

DELEGATIONS FROM CABINET TO CABINET MEMBERS / OFFICERS

To: **Cabinet**

Date: **24th May 2011**

From: **Chief Executive**

Electoral division(s): **N/a**

Forward Plan ref: **N/a**

Key decision: **No - Monitoring report for noting**

Purpose: **To report since the last report presented to Cabinet in November 2010 on progress on matters delegated to individual Cabinet Members and / or to officers to make decisions on behalf of the Cabinet up to April 2011.**

Recommendation: **Cabinet is asked to;**

note the progress on delegations to individual Cabinet Members and / or to officers previously authorised by Cabinet to make decisions / take actions on its behalf.

<i>Officer contact:</i>		<i>Member contact:</i>	
Name:	Rob Sanderson	Name:	Councillor Nick Clarke
Post:	Senior Democratic Services Officer	Portfolio:	Leader of the Council
Email:	rob.sanderson@cambridgeshire.gov.uk	Email:	nick.clarke@cambridgeshire.gov.uk
Tel:	01223 699181	Tel:	01223 699190

DELEGATIONS TO INDIVIDUAL CABINET MEMBERS OR OFFICERS

**CABINET
MEETING**

SUBJECT MATTER

**ACTION TO BE
TAKEN BY**

26th February
2008

1. Minute 517 - Property Issues - Land at Fordham

It was agreed to declare land at Fordham (north and south of Landwade Road) surplus to the Council's requirements and at that time to authorise the Director of Finance, Property and Performance to agree terms for its disposal.

Previous reports had indicated that the land north of Landwade Road has been sold while negotiations were ongoing in respect of the land south of Landwade Road. The sale of the land south of Landwade Road was completed on 20th April.

LGSS Director of Finance

Action now completed.

10th June
2008

2. Minute 578 - Northstowe Trust Update

To delegate to the Cabinet Member for Communities **(Would now be the Deputy Leader and Cabinet Member for Community Engagement)** in consultation with the then Deputy Chief Executive: ECS, after consultation with local members, the authority to explore and implement the best possible mechanism to ensure community involvement in the establishment of the new settlement called Northstowe, including the creation of a community trust if appropriate.

Cabinet Member for Community Engagement / Executive Director: Environment Services.

At the meeting of the Trust and Governance Group held on 23rd January 2009, reports were received on the latest position regarding the slippage in the development, the ongoing discussions between the Homes and Communities Agency (formerly English Partnerships) and Gallagher's and the work undertaken regarding the formation of the Trust. It was agreed that given the changes, further work to establish the Trust should be suspended until the situation became clearer. It was also resolved that in place of the existing Trust Shadow Board, a Community Partnership Group should be established, representing South Cambridgeshire District Council, the County Council, Horizons, the Primary Care Trust, Cambridgeshire and Peterborough Learning Trust (CPLT) and the Promoters to oversee the development of a Community Project Plan bringing together all work on governance, public realm, community and sports

facilities and community development. This Community Partnership Group will report to councillors on the existing Trust and Governance Group on a regular basis.

It was also agreed that the funding set aside to establish the Trust should be retained until its future use is clarified. (The County Council holds this budget on behalf of all of the partners, each partner contributed £50k).

Action status: There have been no further developments with regard to the Northstowe Trust given that progress on the development has stalled. However an initial workshop to restart the process was held on the 23rd May. Members may also wish to note that the intention for the Northstowe Trust was the delivery of Cultural and Community Services, including Library services, and that in the interim, the County Council has determined to establish an independent trust for Libraries, Learning and Culture which may have significant overlaps in terms of scope and remit.

**27th April
2010**

3. Minute 159 - Agency Agreement for the Delivery of Highways Related Functions In Cambridge

It was agreed to delegate to the Acting Executive Director: Environment Services the powers to negotiate a new highways function agency agreement with Cambridge City Council, in consultation with the then Cabinet Member for Highways and Access.

Negotiations have been completed with Cambridge City Council and officers are now awaiting final agreement by the City.

**Acting Executive
Director:
Environment
Services / Cabinet
Member for
Community
Infrastructure**

Action ongoing

**25th May
2010**

4. Minute 178 Parking Policy Review

Agreeing to an informal review of parking policy in Cambridge led by the then portfolio holder for Highways and Access, following the introduction of a further residents' parking scheme.

