

HIGHWAYS AND COMMUNITY INFRASTRUCTURE COMMITTEE



Cambridgeshire
County Council

Date: Tuesday, 01 March 2016

Democratic and Members' Services

Quentin Baker

LGSS Director: Law, Property and Governance

10:00hr

Shire Hall

Castle Hill

Cambridge

CB3 0AP

Kreis Viersen Room

Shire Hall

Cambridge

CB3 0AP

AGENDA

Open to Public and Press

CONSTITUTIONAL MATTERS

1. Apologies and Declarations of Interest

Guidance for Councillors on declaring interests is available at

<http://tinyurl.com/ccc-dec-of-interests>

2. Minutes (2nd February 2016) and Action Log

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3. Petitions

OTHER DECISIONS

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5. Local Highway Improvement (LHI) Schemes 2016-17

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6.	Building Community Resilience (report to follow)	
7.	Greater Cambridge City Deal Executive Board Delegations	51 - 56
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10.	Committee Agenda Plan, Training Plan and Appointments to Outside Bodies	95 - 102

The Highways and Community Infrastructure Committee comprises the following members:

Councillor Roger Hickford (Chairman) Councillor Peter Reeve (Vice-Chairman) Councillor Barbara Ashwood Councillor Ralph Butcher Councillor Barry Chapman Councillor David Connor Councillor Steve Criswell Councillor Gordon Gillick Councillor Bill Hunt Councillor Zoe Moghadas Councillor Michael Rouse Councillor Jocelynne Scutt and Councillor Amanda Taylor

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

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

Date: Tuesday 2nd February 2016

Time: 10:00am-10.15am

Present: Councillors Ashwood, Butcher, Chapman, Connor, Criswell, Gillick, Hickford (Chairman), Hunt, Moghadas, Reeve (Vice-Chairman), Rouse, Scutt and Taylor

174. DECLARATIONS OF INTEREST

There were no declarations of interest.

175. MINUTES AND ACTION LOG

The minutes of the meeting held on 12th January 2016, as tabled, were confirmed as a correct record and signed by the Chairman.

The Action Log was noted.

176. PETITION

There were no petitions.

177. EASTERN HIGHWAYS FRAMEWORK 2

The Committee received a report on the results of the Eastern Highways Framework 2 procurement exercise to deliver a new highways construction framework on behalf of the Eastern Highways Alliance (EHA), a formal collaboration between eleven Local Highway Authorities in the East of England. The Framework would be used by the County Council to complement the delivery options available through the Council's new Highway Service, for major schemes including City Deal schemes. The total contract value could reach £750M over four years, and it would deliver significant benefits to the EHA partners. The County Council had acted as the lead authority on behalf of the EHA, and LGSS Law and LGSS Procurement had supported the process. The detail of the procurement process in terms of tenders and shortlisting were noted.

Arising from the report, Members:

- asked for the names of the successful companies. Officers explained that for legal reasons they could not provide the detail without going into confidential session, but once approved by legal and procurement, this information would be freely available. The focus of the report under consideration was the processes which had been undertaken in terms of procurement, and the outcome of those processes;

- noted that the other local authorities which formed the EHA partnership were Hertfordshire, Essex, Suffolk, Norfolk, Peterborough, Southend, Central Bedfordshire, Bedford Borough, Thurrock and Luton;
- Councillor Butcher commented that when he had been the Chairman of the Enterprise, Growth & Community Infrastructure Overview & Scrutiny Committee some years earlier, there had been a commitment to involve Members in processes such as this. It was confirmed that there had been no direct Member involvement in this process, which Cambridgeshire had led on behalf of the other authorities in the EHA. However, it was noted that the Committee Chairman and Vice-Chairman were members of the Highways Transformation Board, which advised on these issues. One particular issue raised by Members which had been taken forward was the opportunity for smaller contractors to be involved, which had been really well received. It was confirmed that there had been an encouraging response from smaller contractors from across the region;
- welcomed the thorough process that had been undertaken. In response to questions, Members were advised: (i) that schemes did not have to go through the Framework Contract – there was still the option of either using the existing Highways Contract, or going out to tender; (ii) appropriate Due Diligence had been undertaken on all of the Framework contractors; (iv) if one of the Framework contractors did not perform satisfactorily, that the framework had a mechanism to address; (v) that part of the rationale behind the Framework Contract was to increase competition and knowledge through an iterative process;
- in respect of the potential contractors on both lists who were not prepared to conform to mandatory requirements, it was confirmed that those contractors had been aware before the process started i.e. about the pass/fail question that was in the documentation, officers advised that they would be speaking to all contractors once the process was finalised, to see if there were any issues;
- noted that the Contract was for four years, which was the maximum period allowed for such contracts.

A Member commented that the “up to £1.5M” category still effectively excluded many smaller businesses, and it would be helpful to have a category “up to £500,000”. It was confirmed that this was not part of the transformation process, but producing a list of smaller contractors was something that could be considered.

It was resolved, by a majority, to:

1. approve the award of Lot 1 of the Framework to seven providers;
2. approve the award of Lot 2 of the Framework to six providers.

178. AGENDA PLAN AND APPOINTMENTS TO OUTSIDE BODIES

Members noted the Agenda Plan, with the following update: the item on ‘Streetlighting attachments’ would be reported to the May 2016 meeting.

Minutes-Action Log

Introduction:

This log captures the actions arising from the General Purposes Committee on 12 March 2015 and updates members on the progress on compliance in delivering the necessary actions.

This is the updated action log as at 18th February 2016.

Minutes of 1st September 2015					
Item No.	Item	Action to be taken by	Action	Comments	Completed
132.	Cambridgeshire Highways Annual Report	R Lumley	It was agreed that there would be a report to Spokes on the Customer Satisfaction Survey process.	To be scheduled for a Spokes meeting in the near future.	
Minutes of 12th January 2016					
166.	Transport Delivery Plan 2016/17 to 2018/19	T Blackburne-Maze	To contact Cllr Taylor about resurfacing on Hills Road, Cambridge	Officers arranging meeting with Cllr Taylor to discuss utility issues on Hills Road.	27/01/16 ¹
168.	Greater Cambridgeshire City Deal Executive Board Delegations	G Hughes	Forward the City Deal Executive Board's protocol to Committee Members	Protocol not yet agreed by Executive Board – will be circulated once available.	

ⁱ Andrew Preston met with Cllr Taylor on Wednesday 27th January and walked the affected sections of Hills Road with her. The exact cause of the deterioration is yet to be confirmed, but it looks like it may be a structural failure caused by a lack of appropriate carriageway construction depth, a common issue on many roads in the City.

The Hills Rd segregated cycleway project will be investigating and dealing with these defects as the project progresses down the outbound side of Hills Road, but there is a risk that further sections will fail in future, if it is due to the lack of an adequate structural foundation.

LIBRARY SERVICE TRANSFORMATION – INCOME GENERATION UPDATE

To: **Highways and Community Infrastructure**

Meeting Date: **1st March 2016**

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

Electoral division(s): **All**

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

Purpose: **To provide a concluding report for the Member Review Group considering income generation options for the Library Service.**

Recommendation: **The Committee is recommended to note the report and agree the way forward for further work on income generation in libraries.**

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1. BACKGROUND

- 1.1 An Interim Report for *Library Service Transformation – Income Generation* from the Chair of the Member Review Group, Councillor Barbara Ashwood, was presented to Highways and Community Infrastructure (HCI) Committee on 1st December 2015.
- 1.2 That report identified the setting up of the Member Review Group, as a direct decision of HCI on 26th June 2015, covered the Terms of Reference, membership and governance of the Group and updated Committee Members on the progress to date. See Appendix 2 and source documents.
- 1.3 The Group first met on 17th September 2015. There have been 8 meetings in total, plus a public workshop that was held on Saturday 7th November 2015.

2. PROGRESS UPDATE

- 2.1 Nearly 50 ideas have been generated and prioritised by members of the Group. The 3 key ideas selected for further work are:
 - Sponsorship for libraries county-wide
 - Café @ Central
 - Re-design of the 3rd floor of Central Library
- 2.2 Based on direction from the Group, the library service is now planning a competition for children to design an ideas box where people can submit their ideas for raising income. This competition will be based on a treasure box theme and the winning design will be used to create printed cardboard boxes, at very low cost, to place in all libraries.
- 2.3 Councillor Barbara Ashwood has prepared the concluding report for the work of this Group and this is contained in Appendix 1.

3.0 ALIGNMENT WITH CORPORATE PRIORITIES

3.1 Developing the local economy for the benefit of all

There are potential opportunities, as part of this work, to work with local businesses to mutual benefit, including services and products offered in libraries and sponsorship.

3.2 Helping people live healthy and independent lives

The origins and purpose of public libraries are rooted in helping people to live healthy and independent lives. The more income that can be generated, the more these valued services can be maintained.

3.3 Supporting and protecting vulnerable people

Libraries play an important role in supporting and protecting vulnerable people

who do not have the means or the opportunity to access information and reading matter for themselves, and who need a safe place in the community where they can get help. The more income that can be generated, the more these valued services can be maintained.

4.0 SIGNIFICANT IMPLICATIONS

4.1 Resource Implications

Significant income targets for the service previously predicated on the introduction of the Cambridge Library Enterprise Centre have now been removed from the Council's draft Business Plan. This places pressure on other areas of expenditure, so finding alternative sources of income remains very important.

4.2 Statutory, Risk and Legal Implications

Statutory, risk and legal implications will need to be considered as part of the development of business cases for new proposals to be put forward and these will be identified as the options are further developed.

4.3 Equality and Diversity Implications

Maintaining a library service that is available for all is very important in promoting equality amongst communities across the county.

4.4 Engagement and Consultation Implications

Elected members, staff and members of the public are all involved in the discussions, as set out in paragraphs 2.1 – 2.3. There will be further consultation and engagement on proposals that come forward, as appropriate.

4.5 Public Health Implications

There are no significant implications within this category.

4.6 Localism and Local Member Involvement

This is member led work.

Source Documents	Location
<i>Library Service Transformation income generation.</i> Report and Minutes of HCI Committee 1 st December 2015.	http://www2.cambridgeshire.gov.uk/CommitteeMinutes/Committees/Meeting.aspx?meetingID=1083

Appendix 1

Preface:

The document that follows is the product of a number of meetings of the Member-led Review Group. Although our discussions have led to the recommendations listed, it is for the Library Service to take this forward to develop, improve and implement ideas but to achieve this, they need the backing and support of the Highways and Community Infrastructure Committee to enable and empower them to proceed.

1. BACKGROUND

- 1.1 In May 2015, the Highways and Community Infrastructure Committee decided for a number of reasons not to pursue plans being developed with Kora for an Enterprise Centre at Central Library. However, this left a shortfall in the budget as a result of the potential loss of income from the Centre and it was agreed to set up a Member-led Review Group to investigate other possible means of improving income across the Library Service as a whole.
- 1.2 Nine Members offered to sit on the Group and it was decided to also include members of the Friends/Library Campaign groups as well as staff representatives. The first meeting took place on 17th September and the Group has met regularly since. (See Appendix 2 for Terms of Reference and Appendix 3 for Group membership)
- 1.3 It was felt that there was potential to dramatically increase income in not only Central Library but also service-wide as there are a number of opportunities which are either not being used to full potential or have not been considered. N.B. This is not intended as a criticism of the Library Service, merely an acknowledgement that they are already stretched beyond capacity and lack the time and financial resources to do more.
- 1.4 As has been stated before, although all our thoughts are based on Central Library: this is only because that is where there is the biggest income shortfall and the greatest potential to move swiftly to introduce new or refined chargeable services. The lessons learned from this can become a template for rolling out around the County on a smaller scale.
- 1.5 As a result of the interest generated by the Enterprise Centre plans, Central Library now has a Friends Group and membership is growing. (On 6th February, National Libraries Day, the Friends had a table in the main entrance area and enrolled 34 new members). The Friends are working to not only generate income by holding events but also to support the service as required. It is recognised that the Friends Group may, for example, be able to apply for grants not open to the Council.
- 1.6 Whilst the role of the Group was to identify potential ideas rather than implement them, preliminary steps have been taken in some areas. For selected other initiatives, the Group has

developed strategic frameworks that should facilitate relatively rapid launch when Council constraints are removed e.g. Sponsorship strategy.

