requested that a further report on the University of Peterborough be considered at the next meeting to include additional information from the Skills Committee on the 3rd April 2019.</p> <p>The Committee invited the Director of Business and Skills to attend the next meeting to respond to question raised in relation to the University of Peterborough.</p> <p>The Committee requested that they become more involved in the Bus Task Force and would welcome an opportunity to discuss this in future.</p>

Item	Topic	Decision [<i>None of the decisions below are key decisions</i>]
		The Chair advised that she discuss with the Interim Chief Executive the Committees access to exempt papers. The Chair advised that she would work with the Interim Scrutiny Officer on the committees work programme and would circulate this to members.
13.	Date of Next Meeting	The Committee agreed that the next meeting would be held at Council Chamber, Peterborough City Council Town Hall; Bridge Street; Peterborough PE1 1HG with a start time of 11am and a pre-meeting starting at 10:15am on Thursday 18 th April 2019.

Appendix 2



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY - Decision Summary

Meeting: 27 March 2019

Agenda/Minutes: [Combined Authority Board](#)

Item	Topic	Decision
	Part 1 – Governance Items	
1.1	Announcements, Apologies and Declarations of Interest	Apologies were received from Aamir Khalid (substituted by Professor Andy Neely)

1.2	Minutes – 27 th February 2019	It was resolved to: Approve the minutes of the meeting of 27 th February 2019 as a correct record.
1.3	Petitions	None received.
1.4	Public Questions	Four questions were received. A summary of the questions and responses is published at the following link - Combined Authority: Public Questions
1.5	Forward Plan	It was resolved to note the Forward Plan.
1.6	Designation of Statutory Officer	The Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees Order 2017 states that, a Combined Authority must designate one of its officers as the scrutiny officer of the Overview and Scrutiny Committee. It was resolved to: Designate Emma Powley as Scrutiny Officer for the duration of the maternity leave of the current officer.
	Part 2- Employment Committee Recommendations to the Combined Authority	
2.1	Appointment of Chief Executive and Monitoring Officer	The Board considered a report recommending the authority approves the recommendations of the Employment Committee for the appointment of the Chief Executive of the authority and the appointment of the Monitoring officer. It was resolved to: a) Extend the existing appointment of the interim joint Chief Executives, John Hill and Kim Sawyer, until the annual meeting in May 2019;

		b) Appoint Mr Howard Norris as the Monitoring Officer until the annual meeting in May 2019.
	Part 3- Finance	
3.1	Budget Monitor Update	<p>The Board considered a report providing an update of income and expenditure of the Combined Authority for the period up until the end of January 2019.</p> <p>It was resolved to:</p> <p style="padding-left: 40px;">Note the financial position of the Combined Authority for the year to date.</p>
	Part 4- Combined Authority Matters	
4.1	Housing Development Company	<p>The Board considered a report outlining the key objectives and principles of the Housing Strategy approved on 26 September 2018. The Housing Strategy recommended that the Combined Authority accelerate housing delivery by establishing a wholly owned company to enable direct intervention in the housing market, which would enable the development of new homes and affordable homes in the region.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Approve the Business Case for establishing a Combined Authority Trading Company (CATC) as detailed in Appendix 1; b) Approve the Combined Authority Trading Company Business Plan and as detailed in Appendix 2; c) Approve the Housing Development Company (DevCo) business plan as detailed in Appendix 3

		<p>d) Approve the funding strategy for the Housing Development Company (paragraph 6);</p> <p>e) Approve the composition of the CATC Board as set out in Appendix 2 (ref: P8 para 4.1.1 and P9 para 4.1.2);</p> <p>Furthermore, in order to implement a)-c), authorise and approve:</p> <p>f) The Chief Executive to enter into a loan agreement with CATC as detailed in paragraph 6;</p> <p>g) The Chief Executive and the Corporate Services Director to complete the necessary legal documentation to implement the above.</p>
4.2	CAM Metro - Strategic Outline Business Case	<p>The Board considered a report presenting the findings from the Strategic Outline Business Case (SOBC) and recommending that the Board give its approval to move into the next stage of the Cambridgeshire Autonomous Metro (CAM) program.</p> <p>It was resolved to:</p> <p>a) Note that the CAM SOBC has been founded upon CPIER growth scenarios as set out in section 2.6 to 2.9.</p> <p>b) Note the strong strategic and economic case made in the SOBC for the CAM and that this case has been made drawing upon only 50% of the total potential economic growth in the CPIER report.</p> <p>c) Note the links between the timeline of the CAM outline business case and the Non-Statutory Spatial Plan.</p>