At the time it is not expected that any new residents parking schemes would be implemented until 2011, following which, an informal review was to be undertaken. The current position was that no further parking schemes had been introduced to facilitate the review. **Action ongoing**

**Acting Executive
Director:
Environment
Services / Cabinet
Member for
Community
Infrastructure**

7th
September
2010

5. Minute 225 Developer S06 Deferral request - Section 106 Papworth Bypass Contribution.

Following a decision to agree the Section 106 deferral request and to agree that this obligation can be paid in instalments as requested by the developer as follows:

- £270,000 plus indexation payable on 31st January 2011
- £270,000 plus indexation payable on 18th March 2011
- £270,000 plus indexation payable on 29th July 2011.

It was also agreed to delegate to the then lead Member for Growth, Infrastructure and Strategic Planning in consultation with the Acting Executive Director for Environment Services and Corporate Director for Finance Property and Performance, the authority to agree any further reasonable changes to the instalment dates.

Action ongoing (The delegation will only be needed if the timescale agreed by Cabinet expires).

Would now be the Lead Member for Growth and Planning / the Executive Director for Environment Services and Corporate Director for Finance Property and Performance,

26th
October
2010

6. Minute 256 Street Lighting Private Finance Initiative (PFI) - Award of Contract

(a) Delegated authority to the Local Government Shared Services (LGSS) Director of Finance or in his absence the LGSS Director of Legal Services to enter into the Street Lighting PFI Contract Documents listed at Appendix A of the report and any other related contracts, agreements and instruments required to give effect to the Project (including, but not limited to, collateral warranties and direct agreements) once (a) final and formal confirmation of PFI funding for the Project has been received from the DfT; and (b) any final outstanding issues had been addressed to the satisfaction of the Acting Executive Director: Environment Services and the LGSS Director of Finance in consultation with the Cabinet Members for Growth Infrastructure and Strategic Planning and the Cabinet Member for Resources and Performance ensuring this was the most comprehensive value for money solution.

Local Government Shared Services (LGSS) Director of Finance (or in his absence the LGSS Director of Legal Services)

(b)i) that the LGSS Director of Finance or in his absence the LGSS Director of Legal Services be authorised to give certificates of vires under the Local Government (Contracts) Act 1997 in respect of the Private Finance Initiative (PFI) Project Agreement, Funder's Direct Agreement (and for any other of the Project Contract Documents as may be considered

Acting Executive Director: Environment Services and the LGSS Director of Finance / Cabinet Members for

necessary by the LGSS Director of Legal Services); and (ii) that the LGSS Director of Finance or LGSS Director of Legal Services (as the case may be) be indemnified by the Authority in accordance with the provisions of the Local Authorities (Indemnities for Members and Officers) Order 2004 in respect of any liability arising from his/her signing of such certificates and that the terms and form of such indemnity be finally settled by the LGSS Director of Legal Services;

**Growth
Infrastructure and
Strategic
Planning and the
Cabinet Member
for Resources
and Performance**

**All delegated action undertaken as part of the financial close of the contract on 19th April 2011.
Action discharged**

**16th
November
2010**

7. Minute 270 Cambourne Section 106 Agreement

Authority was given to the Lead Member for Growth, Infrastructure and Strategic Planning in consultation with the Acting Executive Director for Environment Services the authority to make any necessary minor alterations to the Section 106 requirements set out in Appendix 1 of the report.

**Lead Member for
Growth,
Infrastructure and
Strategic
Planning / Acting
Executive
Director: Environ-
ment Services**

The response was provided to South Cambridgeshire District Council (SCDC) with no further changes to the draft presented. Although contributions are agreed, the S106 is yet to be prepared for signing. SCDC are leading this work.

Action discharged.

8. Minute 273 Great Haddon Planning Application – Draft Council Response

Authority was given to the then Lead Member for Growth, Infrastructure and Strategic Planning in consultation with the Acting Executive Director for Environment Services the authority to make changes to the draft consultation response:

- a) as a result of the issues raised by Cabinet members which included strengthening the response in relation to education concerns highlighted in the report and that subject to legal advice seeking that the County Council should additionally object on education grounds on the basis that the proposed education provision in the planning application was insufficient and required further negotiation.