2. MAIN POINTS

- 2.1 The service currently employs a Marketing and Communications Manager whose remit is to manage venue hire and fees & charges. It is understood that the new structure will include a post of Partnerships, Projects and Funding Manager. Given the potential for all Libraries to participate on a greater scale, the postholders will be able to take this work forward by developing the ideas and recommendations of the Group. The new post potentially could be a candidate for the Transformation Fund.
- 2.2 To help decide what might be achievable, suggestions for income ideas were sought not only from the Group but also the Friends Group, Library Campaign members and the Library staff. We also held a Workshop at Central on 7th November to enable users to offer their ideas – although only 10 people attended, they were full of very useful suggestions, which helps to stress the need for full public engagement with all proposals.
- 2.3 The ‘brain storming’ sessions generated nearly 50 suggestions which were then prioritised by importance and potential income. This led to us selecting the top 10 ideas for further work as the lifespan of the Group would not allow time to develop all the ideas in depth. (See Appendix 4 for a selection of ideas considered.)
- 2.4 On closer inspection it became clear that the ideas specifically relating to Central Library fell into three distinct areas: The Cafe, the Third floor space and Sponsorship/advertising etc. so we agreed to look into these in more detail to identify a number of recommendations to report back to Committee.

3 The Third floor space

3.1 Background

- 3.1.1 The 3rd floor houses the Learning Centre, Adult Careers Service, the Youth Careers Service and Cafe@TheLibrary, the latter being covered under a separate heading. There is also a desk for Parking Services which deals with residents parking permits etc and is only open for part of the week. It also houses collections of stock: the ‘Arts’, Music Scores and Music CDs as well as computers for customer use, study tables and comfortable seating. There is also a separate, ‘walled’ area currently used by BFI Mediatheque which enables up to 10 people to access the BFI collection on individual PCs using headphones.

- 3.1.2 As part of the planning process for the Enterprise Centre, detailed work was done to explore the possible ways the 3rd floor could be reconfigured to house it. The plans included moving the stock collections to the other two floors and making external services more prominent. It was also planned to remove the Parking Services desk after discussion with the service Manager, who is now keen for this to go ahead from the start of the new fiscal year. The Mediatheque space will 'shortly' become available for an alternative use as the BFI are planning on upgrading their facility so it can be installed on every PC in the building, doing away with the need for a separate space.
- 3.1.3 The space remaining after the above have been achieved offers a great deal of potential as an events space, either for small individual events/activities or for large exhibitions, festivals etc. The close proximity to Cafe@ gives the opportunity to offer catering facilities as part of the hire package. N.B. Restrictions in the lease mean we can only offer space on an 'irregular' basis.
- 3.1.4 Libraries already charge for a number of events and activities and hire space to outside groups, organisations etc. but are hampered by lack of space. Central Library has the potential to offer space for a) more events and, b) larger ones which at present can't be considered. e.g. a Science Fair, Children's' Festival, Writers' Workshops.

3.2 Recommendations

- 3.2.1 We believe that the Learning Centre and Careers Services can remain in their current position as they are easily accessible from both the lifts and the escalator. However, the space used by all three seems under-utilised and consideration should be given to looking at ways to combine/reduce their areas or offer the Careers Services bookable space when required. Given the potential for income, every inch of space counts.
- 3.2.2 The existing public access PCs can remain in situ, given that they are placed along the outside walls. This would remove concerns expressed last year at either the possible loss of computer spaces or their being crammed into the 2nd floor with the resulting loss of privacy and elbow room. (I have observed their use at various times of day and they are always busy.)
- 3.2.3 The stock collections should be rehoused on the 2nd floor as per the original plan for the Enterprise Centre.
- 3.2.4 When Parking Services move out their desk can be removed for use elsewhere which will create additional space.

- 3.2.5 Mediatheque could become chargeable 'quiet study' space, using the 10 work stations currently in place. Alternatively it could be demolished to extend the Conference Room or kept as an additional small meeting room.
- 3.2.6 The Cafe@ space should remain at its current size but as a result of customer feedback, it is felt that there is a need for an extra area of comfortable informal seating and low tables with an adjacent children's 'play park' i.e. safely enclosed. This could be located in the area freed by removal of the Arts collection – there are public toilets along the rear wall which need easy access and would preclude using the space for events.
- 3.2.7 The space created would be available for hire for exhibitions, craft events, markets etc. either in small 'parcels' or the entire area for large scale events with Cafe@ as a major attraction for future hirers. (See appendix 5 for possible activities)
- 3.2.8 The scale of charges for hiring meeting rooms/exhibition space etc. should be revised upwards, with a sliding scale giving preferential rates to local community groups. At present we sell ourselves short, particularly at Central Library where their location could generate a premium charge.
- 3.2.9 There is also the potential to create new meeting rooms or hireable study spaces and, if felt necessary, to enlarge the Conference Room so it could hold much larger gatherings.

4. Cafe@CentralLibrary

4.1 Background

- 4.1.1 The cafe is provided by the County Council's Cambridgeshire Catering Services and has been running since the Library reopened after a major refurbishment in 2009.
- 4.1.2 Set up costs were met from an 'Invest to Transform' loan and profits were used to pay this off until 2012/13. It was expected that 25% of profits plus a 'rental' contribution would be payable to the Council. There is also a management fee set at 8%. To date, NO income has been made from the cafe services which seems curious given that enough existed to clear the loan in the initial period.
- 4.1.3 The cafe operates as a result of a Deed of Variation to the lease and there are strict restrictions on potential tenants, advertising etc. e.g. it cannot advertise in the Grand Arcade, merely on Library premises.
- 4.1.4 Cafe@ is located on the 3rd floor of Central Library, opposite the Conference Room and adjacent to the Cambridgeshire Collection and the small meeting rooms. It offers a selection of light snacks and drinks, hot soup, 'dish of the day' and a small selection of cakes and buns. Pricing 'carries a historical leaning towards subsidised catering for public service users' and is substantially lower than competitors in the vicinity e.g. John Lewis, Costa, Eat, etc.

- 4.1.5 There is a servery and refrigerated cabinet, small tables and chairs and some sofa seating in a clearly delineated area.
- 4.1.6 The cafe is highly valued by library users as demonstrated by numerous comments made during the 2015 consultation on the library strategy. Typical comments included: *"It is a service to the community and much valued"* *"Please keep the cafe whatever you do. It is a great benefit to people"* *"The cafe is very popular and a most welcome change from the national chains that have swamped Cambridge"* *"We need the cafe as it is – suitable for families, singles, and those like me who use a powered wheelchair."*

4.2 The problems

- 4.2.1 No money has been spent on upgrading/improving the cafe since it opened. The lighting has been poor, due mainly to lack of maintenance (the responsibility of Central Library) as a large number of the ceiling lights were out (these have now been fixed). The furnishings look tired and the sofa seating needs replacing. The overall impression is that it is drab and in need of a major update.
- 4.2.2 The lack of profit is obviously a major concern and it is not entirely clear at whose door this can be laid. What is indisputable is that a large part of the problem lies in staffing costs. The cafe's contract expired during the period when the Enterprise centre plans were being finalised. As a result, they have been unable to fill vacancies with permanent staff and have instead been employing agency staff to cover gaps. Staffing costs are £2,500 p.w. as they need a minimum of three staff, including a chef to produce main meals, soup, homemade quiche etc.
- 4.2.3 Cafe@ looks what it is, a facility provided by external suppliers. There is little sense that it is part of the services offered by Central Library and more could be done with branding etc to provide a sense of belonging, rather than as an utilitarian add-on.
- 4.2.4 The low pricing of food is a plus BUT charges could be higher and still give an edge over nearby competition.
- 4.2.5 There is no children's menu; portions are designed for adult appetites.
- 4.2.6 There is no safe area for children to play whilst parents etc. are eating/talking.
- 4.2.7 The cafe is poorly advertised, due in part to the lease restrictions mentioned previously. However, there is a distinct lack of prominent advertising both within the Library itself and on the internet which means that many regular library users and local residents are unaware of its existence and of the good value food that it provides. Whilst appreciating the staff's lack of motivation due to the uncertainty over their future, this should not be regarded as acceptable. The Central Library web pages could give the cafe more prominence and use should be made of the Newsletter to promote the offer.
- 4.2.8 Although the lease strictly limits advertising within the Grand Arcade, there is scope for increasing footfall by intelligent marketing further afield.

- 4.2.9 Opening hours should be more aligned to those of the Library. The cafe originally matched Library opening hours which contributed to the lack of profitability. Rebranding/revamping could make this much more achievable, given the large number of customers using the building after 5 p.m.
- 4.2.10 N.B.** Following a meeting with Library management before Christmas, I understand CCS have recently produced a business proposal to improve the cafe and possibly rebrand it

4.3 Recommendations

- 4.3.1 Refurbishment and redecoration should be considered priority. It has been suggested by the cafe Manager that furniture and servery equipment from the Bailey Rooms could be used short-term to improve the overall appearance; however a permanent solution would need to be found.
- 4.3.2 Staffing costs need to be reduced or managed differently if there is to be even a slight hope of a profit. There is a suggestion from CCS that removing the 'main meal' offers would mean a chef need not be employed but we feel on the basis of feedback from users that freshly cooked hot food is a major plus factor and that a purely 'coffee shop' menu would give us no edge over the competition. The biggest hurdle to overcome is the fact that CCS want a new contract before making any changes whereas Central Library is obviously reluctant to do this whilst there is no guarantee that it will benefit from it. There is scope for restructuring the menu and this should be given serious consideration.
- 4.3.3 A large number of children's activities are regularly held in Central Library. The introduction of a small selection of foodstuffs purely for children would increase use.
- 4.3.4 Constructive dialogue between both parties is key to moving forward and meetings should be held regularly to review progress. We would suggest that CCS are given 3 months to make necessary changes to staffing, menus, proactive advertising etc., followed by a further 3 months to demonstrate an improvement in profit. If this does not happen, Central Library should tender the operation of the cafe, with CCS being invited to participate together with other organisations including local independent and social enterprise providers. The alternative is to retender the service straight away as it may be difficult to recruit permanent staff when we are only guaranteeing 6 months of operation. N.B. It should be noted that if the cafe were subleased, 50% of any rent received would be payable to the Landlord. It is therefore evident that it is in Central Library's best interests to work closely with CCS to ensure they are compliant with any imposed conditions.
- 4.3.5 One of the options considered by the group is that the cafe could be adopted as an in-house operation run by the Library Service (as is the case in some other UK services). This has a range of potential advantages including increasing cafe customer loyalty through stronger identification with the Library, enabling the recruitment of volunteers to help in the cafe which would remove the need to pay a management fee etc. We therefore recommend that scoping work is carried out to explore the feasibility of this option.

- 4.3.6 A 'lounge' area could be created in the space vacated by moving stock to the 2nd floor. This would remove the need for comfortable seating in the main cafe area, freeing space for several more tables/chairs. The lounge area should have low level seating and tables for a more informal meal or snack but still be clearly marked as being linked to the cafe. This area would be enhanced by providing a safe, secure area for children to play (under parental supervision – it is not intended that Library staff would be involved). This would not only provide a welcoming space for families but would also encourage people to stay longer if their child is occupied.
- 4.3.7 A suggestion has been made that lockers (either purchased or leased through a sponsorship arrangement if desirable) could be provided for people either studying or visiting the cafe. Given the problem of theft regularly experienced in the building these would make people feel more comfortable and encourage them to stay longer if not burdened by bags of shopping etc. A bank of lockers could be situated on the wall where the Parking Services desk currently stands. N.B. The security risk this could provide should be investigated before any final decision is made.
- 4.3.8 Advertising should be prominent on all 3 floors, with menus highlighting the day's 'specials'. Although external advertising is severely restricted by the lease, there should be no possibility of any customer being unaware of both the cafe's location and what it has to offer. The cafe should also be promoted to nurseries, secondary schools, sixth form colleges, reading groups, library and other council staff etc and advertised to the public through the usual Council advertising routes.
- 4.3.9 The cafe and the catering facilities should be marketed more vigorously as part of the room hire offer or in conjunction with pop up sales (e.g. in addition to on the day discounts for event participants, those who hire a room or run a pop up event could be given a voucher for the café to be used within a month).
- 4.3.10 Consideration should be given to new catering offers and events. For example, a stronger brunch offer on Sunday mornings would be likely to be popular and could be combined with author events/discussions/debates. The cafe could also provide an 'old fashioned' afternoon tea on Sundays (the cafe currently shuts at 3pm, an hour before the library does, and this seems a missed opportunity.)

5. Sponsorship

5.1 Background

- 5.1.1 Cambridgeshire Libraries already partner with many organisations and individuals to provide a wide range of activities and events. Current sponsorship ranges from Friends groups funding small items of furniture, Parish Councils funding medals and rewards for the Summer Reading Challenge to free books from national sponsors such as Bookstart (under fives) and World Book Night (adults).
- 5.1.2 Valuable though this sponsorship may be, it is relatively small-scale in comparison to what could be offered to customers with sufficient funding.