		<p>d) Agree that the funding solution for the CAM will be drawn from blend of sources as set out in section 3.9.</p> <p>e) Agree to release £1m of funding from the 2019/20 budget for the procurement and development of the Outline Business Case, the accompanying technical packages (including funding) and programme of stakeholder engagement.</p> <p>f) Agree to delegate authority to the Chief Executive, in consultation with the Chair of the Transport and Infrastructure Committee, to enter into the contractual relationships following the procurement of the external consultants required to undertake the Outline Business Case and accompanying technical packages</p>
4.3	A10 Corridor- Strategic Outline Case and Next Steps	<p>The Board considered a report providing an update on the progress to date of the A10 Corridor project and the proposed next steps for this work.</p> <p>It was resolved to:</p> <p>a) Note the results of the A10 Corridor Strategic Outline Case and associated reports.</p> <p>b) Agree to release £500k of funding from the 2019/20 budget for the procurement and development of the Strategic Outline Business Case (SOBC) for:</p> <ul style="list-style-type: none"> i. the A10 Dualling Project; ii. A10 junction improvement projects. <p>c) Note the additional projects related to the A10 Corridor (Modal-shift interventions and junction improvements), and that if necessary business cases for these projects will be brought forward separately.</p>

		<p>d) Approve the approach towards engaging with the Department for Transport on funding streams for the A10;</p> <p>e) Approve the commencement of procurement of a professional services consultancy to undertake the work required to progress to SOBC for:</p> <ul style="list-style-type: none"> i. A10 Dualling; ii. A10 junction upgrades. <p>f) Delegate Authority to the Chief Executive, in consultation with the Chair of the Transport and Infrastructure Committee, to agree and proceed with the appointment of a professional services consultancy following the completion of an appropriate procurement procedure.</p>
4.4	Bus Reform Task Force - Governance and Subsidies	<p>The Board considered a report requesting approval of the governance arrangements of the Bus Reform Group/Task Force and the work required to design and implement a system for the evaluation and award bus subsidies.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Approve the governance arrangements for the Bus Reform Task Force including proposals for member engagement; b) Approve the work required to design and implement a system for the evaluation and award of bus subsidies c) Approval to draw-down up to £400k, of the £1m allocated within the 2019/20 budget, to commence the work of the Bus Reform task force including preparing the brief, bus subsidy assessment framework and procuring external consultancy support for the business case.

		<p>d) Delegate authority to the Transport Committee to spend funding within the allocated £1M budget upon recommendation from the Bus Reform Task Group.</p>
4.5	Cambridge South Station (Interim Solution)	<p>The Board considered a report requesting the release of funds that had been identified for the use of the Cambridge South Station (Interim) project in the 2019/20 budget, in order to appoint consultants to provide the Combined Authority a report with details the feasibility of implementing an interim station on an accelerated timescales, and the likely capital and revenue costs of doing so.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Release the £100k allocated in the 2019/20 budget under the <i>Cambridge South Station – Interim Concept</i>; b) Delegate authority to the Chief Executive to appoint an external consultant to deliver a Cambridge South Station – Interim Station Study following the conclusion of the procurement process.
4.6	Huntingdon Third River Crossing	<p>The Board considered a report requesting the release of funding for the Huntingdon Third River Crossing and to delegate authority to the Chief Executive enter into arrangements to procure and make the study.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Agree to release £200k of funding from the 2019/20 and carry forward £198k from 2018/19 for the procurement and development of the Huntingdon Third River Crossing feasibility study; b) Delegate authority to the Chief Executive, in consultation with the Chair of the Transport and Infrastructure Committee, to enter into the contractual

		relationships following the procurement of the external consultants required to undertake the study.
4.7	A505: Strategic Study	<p>The Board considered a report evaluating the current transportation challenges and opportunities between Royston and Granta Park including the A505 and side road challenges, including the interaction with the M11, A11, A1301 and A1307 and how these interact with the proposed CAM route serving this area.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Endorse the commissioning of a multi-modal strategic transport study for the A505 corridor; b) Release to CCC the £1m allocation within 2018/19 capital budget; c) Agree the project inception and instruct officers to commence the procurement by competitive tender of this work; d) Following the completion of the procurement, delegate authority for contract award to the Chief Executive Officer, in consultation with the Chair of the Transport and Infrastructure Committee.
4.8	Adult Education Budget: Delegation of Grant Provision for 2019/20 Academic Year	<p>The Board considered a report requesting delegated authority for the Skills Committee Chair and Director of Business & Skills to award the Adult Education Budget (AEB) Grant allocation to the 12 local college and Local Authority Providers in April 2019.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Provide delegated authority to the Director of Business and Skills, in consultation with the Chair of the Skills Committee, to award Grants to the 12 Grant Funded Providers of AEB upon successful completion of Delivery