**Lead Member for
Growth,
Infrastructure and
Strategic
Planning / Acting
Executive
Director for
Environment
Services**

- b) Amending the archaeological response regarding recognition of the French war grave and sensitivities regarding the use of land around it.

Action discharged following a further report presented to Cabinet on 5th April 2011.

9. Minute 274 Cambridgeshire Local Investment Plan (CLIP) - Consultation Draft

That due to issues raised by Cabinet members regarding the options presented, including those detailed in the minutes, and in order to give further consideration to them, the then Cabinet Member for Growth, Infrastructure and Strategic Planning in consultation with the Acting Executive Director for Environment Services was delegated the authority to make changes to the response to the CLIP and amended pro-formas prior to submission to Cambridgeshire Horizons

Cabinet Member for Growth, Infrastructure and Strategic Planning / Acting Executive Director for Environment Services

Action discharged after Cabinet received a follow up report at its meeting on 22nd February and endorsed the final draft for approval by the Cambridgeshire Horizons Board in March 2011.

**14th
December
2010**

10. Minute 286 Investment in the College of West Anglia

Cabinet delegated the agreement of the site acquisition terms (for the Wisbech office facility) and the terms of the £5m grant funding for the new engineering block to the LGSS Director of Finance in consultation with the then Cabinet Member for Resources and Performance. The agreement was to ensure that the Council's long term interest in the office facility was protected and that the £5m grant funding was used for the purpose of the provision of a new engineering block on the Isle Campus, Wisbech. It was also agreed that the provision of a £5m grant contribution to the engineering block should be conditional on the agreement to the use of the COWA site for the new office facility.

LGSS Director of / Cabinet Member for Resources and Performance

As an update it can be reported that final draft heads of terms have been shared with the College and officers are currently awaiting their reply. Agreement is considered to be imminent.

Action ongoing.

11. Minute 289 Future Options for the Park and Ride Service

Cabinet agreed to instruct the Acting Executive Director, Environment Services in consultation with the Cabinet Member for Highways and Access to undertake a full option appraisal in respect of the future arrangements for the provision of Park and Ride bus services and sites for Cambridge.

**Acting Executive Director,
Environment Services / Cabinet Member for
Community Infrastructure**

A Policy Development Group (PDG) Member Task and Finish Group has been working with officers to develop the proposals further. The PDG proposed that the best way forward would be to proceed with a procurement strategy that involved issuing a Prior Information Notice to gauge interest from potential bidders. This has been issued and two industry days have been set in July for companies interested in discussing the issue further with the County Council officers (including the procurement team). Following the industry days those companies wishing to take it forward will be invited to submit proposals for future business models. The Council will decide on the best model proposed then issue a formal invitation to tender. It is anticipated that Cabinet will be requested to approve the way ahead and invitation to tender in September (6th).

Action ongoing.

12. Minute 291. Budget 2011

It was agreed that as the Government grant announcement had been delayed at the time of the report, that following its expected imminent publication, the Leader of the Council with support from the Cabinet Member for Resources and Performance and the LGSS Director of Finance would make any appropriate representations to Government.

**Leader of the Council / Cabinet Member for
Resources and Performance and
the LGSS Director of Finance**

No formal letter was sent as the advised grant was as expected and previous representations still stood. No further action required.

13. Minute 294. Consultation by East Cambridgeshire District Council Consultation on Draft Planning Supplementary Planning Document on Planning categories

It was agreed to delegate to the Cabinet member for Growth and Infrastructure and Strategic Planning in consultation with the Acting Executive Director, Environment Services to make any minor textual changes as appropriate prior to submission.

Cabinet member for Growth and Infrastructure and Strategic Planning / Acting Executive

There were no further amendments needed. This was sent week commencing 20th December with the closing date being 20th December.

**Director,
Environment
Services**

Action discharged.

14. Minute 295. Consultation from Communities and Local Government (CLG) on New Homes Bonus

It was agreed to delegate to the Cabinet member for Growth and Infrastructure and Strategic Planning in consultation with the Acting Executive Director, Environment Services to make changes as appropriate prior to submission taking into account the discussion at the Cabinet meeting with the key points highlighted in the minutes, any minor textual changes as appropriate prior to submission.