- 5.1.3 Libraries have traditionally not actively sought private sponsorship from local companies or large organisations, probably a legacy of being a public service funded by residents i.e 'we pay for this through our Council Tax, so why should we pay more'.
- 5.1.4 Sponsorship is increasingly being used by both private and public organisations as a means to enhance their services.
- 5.1.5 It is high time libraries took advantage of what is out there by actively going out to look for it, rather than hoping someone will turn up on the doorstep with fistfuls of money. We need to both explain our financial situation in detail to potential sponsors (rather than being embarrassed at the idea of holding out a begging bowl) and be clear about the benefit/offer from the partnership.
- 5.1.6 Cambridgeshire has a wealth of large companies and organisations which would be the envy of most Local Authorities. Whilst they add to the County's and country's economy, most of their staff are local people using local services and we believe a number of these bodies would be prepared to 'give something back', be it financial or in kind if the right approach is made.
- 5.1.7 CCC is currently developing a sponsorship strategy and for this reason we have held fire on plans for contacting potential sponsors until we know exactly what will be permitted. The CCC Sponsorship Strategy is currently in draft form and should be finalised in the very near future. This is key to the way ahead and it should be stressed that any strategy needs the flexibility to adapt to 'local' circumstances – this can no longer be a 'one size fits all' policy.
- 5.1.8 Pending release of the strategy, the Group has drafted a document tailored to the identification of and strategic engagement with potential sponsors across the County.
- 5.1.9 The sponsorship strategy will also sit within the wider context of the commercialisation and transformation programme. This approach is emerging but is likely to involve the establishing of a corporate resource team that would support service areas, such as the Library Service. As a result of the work done by the Group, the Library Service is better placed than most departments to 'road test' the strategy.

5.2 Recommendations

In order to progress this, we need to take a strategic, planned approach to potential sponsors, carefully targeting who we approach and for what. We are NOT walking around with a begging bowl but hoping to find strategic sponsors who will be glad to support what the Library Service would like to offer because it matches with what their organisation does. We would suggest the following as a way forward:

- 5.2.1 The new post of Partnership, Projects and Funding Manager should develop and implement a sponsorship package in association with the corporate team. Library staff may be brilliant but lack the knowledge and expertise to take this project forward. We need someone who can concentrate all their time on setting policy, making approaches etc. The post holder will then:

- 5.2.2 List all current sponsorship with financial details, duration etc) to avoid duplication and ensure we don't upset current relationships by approaches to a similar sponsor.
- 5.2.3 Identify key strategic partners e.g. PLCs with Cambridgeshire Head offices, commercial organisations with local budgets
- 5.2.4 Identify potential partners for individual libraries, based on proximity, historical connections, alignment with Council values and outcomes, etc.
- 5.2.5 Clearly identify who not to approach, to avoid potential damage to CCC/ Libraries' brand.
- 5.2.6 Use the expertise of the various Friends group across the County to identify local candidates.
- 5.2.7 Consider potential areas of conflict/overlap e.g. physical limitations for branding/display, commercial rivalries.
- 5.2.8 Develop a means of approach by researching potential sponsors. We need to know if they operate community projects that we could tap into, previous charitable giving etc. to ensure we are targeting the right people for the right project.
- 5.2.9 Make use of local business forums e.g. Chamber of Commerce, Rotary.
- 5.2.10 Approach Parish/District Councils to see what they might be prepared to fund rather than lose a service.
- 5.2.11 Develop the 'funding toolkits' e.g. letters of approach, accompanying documents listing what we want, why we have chosen them and how we will use their funding/time etc. for use by the Library Service AND Friends Groups.
- 5.2.12 Make better use of social media by running campaigns round events such as National Libraries Day to raise Libraries profile and solicit sponsorship/donations/income generation ideas.
- 5.2.13 Improve our Website. At present it looks very corporate but in order to attract sponsors, Libraries need the ability to develop their own site(s) and refresh them regularly.

All of the above can only be achieved when the County sponsorship strategy is decided and then adopted. Given that it is a new departure for CCC and that this work has already been done, we would suggest that whoever is charged with taking this forward uses some of our suggestions as a pilot project. However, it should be stressed that if a new post is created in Libraries to deal with sponsorship, the postholder should be the person to decide what projects to pursue and where the approach should be made.

Potential projects

- The Mobile Library Service: the plans to remove this service have been deferred for 1 year in order to explore potential sponsorship. We would expect Parish Councils to make some financial commitment to supporting the service and would therefore need sponsors to cover the shortfall. We could offer potential sponsors the ability to fund one or more of the vehicles in

return for branding via livery, which could provide valuable advertising given that the fleet of 4 vehicles covers the whole County. Approaches could be made to, for example, firms engaged in transport services or vehicle sales and repairs. In addition there is the opportunity to explore what other services could utilise the resource of mobile delivery County-wide.

- IT provision in all libraries: there are a large number of hi-tech companies in the County who would regard our IT, both staff and public, as decrepit to put it mildly. If we are prepared to accept logos/branding on computers, tablets etc. it should be regarded as a small price to pay although there may be constraints on what can be supported by LGSS IT.
- The Library At Home service: this depends entirely on volunteers who give very freely of their time to ensure that housebound customers still have the opportunity to access library services by delivering books etc. whilst at the same time maintaining vital contact with the outside world. The elderly/disabled/rural customers lack the opportunities most of our users have to physically visit the Library and are often isolated to the extent that their library visitor may be the only person they get to talk to. The Library Service has a paid co-ordinator who allots clients to visitors and generally masterminds the whole service. Given our current financial position, we could actively seek sponsorship to fund this post, rather than CCC, so that a much-loved and valued service can continue to grow. A number of organisations operate community projects and although these usually work on staff contributing time to projects, many may be prepared to offer financial support to ensure that this often neglected part of the community continues to feel both included and valued.

Terms of Reference

Service Transformation: Income work stream

Member Reference Group

1. Purpose

The purpose of this group is to consider income generation for the library service in support of the Highways and Community Infrastructure Committee fulfilling its responsibilities in determining the transformation of the service and implementing financial savings to meet business plan savings..

2. Aims and Objectives

The aim of the working group is to review, develop and consider ideas and options for income generation for the Library Service, and to make recommendations to the Highways and Community Infrastructure Committee on commercial aspects of the service.

The objectives of the group are to:

- Identify options for raising additional income
- Challenge assumptions and current practice as necessary
- Ensure that options put forward are robust and have a clear business case
- Ensure that appropriate stakeholder consultation is carried out including with library users and staff
- Report to the Highways and Community Infrastructure Committee clear and viable proposals for income generation in the library service

3. Accountability

The group is accountable to the Highways and Community Infrastructure Committee, which is responsible for decisions relating to Community and Cultural Services, including libraries.

4. Membership

The group will comprise Members nominated by the Committee as it sees fit.

5. Meetings

The group will meet monthly or as otherwise required. The administrative arrangements for the meetings will be undertaken by officers from Community and Cultural Services. It is anticipated that this will be a 'task and finish' group that will make its recommendations to the Committee within 6 months, in order to allow for proposals to be implemented in line with current business planning timescales for the Library Service Transformation (i.e. draft plan finalised by January 2016). Officers from the service will provide professional support to the working group.

Member Reference Group – list of members

County Councillors: Ashwood (Chair), Moghadas (Vice Chair), Cearn, Gillick, Harford, Reeve, Rouse, Scutt and Taylor

Officers: Christine May, Jill Terrell and Ed Strangeways

Library Staff: Kira Davison and Alison Sutton (reserve)

Campaigners/Friends: Yasmin Emerson, Hilary Goy, Dr. Alison Powell and Stephen Swift

Appendix 4

This is a representative sample of ideas generated by the Group:

Member Review Libraries Income Generation Group – Action Planning Ideas – Working Document for Discussion

Priority – 1 being the highest, 5 being the lowest

	Idea	Comment / Considerations	Priority 1 - 5
1	Develop a Fab Lab / Makespace facility with 3D printing and laser cutting technology etc	Exeter Library invested £170k https://www.fablabdevon.org/ Initial visit with http://makespace.org/ (Cambridge) to consider partnership	
2	Develop an Enterprise Hub	In-house provision. Suffolk Hub – newly opened with comparable range of charges to Central meeting rooms http://suffolklibraries.co.uk/hub Verbal update on Northamptonshire Hatchery at Wellingborough will be available at the Group meeting. http://www.talentmatchnorthants.org/wp-content/uploads/2014/12/Hatchery-at-Wellingborough-Library.pdf	
3	Themed parties for children –	Safeguarding, facilities and resource; cleaning, catering. e.g. Poole charges: Up to 12 children: £250 for 12 children, then additional £17.50 per child (30 children max) including food and drink. http://www.poole.gov.uk/leisure-and-culture/libraries/hire-a-space/childrens-parties/	
4	Tender for café provider	A detailed deed of variation with a number of stipulations including sharing rent with the Landlord and a requirement that the Landlord needs to agree the position of the café. Any provider (other than CCC itself) should be a current tenant of the centre, unless none wish to take on the operation of the library café.	
5	Improve income from the café – including	New management working with the library service to seek	

	redesigning the area making it more relaxing and introducing children's toys	improvements	
6	Extend advertising <ul style="list-style-type: none"> - Use back of till and self-service receipts - Rent out wall spaces - Use plasma screens to full effect - Stickers on books advertising rooms for hire - On library cards - Extend 'premier poster' option to all libraries and charge fee for all posters displayed - Use the back of toilet doors 	Mobile libraries successfully advertising public services. Council developing policy for advertising standards and relationships. Query – where income would be positioned? Did consider partnership with Shepreth Zoo at one stage for 'sponsored' library cards / reduced entry to attraction. Also working with City on Cultural Card. Premier poster service very successful (staff initiative).	
7	Extend charges to include <ul style="list-style-type: none"> - Reservation fees - Internet access beyond 2 or 1 hours - 	Equitable access to stock for all. Internet is the main source of information, job applications, digital first for council and government services.	
8	Social media campaign highlighting the cause of libraries		
9	Co-location of libraries with gyms and other providers	Seeking appropriate and willing partners – what would be the financial arrangements? Co-location of public services = community hub agenda.	
10	Develop greater involvement with Literary Festival <ul style="list-style-type: none"> - Literati in the Library - 		
11	Run holiday clubs for children in libraries –	Safeguarding, facilities, staff resource and expertise / partner provider, income potential versus costs? lots of examples including http://east.madscience.org/cambsoctobercienceholidaycamps.aspx Cost to parent: up to £36 per day (10am to 3pm) and £170 per week.	
12	Lend computer games	Other authorities do this – Cambridgeshire trialled it some years ago and there was a high loss rate. Issues of which format,	

		keeping up to date and competition with online streaming / downloads. e.g Enfield http://www.enfield.gov.uk/info/449/children_and_039s_library_services/247/library_services_for_children_and_young_people/2	
13	Donations – increase opportunity and publicise what it is spent on; also ask for donations of books with a theme e.g. ‘buy a book for Christmas – give it to the library for life’	Donations a growing income stream with boxes in all libraries. Online payments due early 2016 to make it easier to donate. Issue of retaining funds for library services rather than Council-wide funds. Cambridgeshire Libraries Friends Group possible? Managing book donations has slight issue of manual processing by staff and / or volunteers but not insurmountable	
14	Sponsorship – particularly targeting corporate responsibility – M&S mentioned – direct approaches to universities and large multi-nationals with local base e.g. ARM, Astra Zeneca	‘Head-hunter’ approach required – voluntary services of significantly skilled personnel to raise funds. Considering ARM as sponsors of code clubs at the moment. Are there contacts in this Group?	
15	Charge Language Schools who use Central Library	How would we target and manage this? Many people use libraries for home-tutoring.	
16	Charge for locker space that library users and visitors to the centre could use for a fee – considered sponsorship on the lockers to cover cost of installation	Lockers already available within the centre (cycle area). Use of valuable floor space; illustrative costs: https://www.csstorage.co.uk/coin-operated-lockers/probe-quarto-coin-locker.html ; cashing up money is manual task for staff; security issues?	
17	‘shell’ company or traded services set up to manage funds for libraries	Investment in resource and time scales to achieve this	
18	‘Cambridge Live’ event partnering with City Council		
19	Charitable status for libraries e.g. Purse School	Needs to be external to CCC	
20	‘Down your street’ and annual archive event – maximising unique resources of the Cambridgeshire Collection; also blue plaque idea to sell	Selling items – need to produce in suitable quantities, assess the market and make a surplus. Suggested that Friends could create blue plaques for sale.	
21	Extend stationery sales, bags and library shop	Previous experience has shown that investment of about £80k may deliver a surplus of c.£6-£8k – requires staff time, audit, display and delivery of items. Small trial of pen sales starting at Central in addition to jute bags and peer spectacles.	