		Plans including a variance of up to a 25% on the condition that a new learning aim or approach is demonstrated in line with the Cambridgeshire and Peterborough Combined Authority (CPCA) Strategic Priorities.
4.9	Monitoring and Evaluation Framework	<p>The Board considered a report outlining and seeking approval of the 2019 Monitoring & Evaluation Framework for the Combined Authority.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Agree the 2019 Monitoring & Evaluation Framework for the Combined Authority. b) Note the resource implications for effective Monitoring & Evaluation to be delivered alongside the Combined Authority's major projects.
	Part 5 – Business Board/Committee Recommendations to the Combined Authority	
5.1	Growth Deal Project Proposals March 2019	<p>The Board considered a report requesting that they consider and make recommendations against new applications that have been submitted for the Growth Deal.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Approve Applicants 2 and 3; b) Note that Applicants 1 and 4 had been asked to bring forward further detail to enable a final approval decision.

5.2	Local Industrial Strategy	<p>The Board considered a report outlining the inaugural Cambridgeshire and Peterborough Industrial Strategy to the Board for comments and approval.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Approve the Cambridgeshire and Peterborough Industrial Strategy to the Combined Authority Board for approval b) Delegate authority to the Business Board and the Director of Business and Skills, in consultation with the Chair of the Housing and Communities Committee, to take the Industrial Strategy through the remaining stages of national sign-off, and refine.
5.3	Growth Programme Update	<p>The Board considered a report providing and update on the Growth Deal programme's performance since April 2015, a summary of the programme monitoring report to Government to end December 2018 and the current in-year position to end February 2019 for the Growth Deal and Growing Place Funds combined.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Note the accumulative and in-year programme position to 28 February 2019 for Growth Deal and Growing Places Fund. b) Agree the submission of the Growth Deal monitoring report to Government to end Q3 2018/19.
5.4	Local Assurance Framework	<p>The Board considered a report requesting that the Business Board approves a revised single Assurance Framework following the Ministry of Housing, Community & Local Government's revised National Local Growth Assurance Framework for Mayoral Authorities with a Single Pot and Local Enterprise Partnerships.</p>

		<p>It was resolved to:</p> <p>a) Agree the revised single Assurance Framework which is in line with the Ministry of Housing, Communities & Local Government's revised National Local Growth Assurance Framework for Mayoral Combined Authorities with a Single Pot and Local Enterprise Partnerships.</p>
	Part 6- Motion Submitted under Proceedings of Meetings Rule 14	
6.1	Motion from Councillor Bridget Smith	On being put to the vote, the Motion was lost.
	Part 7 – Date of Next Meeting	
7.1	Wednesday 29 May 2019, Council Chamber, The Grange, Nutholt Lane, Ely, CB7 4EE	



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Appendix 3

AUDIT & GOVERNANCE COMMITTEE - Decision Summary

Meeting: 29 March 2019

Agenda/Minutes: [Audit and Governance](#)

Chair: John Pye (Chair and Independent Person)

Summary of decisions taken at this meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1.	Apologies and Declarations of Interests	Apologies were received from Councillors Morris and Hay. No declarations of interest were made.

Item	Topic	Decision [<i>None of the decisions below are key decisions</i>]
2.	Chairs Announcement's	<p>The Chair stated that he would write to the Councils about the tightness of the quoracy rules and the importance of attendance by members or their deputies. The inability of the Committee to conduct its full business reflected adversely on the Combined Authority's reputation</p> <p>Members of the Committee were asked if they would agree to have a joint induction with the Members of the Overview and Scrutiny Committee. The Committee agreed that members of the Audit and Governance Committee have a joint induction with members of the Overview and Scrutiny Committee in May 2019.</p> <p>Members were requested to consider whether to hold future meetings at the Alconbury office or continue rotating around the constituent councils. The Committee agreed that the Audit and Governance Committee would continue to hold their meetings at constituent councils.</p>
3.	Minutes of the meeting held on 30 th November 2018	The minutes of the meeting held on the 30 th November 2018 were agreed as a correct record.
4a)	Finance Review	<p>The Programme Director (CIPFA) reported that he had been commissioned by the Combined Authority to undertake an independent assurance review related to the production of the Authority's 2019/20 budget.</p> <p>The Committee received a presentation which provided a summary of the timelines and noted that the review was scoped to:</p> <ul style="list-style-type: none"> • Review the process undertaken to complete the 2019/20 budget • Asses and/or test the assumptions that underpin it • Asses the governance in place to report, asses and, where appropriate, intervene in the delivery of the budget.