**Cabinet member
for Growth and
Infrastructure and
Strategic
Planning / Acting
Executive
Director,
Environment
Services**

Action discharged with response sent on 22nd December 2010.

**22nd
February
2011**

15. Minute 317. Third Cambridgeshire Local Transport Plan

It was agreed that prior to submission to the Council meeting in March to delegate to the Cabinet member for Growth, Infrastructure and Strategic Planning in consultation with the Acting Executive Director for Environment Services, the authority to make textual changes to the document prior to submission including:

- taking account of a written question and answer discussed at the Council meeting in respect of rail infrastructure,
- to strengthen the wording in respect of ambitions relating to the economy,
- making reference to Tax Increment Finance (TIF) where appropriate,
- flagging up issues in relation to achieving the County Council's agreed priorities,
- highlighting progress already made,
- making reference to the importance of improving transport infrastructure outside of the county and its role in helping to facilitating travel through the county.

**Cabinet member
for Growth,
Infrastructure and
Strategic
Planning / Acting
Executive
Director for
Environment
Services,**

Action discharged with revised report being presented to the 29th March Council meeting for approval.

16. Minute 323. County Farms Estate: Wind Farm Development

It was agreed to grant leasehold interests in Cambridgeshire County Council land in four parishes for the development of windfarms on terms to be agreed by the Portfolio Holder for Resources and Performance and the Local Government Shared Services Director of Finance

**Portfolio Holder
for Resources
and Performance
/ Local
Government
Shared Services
Director of
Finance**

Action currently on hold. No exclusivity agreements or leases have been completed.

17. Minute 326. Section 75 Partner Agreements

It was agreed to delegate authority to the Cabinet member for Adult Social Care, Health and Well being in consultation with the Executive Director: Community and Adult Services to approve and sign off the section 75 agreements.

**Cabinet member
for Adult Social
Care, Health and
Well being /
Executive
Director:
Community and
Adult Services**

At the time of preparing the report the Documents were due to be signed and action discharged.

18. Minute 331. Littleport Master Plan Draft for consultation

In agreeing the draft response set out authority was given to the then Lead Member for Growth, Infrastructure and Strategic Planning in consultation with the Acting Executive Director for Environment Services to amend the response for submission to East Cambridgeshire District Council in order to meet the extended deadline provided.

**Lead Member for
Growth,
Infrastructure and
Strategic
Planning /Acting
Executive
Director for
Environment
Services**

The response was sent on 7th March 2011. Action now discharged.

19. Minute 332. Consultation by East Cambridgeshire District Council regarding a major Planning Application for a District Wide Leisure Centre and Associated Transport Works (land adjacent to ELY, Rugby Club, Downham Road, Ely

Authority was given to the then Lead Member for Growth, Infrastructure and Strategic Planning in consultation with the Acting Executive Director for Environment Services the authority to respond to the consultation on the basis of making appropriate changes to the draft consultation response, adding Cabinet's comments where appropriate.

**Lead Member for
Growth,
Infrastructure and
Strategic
Planning /Acting
Executive
Director for
Environment
Services**

The revised response was sent on 24th February in time to meet the consultation deadline of 2nd March 2011. Action discharged.

**15th March
2011**

20. Minute 346. Consumer Credit Act – Delegation of Enforcement

Cabinet agreed to delegate annually to the Cabinet Member for Economy and the Environment in consultation with the Acting Executive Director: Environment Services the authority to extend the delegation to Birmingham City Council annually from March 2012.

Action ongoing but does not require any further monitoring.

Cabinet Member for Economy and the Environment (Now Enterprise) / Acting Executive Director:

Environment Services

21. Minute 348. Building Schools for the Future Fenland Phase 2

Authority was given to the Cabinet Member for Learning and the Executive Director CYPS to continue negotiations to seek an early solution to securing a site for the Fenland Junction Pupil Referral Unit.

Cabinet Member for Learning / Executive Director CYPS

Action ongoing. An update report is due to come forward to the July Cabinet meeting.

22. Minute 351. Civil Parking Enforcement (CPE)

As part of the recommendations agreed Cabinet authorised the responsibility for agreeing a service level agreement with East Cambridgeshire District Council for Off-Street Parking enforcement to the Executive Director for Environment Services in consultation with the portfolio holder for Customer Services.