22	Extend relationship with Tourist Information Centre in Cambridge	Financial benefit?	
23	'Give a penny' for every visit	Careful with statutory duty for free access to everyone who wishes to use the service	
24	Appoint a business manager to maximise venue hire and income from facilities	This post existed prior to 2012, was deleted as part of the restructure, fortunately venue hire has continued to rise – occupancy levels are very good at Central.	
25	Appoint an event organiser/education manager to create a cultural focal point outside the university in Cambridge. Suggested this is a self-funded post that creates new events and applies for grants.	This is currently the responsibility of a team of professionals delivering community engagement events and raising income – the Central Library already acts as a major focal point for cultural activities and learning	
26	Increase room hire charges	Fees are benchmarked both nationally and locally and reviewed annually	
27	Increase event charges e.g. author talks and extend sale of books with publishers and book shops – extracting a fee for the library	Equity and accessibility to be considered – staff have heard of voucher schemes where some can be given for free for those on low incomes. Book sales often part of author talks – do need to consider increasing income for library service in this respect	
28	Increase book sale charges	Variable success of this e.g. ex-QP charged at £1.50 in Wisbech and very little sells compared to 20p 'bargain' sales. Could trial at Central?	
29	Change the name of Cambridge Central Library to Cambridgeshire Central Library to reinforce county role and extend fund raising opportunities	Technically, it is called 'Central Library, Cambridge'	
30	Potential for seeking grants	Grants currently account for £117k worth of income – good experience and expertise on which to build	
31	Extend evening classes around Cambridgeshire Collection		
32	Operate a gallery fund raising event – expertise offered from within the Group contacts – artwork displayed and sold	Needs to properly organised and managed to ensure reputation and sufficient income stream	
33	Post Office provision within Central Library	Bar Hill has a Post Office in the building – rent goes to Property services rather than Library Service – this would likely be the	

		case at Central – benefit to Council funds. Also issues of security with Post Offices.	
34	Develop activity sheets for a charge and improve the exploration of the library	This kind of activity has been done for free – good examples of improving the discovery journey at libraries such as Birmingham which includes artefacts and art works.	
35	Encourage Legacy giving	Develop how this would work, holding pot to retain monies for libraries etc	
36	Sell services to schools – including charging for reviews and indications of children's fiction choices; topic boxes etc – such as Norfolk http://www.norfolk.gov.uk/Leisure_and_culture/Libraries/Library_services/Schools/index.htm	Children's team do provide package of advice for school libraries that is charged for; schools library service was assessed within recent years and disbanded. Re-instating would need careful consideration. Possible to maximise income of what is currently offered and extend?	
37	Collaborate with other authorities to make savings	SPINE is currently pursuing and active programme, CCC are also part of Local Government Shared Services	
38	Collaborate further with Districts – in particular the mail delivery service	Library vans deliver to schools, considering delivering Cambs Music to schools as well. Issues of commercial mail services to consider.	
39	Install photo-voltaic roof panels to create income	Council are doing this at March and Huntingdon Libraries (by agreement with landlords) – income will go to Council as a whole rather than library services	
40	Install Kodak kiosks in libraries. http://www.kodak.com/global/en/consumer/kiosk/kioskMain.jhtml?pq-path=2301153	Available space?	
41	Community pay for one library staff session per week	Examples of some staffed hours supported by Parish / Town Councils in Cambridgeshire and elsewhere – also LAPs supported by volunteers	
42	Collect+ or Amazon parcel collection	This was investigated and limits on space in libraries started to prove problematic – also opening hours were not appropriate at some sites	
43	Use volunteers to list valuable donated items on eBay, Abebooks or similar online sales sites	Believe this is done in some library authorities	

44	Collection of unpaid fees and charges	Actively seeking to develop a 'debt recovery' campaign on the back of introducing online payments in 2016 to make it easier for people to pay and encourage their return to use of library services	
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Ideas for chargeable events for Central Library 3rd floor

- Art exhibitions e.g. paintings, pottery, crafts
- Science Fair
- Children's Literary Festival
- Adult Literary Festival
- Writers' Workshop
- Fab Lab/ Makerspace facility with 3d printing, laser cutting technology etc.
- Holiday clubs for children
- Homework clubs
- Family history/'Down Your Street', utilising the resources of the Cambridgeshire Collection and local history groups
- Pop up events e.g. Phoenix Trading, farmers' markets, Repair Cafe (e.g. Transition Cambridge)
- How to self-publish/sale of self-published works
- Host competitions e.g. board games
- Art/writing classes
- Language classes

LOCAL HIGHWAY IMPROVEMENT (LHI) SCHEMES 2016/17

To: **Highways & Community Infrastructure Committee**

Meeting Date: **1st March 2016**

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

Electoral division(s): **All**

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

Purpose: **To inform Committee of the outcome of the prioritisation of LHI applications by the Member Panels in each District area.**

Recommendation: **Committee is recommended to approve the prioritised list of schemes for each District area, included in appendix A of this report.**

<i>Officer contact:</i>	
Name:	Richard Lumley
Post:	Head of Local Infrastructure & Street Management
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1. BACKGROUND

- 2.1 For 2016/17 the approved budgets to facilitate a programme of Local Highway Improvements are as follows:

East Cambridgeshire	£53,087
Fenland	£64,884
Huntingdonshire	£112,073
South Cambridgeshire	£94,376
Cambridge City	£82,580

- 2.2 These budgets were approved as part of the Transport Delivery Plan (TDP) at a previous meeting of the Highways and Community Infrastructure Committee on 12th January 2016.
- 2.3 LHI applications have been invited from community groups, subject to applicants providing at least a 10% contribution towards the cost of the proposed project. Applications are limited to a maximum Council contribution of £10,000.
- 2.4 Where applications involve ongoing operational costs such as the cost of power supplies for measures such as zebra crossings, the applicant is expected to meet these costs, or, for some non-standard highway features or equipment, become responsible for the asset itself.

2. MAIN ISSUES

- 3.1 Member Panels have been set up to assess the priorities for funding for each of the above budgets, with political group leaders appointing members based on current political proportionality, with the exception of the City Panel, which was agreed by the Cambridge Joint Area Committee.
- 3.2 Panel members have been asked to consider and score applications which will determine how the budget should be allocated. The panels adopted a scoring system measuring persistent problems, road safety, community improvement and added value, a new category for this year. They scored each element 0-5 and the average of all panel members was used to rank applications. Panel members were not permitted to score applications in their own division.
- 3.3 Officers have provided a technical appraisal of each application, but the assessment has been a member led process, where applicants are also invited to present their proposal.
- 3.4 The rationale for proposing which applications are delivered is based upon the scoring system and available budget per District area. The scoring criteria is as follows:

Score 0 Fails to deliver any improvement
Score 1 Delivers negligible improvement/ aims of the LHI Initiative
Score 2 Delivers limited improvement/ aims of the LHI Initiative
Score 3 Delivers some improvement/ aims of the LHI Initiative
Score 4 Delivers substantial improvement/ aims of the LHI Initiative

- Score 5 Delivers exceptional improvement/ aims of the LHI Initiative
- 3.5 It is recommended that no application scoring less than 1 should be implemented, as the scoring indicates that the project delivers negligible improvements/ aims of the LHI Initiative.
- 3.6 It is then recommended that projects be approved for delivery working down from the highest score to the lowest, until the budget for the District area is fully allocated.
- 3.7 Actual project costs will be determined as the projects are developed and may result in lower than estimated costs. This process may result in further applications being confirmed later in the year.
- 3.8 Applicants will also be required to agree the final design and cost of their project within 4 months of being awarded funding, otherwise funding may be reallocated to the next prioritised scheme, in order to maximise outcomes from the LHI Initiative each year.

3. ALIGNMENT WITH CORPORATE PRIORITIES

3.1 Developing the local economy for the benefit of all

The LHI schemes are small scale and generally of great importance to local communities. They therefore have the potential to have significant local and sometimes local economic benefit.

3.2 Helping people live healthy and independent lives

There are no significant implications for this priority.

3.3 Supporting and protecting vulnerable people

There are no significant implications within this category.

4. SIGNIFICANT IMPLICATIONS

4.1 Resource Implications

The required resources have been made available to deliver the programme of projects, which will be funded from across the Transport Delivery Plan capital budget.

4.2 Statutory, Risk and Legal Implications

There are no significant implications within this category.

4.3 Equality and Diversity Implications

There are no significant implications within this category.

4.4 Engagement and Consultation Implications

Further engagement and consultation will take place on each project as it is developed, in conjunction with the applicant.

4.5 Localism and Local Member Involvement

The Local Highway Improvement Initiative gives local people a real influence over highway improvements in their community. The Council will work closely with the successful applicants and local community to help deliver the improvements that have been identified. The Local Member will be a key part of this process and will be involved throughout the development and delivery of each scheme.

4.6 Public Health Implications

There are no significant implications within this category.

Source Documents	Location
Prioritised list of LHI schemes by District area for delivery in 2016/17	Appendix A
Individual LHI Panel Member scoresheets	Witchford Highways Depot Stirling Way Witchford Ely Cambridgeshire CB6 3NR

APPENDIX A

Prioritised list of LHI schemes by District area for delivery in 2016/17

Cambridge City LHI Panel Scorecard

Panel Members:

NK Cllr Kavanagh
 AW Cllr Walsh
 IM Cllr Manning
 CS Cllr C Smart
 KB Cllr Blencowe
 AS Cllr A Smith

2016/17 Cambridge City Budget	£82,580
Total Proposed Allocation	£82,580
Remaining Unallocated	£0

App No.	Applicant Name	Road Name/Location	Objective/Issue Description/Location	£ Estimated Project Cost	% Applicant	£ CCC	Proposed CCC funding allocation	£ Cumulative CCC Total	Persistent Problem	Road Safety	Community Impact	Added Value	Overall Average Score
									Av Score	Av Score	Av Score	Av Score	
EC012	Cllr Smart	Wycliffe Road/Brooks Road	Restrict Parking on approach to junction	£1,000	10%	£900	£900	£900	3.50	3.75	3.50	3.75	3.63
WC001	Cllr Cearns	East Road	Improve safety for cyclists and pedestrians	£10,000	10%	£9,000	£1,800	£2,700	3.67	4.00	3.00	3.67	3.58
NC004	Cllr Todd-Jones	Alexwood Rd	Prevent verge parking	£3,000	10%	£2,700	£2,700	£5,400	3.67	2.67	3.67	3.17	3.29
NC005	Cllr Todd-Jones	Perse Way/Carlton Way	Verge Protection measures	£6,000	25%	£4,500	£4,500	£9,900	3.67	2.33	3.33	3.17	3.13
WC003	Cllr Nethsingha	Coe Fen & Lammas Land	Wayfinding across open spaces	£2,750	10%	£2,475	£2,475	£12,375	2.83	2.83	3.17	3.17	3.00
NC002	Cllr Todd-Jones	Alexwood Rd/Carlton Way	Verge Protection measures	£11,000	16%	£9,265	£9,265	£21,640	3.67	2.00	3.17	3.00	2.96
EC007	Cllr Robertson	Mawson Road	Provide additional residents parking bays	£1,500	10%	£1,350	£1,350	£22,990	2.75	2.00	3.50	3.50	2.94
SC004	Barrie Hunt	Queen Ediths Way & Strangeways Road	Parking restrictions at junction for safety	£2,000	9%	£1,820	£1,820	£24,810	3.17	3.00	2.67	2.83	2.92
SC003	Cllr Crawford	Rosemary Lane/Church End	Further traffic calming measures	£5,000	10%	£4,500	£4,500	£29,310	3.50	3.00	2.33	2.67	2.88
EC001	Cllr Kavanagh	Birdwood Rd/St Thomas's Rd	Protect junction for safety reasons	£2,000	10%	£1,800	£1,800	£31,110	3.00	3.00	2.80	2.60	2.85
EC006	Cllr Robertson	New St to St Matthews Gardens and Sleaford St into Ivy Court	Maintain access to Ivy Court and prevent parking on footway	£2,500	10%	£2,250	£2,250	£33,360	2.75	2.25	3.25	2.75	2.75
WC005	Cllr Nethsingha	The Driftway	Lighting of road from Newnham Rd to Car Park	£25,000	60%	£10,000	£10,000	£43,360	2.67	2.33	2.50	2.67	2.54
SC002	Anthony Drake	Hills Rd Slipway	Improve safety for cyclists and pedestrians	£2,250	11%	£2,000	£2,000	£45,360	3.00	2.67	2.33	2.17	2.54
NC011	Anna Pemberton / Boris Bouqueniaux	Bateson Rd/Garden Walk	Improve safety at junction	£11,000	9%	£10,000	£10,000	£55,360	2.50	2.67	2.33	2.67	2.54
NC010	Cllr Austin	Herbert St	Improve safety for cyclists	£1,650	9%	£1,500	£1,500	£56,860	2.67	2.83	2.17	2.17	2.46