Item	Topic	Decision [<i>None of the decisions below are key decisions</i>]
		<p>It was explained that the reporting process for the budget showed marked improvements between the draft and the final. Having reviewed the relevant documents and discussions with key officers, it was confirmed that CIPFA were satisfied that;</p> <ul style="list-style-type: none"> a) The Authority had prepared and was in the process of signing off its 2019/20 Budget and Medium-Term Financial Plan (MTFP) in accordance with the policies and procedures outlined in the Constitution. b) That the 2019/20 Budget's content including assumption and revenue/capital split were clear and appropriate c) That the Authority has in place robust and comprehensive budget monitoring and reporting process and procedures that will now include regular reporting to the Combined Authority Board. <p>It was noted that there were no material findings or failings that had been identified as part of the review.</p> <p>The Chair thanked the Programme Director for his presentation.</p>
4b)	Internal Auditors Update Budget Review	<p>The Internal Auditor submitted a report and elaborated thereon. He explained that the work carried out by the internal auditors differed greatly to that of CIPFA. It was noted that the Internal Audit provided assurance to the Audit and Governance Committee that activities undertaken across the Combined Authority were appropriately managed, monitored and delivered in accordance with set governance and risk management frameworks.</p> <p>The Committee were reassured that despite receiving assurance from the External Auditors, the Internal Auditors would only give assurance once they had independently carried out their review.</p>

Item	Topic	Decision [<i>None of the decisions below are key decisions</i>]
		<p>The Interim Chief Executive responded to questions asked of the Committee and explained that the Mayor had the authority to decide his staffing structure to deliver his priorities. It was noted that the Combined Authority could challenge the Mayoral expenditure but there had been majority vote in favour of the proposed staffing structure.</p> <p>The Interim Chief Finance Officer reported that approved funding had been spent on building schemes and capital monies had been spent on acquiring roads. He further noted that the Combined Authority followed the CIPFA accounting code and that funding was sourced from central government.</p> <p>In response to questions raised, the internal auditor reported that there were no areas where he would consider issuing 'no assurance'. The Chair noted that additional progress needed to be made on value for money (vfm) and the significance between capital and revenue needs,</p> <p>The Interim Chief Finance Officer commented that if helpful for Members of the Committee, he could prepare a briefing note on the combined Authority's policy documents relating to the rules and regulations adhered to in the national policies, followed also by CIPFA.</p> <p>The Committee noted that all monitoring reports were taken to the Combined Authority Board for review and transparency purposes.</p>
5.	Internal Audit Progress Report	The Committee received and noted the report from the Head of Finance which provided the Audit and Governance Committee with an update on the Combined Authority (CPCA)'s Treasury Management and requested that the cost of the strategy be factored into the next report.
6.	Treasury Management	The Committee received and noted the report from the External Auditor which provided the 2018/19 Outline Audit Plan as prepared by Ernst & Young LLP (EY).

Item	Topic	Decision [<i>None of the decisions below are key decisions</i>]
7.	External Audit Progress Report	<p>The Committee received the report from the Interim Monitoring Officer which outlined provided them with the factual background relating to the circumstances of the resignation of the former Chief Executive.</p> <p>The following points were made:-</p> <ul style="list-style-type: none"> • The External Auditor reported that the Interim Monitoring Officer had provided requested information relating to the Chief Executive's departure and subsequent severance. Based on this information the external auditor had concluded that the Combined Authority had acted lawfully and reasonably. • The Committee was advised that the Mayor had the authority to get external legal advice and commit the authority to expenditure as he had the general power of competence which was set out in the legislation. • Under the Localism Act 2011 the Mayor like other local authorities had to work within the budget set by the authority. • The Committee was assured by the external auditors that the severance package provided to the Chief Executive Officer was reasonable.
8.	Internal Audit Plan	<p>The Committee received and noted the report from the Assurance Manager which asked the committee to review the Combined Authority Corporate Risk Register and suggest any changes they would like to put forward as a recommendation to the Board.</p>
9.	Combined Authority Board Update	<p>This item was deferred to the next meeting of the Audit and Governance Committee due to the meeting becoming inquorate.</p>
10.	Business Board Governance Update	<p>This item was deferred to the next meeting of the Audit and Governance Committee due to the meeting becoming inquorate.</p>

Item	Topic	Decision [<i>None of the decisions below are key decisions</i>]
11.	Corporate Risk Register Annual Review	This item was deferred to the next meeting of the Audit and Governance Committee due to the meeting becoming inquorate
12.	Assurance Framework	This item was deferred to the next meeting of the Audit and Governance Committee due to the meeting becoming inquorate
13.	Staffing Structure Update	This item was deferred to the next meeting of the Audit and Governance Committee due to the meeting becoming inquorate
14.	Work Programme	This item was deferred to the next meeting of the Audit and Governance Committee due to the meeting becoming inquorate
15.	Date of Next Meeting	The Committee agreed the next meeting shall be held on 31 st May 2019 at East Cambridgeshire Council.