Executive Director for Environment Services / portfolio holder for Community Infrastructure

A draft agreement is currently being prepared with an expectation that it would be signed by both authorities in the winter, ahead of CPE starting in April 2012.

Action ongoing.

**5th April
2011**

23. Minute 363. Green Infrastructure Strategy Consultation

It was agreed to delegate responsibility to the Cabinet Member for the Economy and Environment in consultation with the Acting Executive Director: Environment Services to amend the response for Submission to Cambridgeshire Horizons.

Cabinet Member for the Economy and Environment / Acting Executive Director : Environment Services

The Green Infrastructure response was sent on 7th April. No amendments were made to the points in the report although a list of detailed comments was also attached. Action now discharged.

24. Minute 365. Sustainable Transport Fund

It was agreed to delegate to the then Cabinet Member for Growth, Infrastructure and Strategic Planning in consultation with the Acting Executive Director for Environment Services to make minor amendments to the response for submission to the Department for Transport and in respect of undertaking the completion and signing off of the application form for the Sustainable Transport Fund .

**Cabinet
Member for
Growth,
Infrastructure and
Strategic
Planning / Acting
Executive
Director for
Environment
Services**

The submission was sent in to meet the deadline of 18th April. Action discharged

25. Minute 366. Great Haddon Land Planning Application –Council Response

- a) Authority was given to the Lead Member for Growth, Infrastructure and Strategic Planning in consultation with the Acting Executive Director for Environment Services the authority to make changes to the draft consultation response prior to submission including making reference to the possibility of flooding should an inadequate drainage system be provided for this development.
- b) Requesting the Acting Executive Director Environment Services should arrange a meeting as soon as possible with Peterborough City

**Lead Member for
Growth and
Planning / Acting
Executive
Director for
Environment
Services**

Council involving the Cabinet member for Growth, Infrastructure and Strategic Planning, a local member and senior officers with request for similar representation from the City Council in order to discuss the issues of concern..

Update The response is part of a separate report on the current 24th May Cabinet agenda with further amendments in light of new information being provided from the developer - this incorporates the additional comment agreed by Cabinet in April.

Meeting arrangements are in hand.

26. Minute 372. Cambridgeshire Public Sector Network (CPSN) Framework Contract Award

In agreeing a number of recommendations Cabinet authorised

- a) Confirming that CPSN contract documents be entered into, in line with Contract and Financial details as set out in Appendix One to the confidential report, on completion of final due diligence checks to the satisfaction of the Corporate Director: Customer Services and Transformation in consultation with the Cabinet Member for Customer Services and Transformation.
- b) Approve the reallocation of any surplus in the CPSN capital budget, as described in Section 2.4 of the confidential report to address the currently unfunded IT Resilience risks faced by the County Council, subject to final approval by the Corporate Director: Customer Services and Transformation in consultation with the Cabinet Member for Customer Services and Transformation.

Corporate Director: Customer Services and Transformation / Cabinet Member for Resources and Performance.

Update

The Alcatel/formal standstill period of the procurement process finished without challenge from any of the unsuccessful bidders and debriefs were held on 4th and 5th May with all three bidders involved at the final stage of the procurement.

Officers are making positive progress to resolve a small number of clarifications with Virgin Media Business and are currently on track to sign the Framework Agreement at the end of May/start of June. Completion of this will allow the value of the surplus to be confirmed and reallocated to IT Resilience as per the Cabinet decision. Revised financial due diligence checks have taken place and support the award of the Framework Agreement and these will be presented to the Corporate Director: Customer Services and Transformation with the outcome of the clarifications for approval. The call down Contract and order for Cambridgeshire County Council will be placed under the Framework Agreement, with all indications at present suggesting there will be sufficient time to meet our migration deadline of 8th April 2012.

In addition progress has been made to engage additional customers to mitigate the risk to pricing from having a minimum 400 site count. Specifically

Bedfordshire Fire and Rescue Service and the City Council have been involved in some evaluation activity.

Action ongoing

Source Documents	Location
Minutes of the Cabinet meetings held on 26 th February 2008, 10 th June 2008 27 th April, 25 th May, 7 th September, 26 th October, 16 th November, 14 th December 2010 22 nd February, 15 th March and 5 th April 2011	Room 114A Shire Hall Cambridge