EC002	Cllr Kavanagh	Fanshawe Rd	Protect junctions for safety reasons	£5,000	10%	£4,500	£2,500	£59,360	2.80	2.40	2.40	2.20	2.45
WC004	David Scorer	Landsdowne Road	Manage parking	£1,800	10%	£1,620	£1,620	£60,980	2.83	2.17	2.33	2.33	2.42
WC002	Cllr Nethsingha	Garret Hostel Bridge	Improve safety for cyclists and pedestrians	£900	11%	£800	£800	£61,780	2.83	2.17	2.17	2.50	2.42
NC009	Cllr Manning	Mariners Way	Changes to restrictions on parking	£2,000	10%	£1,800	£1,800	£63,580	2.60	2.20	2.20	2.40	2.35
EC005*	Cllr Roberts	Garlic Row/Mercers Row	Encourage HGVs to use Garlic Row.	£2,500	10%	£2,250	£0	£63,580	2.50	2.33	2.33	2.17	2.33
WC006	Cllr Holland	Hoadley Rd, Windsor Rd	Improve pathway between two roads	£12,300	19%	£10,000	£10,000	£73,580	2.33	2.17	2.50	1.83	2.21
EC013	Cllr Kavanagh	Litchfield Rd/Perne Rd	Improve pathway between two roads	£10,000	10%	£9,000	£9,000	£82,580	2.60	1.00	2.40	2.20	2.05
EC003	Cllr Kavanagh	Flamsteed Rd/Rustat Rd	Additional protection at junction for safety	£1,000	10%	£900		£83,480	2.20	2.20	1.80	1.80	2.00
SC001	Cllr Crawford	Chartfield Rd	Improve access on bend	£1,750	10%	£1,575		£85,055	2.00	2.17	2.17	1.67	2.00
NC003	Cllr Todd-Jones	Alexwood Rd/Arbury Court end	Landscape improvements & footway surfacing	£7,000	10%	£6,300		£91,355	2.33	1.00	2.33	2.17	1.96
NC007	Cllr Manning & Resident	Edinburgh Rd & Kinross Rd	Verge Protection & provision	£2,000	10%	£1,800		£93,155	1.80	1.00	1.60	2.00	1.60
TOTAL				£132,900	£28,295	£104,605	£82,580						

ECO05* To be funded from existing approved LHI scheme in this area.

East Cambridgeshire LHI Panel Scorecard

Panel Members:

JP Cllr Palmer
MR Cllr Rouse
BH Cllr Hunt
MS Cllr Shuter

2016/17 East Cambs Budget	£53,087
Total Proposed Allocation	£50,990
Remaining Unallocated	£2,097

App No.	Applicant Name	Road Name/Location	Objective/Issue Description/Location	£ Estimated Project Cost	% Applicant	£ CCC	Proposed CCC funding allocation	£ Cumulative CCC Total	Persistent Problem	Road Safety	Community Impact	Added Value	Overall Average Score
									Av Score	Av Score	Av Score	Av Score	
EC007	Dullingham Parish Council	B1061	Speed limit Reduction	£5,500	10%	£4,950	£4,950	£4,950	4.33	4.33	4.00	3.33	4.00
EC016	Soham Town Council	Pratt Street	Zebra crossing	£20,000	50%	£10,000	£10,000	£14,950	4.33	4.00	3.33	3.67	3.83
EC011	Haddenham Parish Council	Hop Row	Zebra Crossing	£15,000	33%	£10,000	£10,000	£24,950	3.67	4.00	3.67	3.67	3.75
EC017	Stretham Parish Council	A1123, Newmarket Rd	Gates to highlight entry to village	£1,155	10%	£1,040	£1,040	£25,990	4.33	3.33	3.67	3.67	3.75
EC022	Wilburton Parish Council	Carpond Lane	Raised crossing facility	£14,000	29%	£10,000	£10,000	£35,990	3.33	4.00	3.67	3.00	3.50
EC023	Witchford Parish Council	Grunty Fen Rd/Ely Rd	Speed limit reduction	£6,879	27%	£5,000	£5,000	£40,990	2.67	3.00	3.67	4.67	3.50
EC018	Sutton Parish Council	High Street	Zebra crossing	£20,000	50%	£10,000	£10,000	£50,990	3.50	3.75	3.50	3.00	3.44
EC004	Burwell Parish Council	Causeway	Off C/way parking facilities	£17,000	50%	£8,500		£59,490	3.75	2.75	3.75	3.50	3.44
EC012	Kennett Parish Council	Dane Hill Road	Speed reduction/signing	£6,400	50%	£3,200		£62,690	3.67	3.33	3.33	3.00	3.33
EC009	Ely, Cambridge Road Residents	Cambridge Road	Crossing point	£15,000	33%	£10,000		£72,690	3.00	3.33	3.33	3.33	3.25
EC002	Brinkley Parish Council	High Street	Traffic calming/raised pedestrian crossing	£10,000	10%	£9,000		£81,690	3.67	3.00	3.00	2.67	3.08
EC005	Chippenham Parish Council	High Street	Traffic Calming	£5,500	10%	£4,950		£86,640	3.33	2.67	2.67	3.33	3.00
EC020	Westley Waterless Parish Council/Cllr Shuter	London Road, Six Mile Bottom	Speed reduction	£4,000	13%	£3,500		£90,140	4.33	3.67	2.00	2.00	3.00
EC008	Ely, City of Ely Council	Lynn Road	Entry Treatments/VAS	£9,000	21%	£7,100		£97,240	3.00	3.00	3.00	2.33	2.83
EC010	Fordham Parish Council	Isleham Road	Speed reduction buffer zone, priority give way.	£11,000	10%	£9,900		£107,140	3.33	3.00	2.67	2.33	2.83
EC015	Mepal Parish Council	High Street	One-way system	£1,500	10%	£1,350		£108,490	3.25	2.75	2.75	2.25	2.75
EC014	Littleport Parish Council	A1101, Wisbech Road	Speed limit reduction	£6,600	10%	£5,940		£114,430	3.00	2.75	2.50	2.50	2.69
EC003	Burrough Green Parish Council	B1061	Traffic calming/VAS speed watch	£10,928	10%	£9,835		£124,265	3.67	3.00	1.67	2.33	2.67

EC001	Bottisham Parish Council	Tunbridge Lane	Off C/way parking facilities	£10,000	10%	£9,000		£133,265	3.67	1.67	2.67	2.33	2.58
EC021	Wicken Parish Council	A1123, Stretham Road	Speed reduction	£2,000	20%	£1,600		£134,865	3.00	2.33	2.33	2.33	2.50
EC019	Wentworth Parish Council	Church Road	Pinch point/traffic calming	£11,000	10%	£9,900		£144,765	2.67	2.33	2.00	1.00	2.00
EC006	Coveney Parish Council	Main Street/The Green	Speed limit Reduction	£3,500	14%	£3,000		£147,765	2.50	1.75	1.50	1.50	1.81
EC013	Little Downham Parish Council	Main Street, Pymoor	Parking	£11,000	10%	£9,900		£157,665	2.25	1.25	1.75	1.00	1.56
EC024	Woodditton Parish Council	Maypole Lane / Vicarage Lane	Speed limit reduction	£3,000	10%	£2,700		£160,365	1.67	1.33	1.33	1.00	1.33
TOTAL				£219,962	£59,597	£160,365	£50,990						

Fenland LHI Panel Scorecard

Panel Members:

SH Cllr Hoy
DC Cllr Connor
CB Cllr Boden
AL Cllr Lay

2016/17 Fenland Budget	£64,884
Total Proposed Allocation	£64,884
Remaining Unallocated	£0

App No.	Applicant Name	Road Name/Location	Objective/Issue Description/Location	£ Estimated Project Cost	% Applicant	£ CCC	Proposed CCC funding allocation	£ Cumulative CCC Total	Persistent Problem	Road Safety	Community Impact	Added Value	Overall Average Score
									Av Score	Av Score	Av Score	Av Score	
F008	Elm, C of E Primary School	Main Rd Elm	Localised speed reduction outside school.	£10,000	10%	£9,000	£9,000	£9,000	4.67	5.00	4.67	4.67	4.75
F019	Wisbech, Octavia Hill Ward Councillors	Ramnoth Road	Parking issue at side road junctions.	£1,500	10%	£1,350	£1,350	£10,350	4.50	4.50	4.50	5.00	4.63
F015	Whittlesey Town Council	Commons Road	Substandard highway width	£5,657	11%	£5,057	£5,057	£15,407	4.50	4.50	4.50	4.50	4.50
F017	Wimblington Parish Council	Wimblington Rd	Improve termination of cycle lane at Main Rd junction.	£1,000	10%	£900	£900	£16,307	4.50	4.50	4.50	4.50	4.50
F018	Wisbech Town Council	West Parade	Remove rat run	£11,000	10%	£9,900	£9,900	£26,207	4.33	4.00	4.00	4.00	4.08
F020	Wisbech St Mary Parish Council	Pigeons Corner/Back Rd Murrow	Accident reduction measures and reduce traffic on Back Rd Murrow	£11,000	10%	£9,900	£9,900	£36,107	3.75	3.75	3.75	4.00	3.81
F003	Chatteris, The Orchards Residents	The Orchards	Parking restrictions	£3,000	33%	£2,000	£2,000	£38,107	3.33	3.00	3.67	4.00	3.50
F005	Doddington Parish Council	Wimblington Rd/Primrose Hill/Benwick Rd	Traffic calming on approaches to village	£11,000	10%	£9,900	£9,900	£48,007	3.00	3.67	3.67	3.50	3.46
F016	Whittlesey, Cllr Ralph Butcher	Burnt House Road	Lack of footway link	£11,000	10%	£9,900	£9,900	£57,907	3.33	3.33	3.33	3.00	3.25
F009	Gorefield Parish Council	Wolf Lane, Gorefield	Extend 30mph speed limit with speed control measures.	£11,000	10%	£9,900	£6,977	£64,884	2.67	3.00	3.00	2.67	2.83
F013	Newton Parish Council	High Road, Newton	Resurface and widen footway westerly from Brewers Lane	£11,500	13%	£10,000		£74,884	2.33	2.00	2.67	2.67	2.42
F014	Parson Drove Parish Council	Sealeys Lane	Lack of footway, improve safety for pedestrians	£11,000	10%	£9,900		£84,784	2.25	2.25	2.50	1.67	2.17
F007	Elm Parish Council	Main Rd & Maltmas Drove	Improve safety for school children attending the two schools	£6,000	10%	£5,400		£90,184	2.00	1.67	1.67	1.67	1.75
F004	Christchurch Parish Council	Sixteen Foot Junction with Upwell Rd	Reduce risk of vehicles entering watercourse following contact from vehicle exiting Upwell Road	£18,000	44%	£10,000		£100,184	2.00	1.50	2.00	1.00	1.63

F010	Leverington Parish Council	Gorefield Rd & Leverington Common	20mph speed limit in main area of village. Extend 30mph further along Leverington Common	£2,000	10%	£1,800		£101,984	1.00	1.33	1.33	1.00	1.17
F002	Chatteris Town Council	Wenny Rd/East Park St	Parking restrictions	£4,900	10%	£4,400		£106,384	1.00	0.67	1.33	1.33	1.08
F011	Manea Parish Council	Station Rd, Manea	Safe access for cyclists between Manea station and village centre	£10,000	10%	£9,000		£115,384	0.67	0.67	0.67	0.67	0.67
F012	March Town Council	Station Rd, March	Uncontrolled crossing in vicinity of church to be highlighted	£10,000	20%	£8,000		£123,384	0.50	0.75	1.00	0.33	0.65
F001	Benwick Parish Council	whole village	Remove HGV's from route	£6,600	10%	£5,940		£129,324	0.33	0.00	0.00	0.00	0.08
F006	Eastrea Village Hall Trust	A605 near Springfields	Digital real time display at bus stop (<i>not feasible</i>)	£4,180	10%	£3,762		£133,086	0.00	0.00	0.00	0.00	0.00
TOTAL				£160,337	£24,328	£136,009	£64,884						

Huntingdonshire LHI Panel Scorecard

Panel Members:

PB Cllr P Brown
 SC Cllr Criswell
 DG Cllr Giles
 MT Cllr Tew
 PR Cllr Reeve

2016/17 Huntingdonshire Budget £112,073

Total Proposed Allocation £110,758

Remaining Unallocated £1,315

App No.	Applicant Name	Road Name/Location	Objective/Issue Description	£ Estimate d Project Cost	% Applicant	£ CCC	Proposed CCC funding allocation	£ Cumulative CCC Total	Persistent Problem	Road Safety	Community Impact	Added Value	Overall Average Score
									Av Score	Av Score	Av Score	Av Score	
H030	Sawtry Parish	High Street and Fen Lane	Pedestrian Crossing Facility	£30,000	67%	£10,000	£10,000	£10,000	3.00	3.40	3.20	3.80	3.35
H007	Chesterton Parish	Oundle Rd	speed reduction	£5,000	64%	£1,800	£1,800	£11,800	3.20	3.00	2.80	3.60	3.15
H024	Huntingdon Town Council	Princes Street	Pedestrian Safety Improvements	£3,500	29%	£2,500	£2,500	£14,300	2.50	2.75	3.00	3.25	2.88
H017	Great Gransden Parish	Middle Road, Caxton Road, Eltisley Road	Speed reduction	£9,600	21%	£7,600	£7,600	£21,900	2.50	2.50	2.75	2.50	2.56
H029	Ramsey Parish	Oilmills Road (Ramsey Mereside)	Speed reduction	£20,000	50%	£10,000	£10,000	£31,900	3.25	2.25	2.50	2.25	2.56
H031	Somersham Parish	Chatteris Road	Speed reduction	£15,000	33%	£10,000	£10,000	£41,900	1.75	2.25	2.50	2.50	2.25
H009	Easton Parish	Easton Rd	reduce speed of vehicles	£4,700	21%	£3,700	£3,700	£45,600	2.60	2.20	2.20	1.60	2.15
H006	Bury Parish	Owl's End	speed vehicles outside Primary school	£10,400	13%	£9,000	£9,000	£54,600	2.25	2.00	2.25	2.00	2.13
H023	Houghton and Wyton Parish	Village Accesses	Speed reduction	£12,500	20%	£10,000	£10,000	£64,600	2.40	1.60	2.40	2.00	2.10
H027	Old Hurst Parish	The Lane	Speed reduction	2,750	13%	£2,406	£2,406	£67,006	2.33	1.33	2.00	2.00	1.92
H018	Great Paxton Parish	B1043 Huntingdon Road	Speed reduction	£5,400	12%	£4,752	£4,752	£71,758	2.00	2.75	2.00	0.75	1.88
H026	Little Paxton Parish	Mill Lane	Pedestrian Crossing Facility	£12,500	20%	£10,000	£10,000	£81,758	2.80	2.40	1.80	0.40	1.85
H034	St Neots Town Council	Eaton Socon - Kings Road	Verge protection and additional parking	£12,000	17%	£10,000	£10,000	£91,758	2.50	1.25	2.00	1.00	1.69
H005	Buckden Parish	Buckden & Stirtloe	20mph limits	£10,000	10%	£9,000	£9,000	£100,758	0.75	1.75	2.25	1.75	1.63
H008	Colne Parish	Tidley Cross Junction B1050	Reduce speed of vehicles	£14,000	29%	£10,000	£10,000	£110,758	1.33	2.00	1.33	1.67	1.58
H004	Brampton Parish	Huntingdon Road	Enable access across Huntingdon Rd from right of way	£7,500	13%	£6,500		£117,258	1.20	2.00	1.40	1.60	1.55
H010	Ellington Parish	Thrapston/Grafham Rd	Speed reduction	£6,000	21%	£4,750		£122,008	1.80	1.40	1.80	1.00	1.50
H028	Pidley-cum-Fenton Parish	Warboys Road	Speed reduction	£10,500	10%	£9,450		£131,458	2.00	2.00	1.75	0.25	1.50

H019	Great Staughton Parish	B661	Speed reduction	£3,000	10%	£2,700		£134,158	1.80	1.00	1.80	1.20	1.45
H025	Kimbolton Parish	Station Road	Pedestian footway Improvements	£6,000	10%	£5,400		£139,558	1.50	1.00	1.75	1.25	1.38
H001	Abbotsley Parish	B1046	Speed reduction	£7,700	9%	£7,000		£146,558	1.40	1.40	1.20	1.40	1.35
H002	Alconbury Parish	Chapel Street	Missing section of footway	£5,000	15%	£4,250		£150,808	1.25	1.25	1.75	0.75	1.25
H041	Yelling Parish	High Street	Speed reduction	£15,000	33%	£10,000		£160,808	1.60	1.00	0.40	1.20	1.05
H013	Fenstanton Parish	Dairy Road	Discourage lorry parking	£3,000	20%	£2,400		£163,208	1.20	0.60	1.40	0.80	1.00
H034a	St Neots Town Council	Eynesbury - Barford Road	Roundabout Improvements	£10,000	20%	£8,000		£171,208	1.25	1.00	1.00	0.50	0.94
H011	Elton Parish	Back Lane and Duck St	Crossing and parking/verge issues	£9,750	9%	£8,864		£180,072	1.40	0.80	1.00	0.40	0.90
H012	Farcet Parish	Manor Close, Main Street and St Mary's Street	Parking restrictions	£4,000	10%	£3,600		£183,672	1.40	0.80	1.00	0.40	0.90
H035	St Neots - Loves Farm	Stone Hill	Parking Restrictions	£9,000	10%	£8,100		£191,772	0.60	0.80	0.80	1.40	0.90
H014	Folksworth & Washinley Parish	Folksworth Road and Washingley Road	Slow traffic/lorries	£10,000	10%	£9,000		£200,772	1.20	0.80	0.60	0.20	0.70
H003	Bluntisham Parish	Colne Rd	Highlight existing zebra	£4,500	11%	£4,000		£204,772	0.25	1.25	0.50	0.75	0.69
H039	Warboys Parish	A141 New Road	Pedestrian Safety Improvements	£11,000	9%	£10,000		£214,772	0.67	0.67	1.00	0.33	0.67
H033	St Ives Town Council	Marley Road and Hill Rise	Speed reduction	£5,000	10%	£4,500		£219,272	1.00	0.60	0.80	0.20	0.65
H015	Godmanchester Parish	Area	Assess/survey town	£10,000	50%	£5,000		£224,272	0.80	1.00	0.40	0.40	0.65
H016	Grafham Parish	Church Road	Speed reduction	£5,000	10%	£4,500		£228,772	0.60	0.80	0.80	0.40	0.65
H037	Tilbrook Parish	High Street	Speed reduction	£5,500	9%	£5,000		£233,772	0.50	0.75	0.75	0.25	0.56
H021	Hemingford Grey Parish	London Road	Speed reduction and pedestrian safety	£15,000	33%	£10,000		£243,772	0.25	0.50	0.25	1.00	0.50
H022	Holywell-cum-Needingworth Parish	Townsed Road and Bluntisham Road	Parking restrictions and speed reduction	£11,000	9%	£10,000		£253,772	0.60	0.60	0.40	0.40	0.50
H040	Woodwalton Parish	Bridge Street and Raveley Road	Speed reduction and pedestrian safety	£4,400	23%	£3,400		£257,172	0.33	0.33	0.67	0.67	0.50
H020	Hail Weston Parish	B645	Speed reduction	£5,180	10%	£4,662		£261,834	0.50	0.75	0.25	0.25	0.44
H038	Upwood and the Raveleys Parish	Huntingdon Road and Raveley Road	Speed reduction	£3,300	9%	£3,000		£264,834	0.50	0.50	0.50	0.25	0.44
H032	Spaldwick Parish	Thrapston Road	Pedestrian Facility	£11,000	9%	£10,000		£274,834	0.60	0.60	0.20	0.20	0.40
H036	Stow Longa Parish	Spaldwick Road	Improve village aesthetics and safety	£8,500	10%	£7,650		£282,484	0.50	0.25	0.25	0.25	0.31
TOTAL				£373,180	£90,696	£282,484	£110,758						

South Cambridgeshire LHI Panel Scorecard

Panel Members:

SF Cllr Frost
 RH Cllr Hickford
 DJ Cllr Jenkins
 SB Cllr Kindersley
 TO Cllr Orgee
 MS Cllr M Smith

2016/17 South Cambs Budget	£94,376
Total Proposed Allocation	£91,865
Remaining Unallocated	£2,511

App No.	Applicant Name	Road Name/Location	Objective/Issue Description/Location	£ Estimated Project Cost	% Applicant	£ CCC	Proposed CCC funding allocation	£ Cumulative CCC Total	Persistent Problem	Road Safety	Community Impact	Added Value	Overall Average Score
									Av Score	Av Score	Av Score	Av Score	
SC007	Comberton Parish Council	Barton Rd	Safe crossing point	£25,000	60%	£10,000	£10,000	£10,000	4.20	4.00	4.00	4.40	4.15
SC009	Croxton Parish Council	Abbotsley Rd	Speed reduction	£6,000	20%	£4,800	£2,000	£12,000	3.80	3.80	4.00	4.20	3.95
SC001	Bartlow Parish Council	Camps Rd	Speed limit reduction	£14,000	29%	£10,000	£4,500	£16,500	3.80	3.60	3.80	3.80	3.75
SC004	Bourn Parish Council	Church St / Riddy Lane	Speed limit reduction	£4,000	25%	£3,000	£3,000	£19,500	3.50	3.83	3.67	3.83	3.71
SC024	Hinxton Parish Council	A1301 & A505	HGV routing	£1,350	10%	£1,215	£1,215	£20,715	3.80	4.00	3.20	3.60	3.65
SC020	Haslingfield Parish Council	Various locations through village	Traffic calming	£46,900	79%	£10,000	£5,000	£25,715	3.80	3.40	3.60	3.60	3.60
SC026	Horseheath Parish Council	West Wickham Road	Facilitate verge parking for undertaker as unsafe on road.	£10,000	50%	£5,000	£5,000	£30,715	4.00	3.50	3.00	3.75	3.56
SC005	Carlton cum Willingham Parish Council	Main Road through Hamlet	Speed reduction	£1,500	10%	£1,350	£1,350	£32,065	3.80	3.60	3.20	3.40	3.50
SC018	Great Shelford Parish Council	Woollards Lane	Safe crossing point for pedestrians	£25,000	60%	£10,000	£10,000	£42,065	3.40	3.20	3.40	3.40	3.35
SC022	Hauxton and Little Shelford Parish Council	High St, Hauxton/ Hauxton Rd, Little Shelford	Speed reduction between villages	£3,000	10%	£2,700	£2,700	£44,765	3.40	3.20	3.00	3.00	3.15
SC002	Barton Parish Council	New Rd/ B1046	Uncontrolled crossing point towards school	£14,950	33%	£9,950	£5,000	£49,765	3.40	3.00	3.20	2.80	3.10
SC012	Eltisley Parish Council	Caxton End	Safe access for pedestrians at school times.	£11,000	10%	£9,900	£2,700	£52,465	3.20	2.80	3.00	3.20	3.05
SC040	Shudy Camps Parish Council	Nosterfield End	Speed reduction	£8,000	13%	£7,000	£7,000	£59,465	3.20	3.00	3.00	3.00	3.05
SC044	Toft Parish Council	B1046	Speed reduction	£3,000	53%	£1,400	£1,400	£60,865	2.80	2.80	3.00	3.60	3.05
SC029	Linton Parish Council	Four entry points to village	Highlight speed limits	£10,000	10%	£9,000	£9,000	£69,865	3.20	2.80	3.20	2.80	3.00
SC037	Pampisford Parish Council	Brewery Rd	Safer crossing for pedestrians	£5,000	10%	£4,500	£4,500	£74,365	3.00	3.20	3.00	2.80	3.00
SC038	Rampton Parish Council	Church End	Traffic calming	£5,000	50%	£2,500	£2,500	£76,865	3.00	2.50	2.75	3.50	2.94

SC045	Waterbeach Parish Council	Denny End Rd/Clayhither Rd /Car Dyke Rd	Speed reduction	£5,000	10%	£4,500	£4,500	£81,365	3.17	2.83	2.83	2.83	2.92
SC033	Longstowe Parish Council	N/A	Speedwatch equipment	£1,700	12%	£1,500	£1,500	£82,865	3.00	3.00	3.00	2.60	2.90
SC028	Kingston Parish Council	Tinkers Lane/Church End	Reduce traffic speeds	£10,000	10%	£9,000	£9,000	£91,865	3.20	2.60	2.80	2.80	2.85
SC011	Elsworth, Parents of Elsworth School	Broad End	Pedestrian safety	£6,000	10%	£5,400		£97,265	3.00	2.80	2.60	2.80	2.80
SC046	Weston Colville Parish Council	Weston Green & Weston Colville	Speed reduction	£8,000	10%	£7,200		£104,465	3.00	2.80	2.40	2.40	2.65
SC003	Bassingbourn-cum-Kneesworth Parish Council	Causeway & Chestnut Lane	Speed limit reduction	£7,000	29%	£5,000		£109,465	3.00	2.67	2.33	2.33	2.58
SC021	Hatley Parish Council	Various locations in Hatley	Traffic calming	£4,000	20%	£3,200		£112,665	3.20	2.40	2.20	2.40	2.55
SC019	Great Wilbraham Parish Council	Church St	Safety for pedestrians and adjacent house	£6,200	40%	£3,700		£116,365	2.80	2.80	2.40	1.80	2.45
SC025	Histon and Impington Parish Council	Station Road	Junction safety	£12,000	17%	£10,000		£126,365	2.60	2.20	2.40	2.40	2.40
SC031	Little Abington Parish Council	Bourn Bridge Rd	Speed reduction	£7,100	28%	£5,100		£131,465	2.20	2.40	1.80	2.40	2.20
SC017	Fulbourn Parish Council	Cambridge Rd	Safe crossing point for pedestrians	£20,000	50%	£10,000		£141,465	2.00	2.00	2.00	2.50	2.13
SC036	Oakington and Westwick Parish Council	Westwick	Traffic calming	£8,250	10%	£7,425		£148,890	2.80	2.00	1.80	1.60	2.05
SC014	Fen Ditton Parish Council	High Ditch Rd	Manage parking for safety	£1,200	42%	£700		£149,590	2.17	1.83	1.83	1.83	1.92
SC034	Madingley Parish Council	All entry roads to village	40mph buffers & road markings	£7,000	25%	£5,250		£154,840	2.00	1.80	1.80	1.60	1.80
SC015	Fen Drayton Parish Council	Through village	Prevent HGV through route	3,850	10%	£3,465		£158,305	2.00	1.60	1.80	1.60	1.75
SC030	Litlington Parish Council	Junction Bassingbourn Rd and South St		£10,000	10%	£9,000		£167,305	2.00	1.67	1.67	1.50	1.71
SC016	Fowlmere Parish Council	Various locations	Speed enforcement	£4,500	15%	£3,825		£171,130	1.67	1.50	1.50	1.50	1.54
SC032	Longstanton Parish Council	High St	Safe crossing point for peds along High St somewhere?	£20,000	50%	£10,000		£181,130	1.67	1.50	1.50	1.50	1.54
SC008	Coton Parish Council	Coton Path	Lighting to encourage use	£5,500	10%	£4,950		£186,080	1.33	1.33	1.67	1.67	1.50
SC039	Shepreth Parish Council	Barrington Rd	Traffic calming	£4,000	10%	£3,600		£189,680	1.50	1.33	1.33	1.33	1.38
SC042	Steeple Morden Parish Council	Church St & Cheyney St	Speed reduction	£5,500	10%	£4,950		£194,630	1.50	1.33	1.33	1.33	1.38
SC027	Ickleton Parish Council	Various locations	Speed enforcement	£4,000	25%	£3,000		£197,630	1.33	1.17	1.17	1.17	1.21
SC043	Swavesey Parish Council	Boxworth End	Pedestrian access to bus stop	£10,500	14%	£9,000		£206,630	1.40	1.00	1.00	1.00	1.10
SC041	Stapleford Parish Council	Church Street	Pedestrian & cycle safety	£10,000	10%	£9,000		£215,630	1.50	0.75	0.75	1.25	1.06
SC010	Elsworth Parish Council	Smith St & Brockley Rd	Further speed reduction measures	£13,000	23%	£10,000		£225,630	1.20	0.80	0.80	0.40	0.80
SC006	Caxton Parish Council	Ermine St	Congestion of pedestrians at bus stop	£2,100	10%	£1,890		£227,520	0.83	0.83	0.67	0.67	0.75

SC047	Whittlesford Parish Council	Duxford Rd	Speed reduction	£6,000	17%	£5,000		£232,520	0.67	0.67	0.67	0.67	0.67
SC013	Eversdens Parish Council	Harlton Rd Little Eversden	Condition of footway	£9,932	10%	£8,939		£241,459	0.00	0.00	0.00	0.00	0.00
SC023	Hildersham Parish Council	A1307	Community safety	£1,000	10%	£900		£242,359	0.00	0.00	0.00	0.00	0.00
SC035	Meldreth Parish Council	Fenny Lane/ Whitecroft Rd/ Kneesworth Rd/ Whaddon Rd	Improve conspicuity of junction	£13,000	23%	£10,000		£252,359	0.00	0.00	0.00	0.00	0.00
TOTAL				£420,032	£142,223	£277,809	£91,865						

GREATER CAMBRIDGE CITY DEAL EXECUTIVE BOARD DELEGATIONS

To: Highways and Community Infrastructure Committee

Meeting Date: 1st March 2016

From: Quentin Baker, LGSS Director of Law and Governance

Electoral division(s): Abbey; Arbury; Bar Hill; Bassingbourn; Bourn; Castle; Cherry Hinton; Coleridge; Cottenham, Histon and Impington; Duxford; East Chesterton; Fulbourn; Gamlingay; Hardwick; King's Hedges; Linton; Market; Melbourn; Newnham; Papworth and Swavesey; Petersfield; Queen Edith's; Romsey; Sawston; Trumpington; Waterbeach; West Chesterton; Willingham.

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

Purpose: To consider proposals to clarify the delegation of powers to the Greater Cambridge City Deal Executive Board and to recommend that Council makes the appropriate changes to its Constitution to reflect this.

Recommendation: The Committee is recommended to endorse and propose to Council that the responsibility for making decisions regarding Traffic Regulation Orders for City Deal infrastructure schemes is confirmed as being delegated to the Greater Cambridge City Deal Executive Board;

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1. BACKGROUND

1.1 Full Council on 16 December 2014 approved the formation of the Greater Cambridge City Deal Joint Assembly and Executive Board, and agreed to delegate certain functions to the Executive Board as the decision-making body for the Greater Cambridge City Deal.

1.2 The Executive Board Terms of Reference include the following wording in paragraph 4.3, which sets out the scope of the delegated responsibilities:

“The three Councils agree to delegate exercise of their functions to the Executive Board to the extent necessary to enable the Board to pursue and achieve the objectives of the Greater Cambridge City Deal and to undertake any actions necessary, incidental or ancillary to achieving those objectives, and, accordingly, the three Councils shall make the necessary changes to their respective schemes of delegation. The Executive Board may further delegate to officers of the three Councils.”

2. MAIN ISSUES

2.1 In order to ensure the smooth functioning of the Greater Cambridge City Deal governance arrangements, and particularly the delivery of the infrastructure investment programme on a very tight timescale, it is considered necessary to clarify the delegations that are considered to have been made.

2.2 The wording under paragraph 1.2, drawn from the Executive Board Terms of Reference, makes clear that the Executive Board is empowered to undertake any actions necessary, incidental or ancillary to achieving the objectives of the City Deal. Officers have considered the functions that could be considered to be covered by this wording, and have made recommendations in each case to provide clarification. These functions are:

- Traffic Regulation Orders (TROs)
- Compulsory Purchase Orders (CPOs)
- Side Roads Orders (SROs)
- Transport and Works Act Orders (TWAOs)
- Grant of Planning Consent

2.3 Constitution and Ethics Committee on 17th November considered recommendations to provide clarity in respect of each of the above. The Committee considered that the Highways and Community Infrastructure and Economy and Environment Committees should have the opportunity to consider and comment upon the delegated powers, prior to consideration by full council.

2.4 Highways and Community Infrastructure Committee are responsible for considering Traffic Regulation Orders.

Definition of City Deal infrastructure schemes

2.5 In order to delineate the boundaries of the City Deal Board delegated authority it is necessary to define what is considered to constitute a ‘City Deal

infrastructure scheme'. This definition will then be used to determine which body holds the responsibility for making the decision concerned. The following definition is proposed :

“A City Deal infrastructure scheme is one arising from the Greater Cambridge City Deal which has all of the following characteristics:-

- i. Has been and remains designated by the Greater Cambridge City Deal Executive Board as a City Deal infrastructure scheme.*
- ii. Is, or has been funded in whole or in part by funds received by the County Council under the auspices of the Greater Cambridge City Deal or allocated to the Greater Cambridge City Deal Executive Board by participating Authorities.”*

Traffic Regulation Orders

- 2.6 TROs, established under the Road Traffic Regulation Act 1984, are legal instruments that are used to regulate, restrict or prohibit the use of roads or parts of roads by vehicles or pedestrians. Examples would be prohibition of turns, parking restrictions, and bus lanes. There is a statutory requirement to undertake a public consultation where a TRO is needed, with the outcome of that consultation being considered when the decision is made on whether or not to make a TRO.
- 2.7 Generally speaking any major transport infrastructure scheme that includes the public highway will require at least one TRO. This is expected to be the case for most, if not all, of the schemes delivered through the City Deal.
- 2.8 Outside of the City Deal arrangements, decisions relating to TROs in Cambridgeshire will continue to be made by either the Cambridge Joint Area Committee or the Council's Highways & Community Infrastructure Committee. These Committees decide upon objections to TROs following public consultations.
- 2.9 The delegations made to the Executive Board are considered to include the power to make decisions regarding TROs when they relate to City Deal infrastructure schemes, including considering the outcomes of public consultations. However, to ensure that the processes around the delivery of the City Deal infrastructure programme are clear, it is recommended that the County Council confirms explicitly that this delegation has been made.
- 2.10 The responsibility for ensuring that the process of preparing and consulting on the proposals, drafting the orders and considering representations also passes to the Board. County officers will be carrying out this work for City Deal schemes as they do for County Council schemes, and will continue to engage with local communities and local members of the three partner authorities, as they do now.
- 2.11 The City Deal Assembly acts as a consultative forum and makes recommendations to the City Deal Board. It is also planned to set up Local Liaison Forum for each project, or a group of projects in a corridor, to engage with local members and other representative groups.

3. ALIGNMENT WITH CORPORATE PRIORITIES

3.1 Developing the local economy for the benefit of all

There are no significant implications for this priority.

3.2 Helping people live healthy and independent lives

There are no significant implications for this priority.

3.3 Supporting and protecting vulnerable people

There are no significant implications for this priority.

4. SIGNIFICANT IMPLICATIONS

4.1 Resource Implications

There are no significant implications within this category.

4.2 Statutory, Risk and Legal Implications

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

- The recommendations made in this report would require some changes to the Council's Scheme of Delegations to clarify and confirm those delegations that are already considered to have been made but are not considered to be sufficiently clear.
- Leaving the responsibilities that are recommended to be confirmed as within the remit of the Greater Cambridge City Deal Executive Board with their 'business as usual' owners risks introducing conflict at several stages between the Executive Board and other bodies, which would substantially harm the delivery of the City Deal programme and reduce the likelihood of securing future City Deal funding (of which up to £400 million is potentially available).
- This would also cause substantial reputational harm, as the business community would see Greater Cambridge as a less attractive place to invest.

4.3 Equality and Diversity Implications

There are no significant implications within this category.

4.4 Engagement and Consultation Implications

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

- Legal advice and the recommendations made in this report have been subject to discussion among the three partner Councils in the Greater Cambridge City Deal (the County Council, Cambridge City Council and South Cambridgeshire District Council).

4.5 Localism and Local Member Involvement

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

- The recommendations made in this report would strengthen the ability of the Greater Cambridge City Deal Executive Board to deliver its ambitious infrastructure programme.
- This would empower this body that is acting more locally across Cambridge City and South Cambridgeshire, and would ensure that most decisions affecting the infrastructure programme are being made and controlled within that area, rather than by the wider County.

4.6 Public Health Implications

There are no significant implications within this category.

Source Documents	Location
Constitution & Ethics Committee – Greater Cambridge City Deal: Establishment of Joint Committee (11 November 2014)	http://www2.cambridgeshire.gov.uk/CommitteeMinutes/Committees/AgendaItem.aspx?agendaItemID=10582

**REVIEW OF HIGHWAYS AND COMMUNITY INFRASTRUCTURE
PERFORMANCE INDICATORS FOR 2016/17 FINANCE AND
PERFORMANCE REPORTS**

To: **Highways and Community Infrastructure Committee**

Meeting Date: **1st March 2016**

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

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

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

Purpose: **To review Highways and Community Infrastructure
key performance indicators to be included in the
Economy, Transport and Environment Finance and
Performance Report for 2016/17**

Recommendation: **Committee is asked comment on and to approve the
proposed Highways and Community Infrastructure
key performance indicators for the 2016/17 Finance
and Performance Report as set out in Appendix A**

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

- 1.1 Key performance indicators for the 2016/17 Strategic Framework were approved by Highways & Community Infrastructure (H & CI) Committee on 12th January 2016:
<http://www2.cambridgeshire.gov.uk/CommitteeMinutes/Committees/AgendaItem.aspx?agendaItemID=12600>
- 1.2 These “high level” H & CI Indicators are a subset of those in the Economy, Transport & Environment Finance and Performance (ETE F & P) report. We are now reviewing the remaining, “lower level”, H & CI indicators in the ETE F & P report.
- 1.3 This review of H & CI indicators is taking place in parallel with a review of other ETE performance indicators owned by the Economy & Environment Committee.
- 1.4 As a result of adopting the Operating Model, the Council is shifting towards an outcome-based approach, which has implications for how performance is monitored.
- 1.5 The Operating Model outcomes are:
 - Older people live well independently
 - People with disabilities live well independently
 - Places that work with children help them to reach their full potential
 - The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents
 - People lead a healthy lifestyle and stay healthy for longer
 - People live in a safe environment
 - People at risk of harm are kept safe
- 1.6 In addition to the outcomes, there are enablers. Enablers are core policies that run across all that the Council does. This includes looking to be more commercial in our thinking to finding new digital solutions to help deliver services or savings.
- 1.7 The Operating Model enablers are:
 - Community Resilience
 - Digital Solutions
 - Workforce / Members
 - Commercialism / Assets
 - Customer Contact

2. KEY POINTS

- 2.1 The current set of H & CI indicators in the ETE F & P report has been reviewed to ensure that each indicator links to at least one of the Operating Model outcomes or enablers or has significant financial implications for the Council.

- 2.2 It is proposed that the following indicators are removed from the ETE F & P report for 2016/17:

Number of problem rogue traders brought back into compliance

This indicator has already been removed from the Strategic Framework. It is no longer a good indicator for in-year monitoring, and it is an indicator that has really run its course – it is less meaningful now due to focus shifting to the more difficult longer-term cases.

Number of unique visits to library web pages

This indicator does not link clearly to an Operating Model outcome and is more of an output than an outcome indicator.

Book issues per head of population – narrowing the gap between the most deprived areas (top 10%) and others

This indicator has already been removed from the Strategic Framework and is more of an output than an outcome indicator

Latest figures show that the gap has increased slightly from 31.9% to 32.9%. This was a new indicator for 2015/16, and despite efforts to raise literacy standards in deprived communities it would seem that book issues are not a helpful indicator to measure this. For example, the library's Read Easy scheme works with very low or no ability 'readers' and measures personal progress using a 'Life Impact Wheel' that is completed before and after participation in the scheme. There is a wide range of work with schools in deprived areas and community book festivals aimed at children. The service is investigating a more helpful means of measuring this in 2016/17, which is likely to include Adult participation in the Read Easy scheme and children's participation in deprived areas in Read It Again and book festivals.

- 2.3 At this stage, there are no specific proposals for any new H & CI indicators.
- 2.4 The proposed set of 2016/17 H & CI performance indicators for the ETE F & P report is attached as Appendix A. Links to Operating Model outcomes and enablers are also shown. The current review relates only to those indicators not in the Strategic Framework, although, for completeness, all indicators are included in Appendix A.

3. FUTURE WORK/DIRECTION

- 3.1 Following approval of the set of indicators by H & CI Committee, proposed 2016/17 targets for these indicators will be developed for consideration by H & CI Committee in May.

4. ALIGNMENT WITH CORPORATE PRIORITIES

4.1 Developing the local economy for the benefit of all

A number of the proposed indicators align with the health of the local economy (e.g. road condition).

4.2 Helping people live healthy and independent lives

A number of the proposed indicators align with this priority (e.g. library loans).

4.3 Supporting and protecting vulnerable people

A number of the proposed indicators align with this priority (e.g. road accident casualties).

5. SIGNIFICANT IMPLICATIONS

5.1 Resource Implications

There are no significant implications within this category.

5.2 Statutory, Risk and Legal Implications

There are no significant implications within this category.

5.3 Equality and Diversity Implications

Two of the indicators in the full set - measuring classified road condition and participation in sport and active recreation - are specifically aimed at narrowing the gap between Fenland and other areas of the county.

A number of indicators in the full set link to the following Operating Model outcomes:

- The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents
- People lead a healthy lifestyle and stay healthy for longer
- People live in a safe environment

5.4 Engagement and Consultation Implications

There are no significant implications within this category.

5.5 Localism and Local Member Involvement

There are no significant implications within this category.

5.6 Public Health Implications

A number of the proposed indicators align with improving public health, including road casualties.

Source Documents	Location
Economy, Transport and Environment Finance and Performance Reports	http://www.cambridgeshire.gov.uk/info/20043/finance_and_budget/147/finance_and_performance_reports
Business Plan 2015 to 2016	http://www.cambridgeshire.gov.uk/info/20043/finance_and_budget/90/business_plan_2015_to_2016

Appendix A

Proposed Highways & Community Infrastructure performance indicators for 2016/17 Finance & Performance report

Frequency	Measure	What is good?	Dir'n of travel ↑=good	Latest Data		2016/17 Target	Strategic Framework indicator	Other F&P indicator	Operating Model Enablers	
				Period	Actual					
Archives										
Quarterly	Increase digital access to archive documents by adding new entries to online catalogue	High	↑	To 31-Dec-15	405,338	TBC		✓	Exploiting digital solutions and making the best use of data and insight	

Frequency	Measure	What is good?	Dir'n of travel ↑=good	Latest Data		2016/17 Target	Strategic Framework indicator	Other F&P indicator	Operating Model Outcomes	
				Period	Actual				Primary	Secondary
Communities										
Yearly	Proportion of Fenland and East Cambs residents who participate in sport or active recreation three (or more) times per week. Derived from the Active People Survey	High	↑	2014/15	Fenland = 18.4% East Cambs = 25.7% Cambs = 24.3%	TBC	✓		People lead a healthy lifestyle and stay healthy for longer	The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents
Library Services										
Quarterly	Number of visitors to libraries/community hubs - year-to-date	High	↓	To 31-Dec-2015	1,793,499	TBC	✓		People lead a healthy lifestyle and stay healthy for longer	The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents

Frequency	Measure	What is good?	Dir'n of travel ↑=good	Latest Data		2016/17 Target	Strategic Framework indicator	Other F&P indicator	Operating Model Outcomes	
				Period	Actual				Primary	Secondary
	Number of item loans (including eBook loans) – year-to-date	High	↔	To 31-Dec-2015	2,156,029	Contextual		✓	This indicator does not link clearly to a single Operating Model outcome but makes a key contribution across many of the outcomes as well as the enablers.	
Road and Footway maintenance										
Yearly	Principal roads where maintenance should be considered	Low	↔	2015/16	2%	TBC	✓		The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents	People live in a safe environment
	Classified road condition - narrowing the gap between Fenland and other areas of the County	Low	↑	2015/16	2.88% gap	TBC	✓		The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents	People live in a safe environment
	Non-principal roads where maintenance should be considered	Low	↔	2015/16	6%	TBC	✓		The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents	People live in a safe environment
	Unclassified roads where structural maintenance should be considered	Low	↓	2015/16	33%	Contextual		✓	The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents	People live in a safe environment

Frequency	Measure	What is good?	Dir'n of travel ↑=good	Latest Data		2016/17 Target	Strategic Framework indicator	Other F&P indicator	Operating Model Outcomes	
				Period	Actual				Primary	Secondary
Road Safety										
Monthly	Killed or seriously injured (KSI) casualties - 12-month rolling total	Low	↑	To 30-Nov-2015	275	TBC	✓		People live in a safe environment	The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents
	Slight casualties - 12-month rolling total	Low	↑	To 30-Nov-2015	1,627	Contextual		✓	People live in a safe environment	The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents
Rogue Traders										
Quarterly	Money saved for Cambridgeshire consumers as a result of our intervention in rogue trading incidents. (Annual average)	High	↔	To 31-Dec-2015	£100,412	Contextual		✓	People live in a safe environment	The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents
Streetlighting										
Monthly	Percentage of streetlights working	High	↑	To 31-Dec-2015	99.5%	TBC	✓		People live in a safe environment	The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents

Frequency	Measure	What is good?	Dir'n of travel ↑=good	Latest Data		2016/17 Target	Strategic Framework indicator	Other F&P indicator	Operating Model Outcomes	
				Period	Actual				Primary	Secondary
Monthly	Energy use by street lights – 12-month rolling total	Low	↑	To 30-Nov-2015	15.18 Million Kwh	TBC		✓	The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents	
Monthly	Performance against street light replacement programme	High	↑	At 31-Dec-2015	87.7%	TBC		✓	The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents	People live in a safe environment
Waste Management										
Monthly	Municipal waste landfilled – 12-month rolling average	Low	↓	To 30-Nov-2015	31.2%	Contextual		✓	Although this indicator does not link directly to an Operating Model outcome, it has a large financial impact on the Council	

FINANCE AND PERFORMANCE REPORT – JANUARY 2016

To: **Highways and Community Infrastructure Committee**

Meeting Date: **1st March 2016**

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

Electoral division(s): **All**

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

Purpose: **To present to Highways and Community Infrastructure (H&CI) Committee the January 2016 Finance and Performance report for Economy, Transport and Environment (ETE).**

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

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

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1. BACKGROUND

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

2. MAIN ISSUES

- 2.1 The report attached as Appendix A is the ETE Finance and Performance report for January 2016.
- 2.2 At the end of January, ETE is forecasting an underspend on revenue of £1.226m.
- 2.3 In relation to the budgets under the stewardship of this Committee, an underspend of £742K is forecast for year-end. The main variances are:-
 - +£114K Street-lighting, where the part night lighting originally planned to commence in April has been delayed;
 - +£144K Waste Disposal including PFI, as a result of more waste being landfilled than anticipated and income from third parties being less than expected.
 - +£139K Network Management, where a number of areas are forecast to overspend, including grass cutting, This is being offset by underspends in "LISM other", particularly as a result of vacancies.
 - +£121K Traffic Manager
 - -£579K Winter Maintenance due to the mild winter to date and an assumption that the mild weather will continue.
 - -£263K LISM Other where expenditure is being held back to offset the forecast overspend in Network Management.
 - -£104K Communities & Business arising mainly from vacancies within the service.
 - -£194K Registrars, due to changing the timing of collecting ceremony fees creating a one-off benefit.
- 2.4 At the end of January, ETE is forecasting year-end slippage on Capital of £37.1m. Much of this is due to programme adjustments because of changed circumstances (a specific example being the Ely Bypass) and a large proportion of the schemes which have slipped are funded externally (not through Prudential Borrowing).
- 2.5 In relation to the budgets under the stewardship of this Committee, there are six main areas of variance:
 - Delivering the Transport Strategy Aims, specifically cycling schemes, which will roll into next financial year (-£1.722m).

- Operating the Network; 2 bridge strengthening schemes have been delayed until next year to offset the increased costs relating to Brasley Bridge in Granchester (-£0.590m).
- £90m Highways Maintenance Schemes – increased costs due to Brasley Bridge (+£0.561m)
- Waste Infrastructure. Required funding to be reviewed as part of Business Planning (-£0.336m).
- Archives Centre / Ely Hub – the scheme is to be completed over 2 years with increased slippage (-£1.223m)
- Community & Cultural Services. The forecast variance is due to delays in the strategy on Community Hubs (-£1.226m).

2.6 H&CI Committee has fourteen performance indicators reported to it in 2015-16. Of these fourteen, three are currently red, three are amber, and eight green. The three indicators that are currently red are:

- Book issues per head of population – narrowing the gap
- Classified road condition – gap between Fenland and the other areas of the County.
- the number of problem rogue traders brought back in compliance.

2.7 At year-end, the current forecast is that two of the indicators will be red, five will be amber and seven green.

3. ALIGNMENT WITH CORPORATE PRIORITIES

3.1 Developing the local economy for the benefit of all

There are no significant implications for this priority.

3.2 Helping people live healthy and independent lives

There are no significant implications for this priority.

3.3 Supporting and protecting vulnerable people

There are no significant implications for this priority.

4. SIGNIFICANT IMPLICATIONS

4.1 Resource Implications

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

4.2 Statutory, Risk and Legal Implications

There are no significant implications within this category.

4.3 Equality and Diversity Implications

There are no significant implications within this category.

4.4 Engagement and Consultation Implications

There are no significant implications within this category.

4.5 Localism and Local Member Involvement

There are no significant implications within this category.

4.6 Public Health Implications

There are no significant implications within this category.

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

**Economy, Transport and Environment – Finance and Performance Report –
January 2016 for Highways & Community Infrastructure Committee**

1. SUMMARY

1.1 Finance

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

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

Monthly Indicators	Red	Amber	Green	Total
Current status this month	3	3	8	14
Current status last month	3	3	7	13
Year-end prediction (for 2015/16)	2	5	7	14

Notes

2014/15 data is still being reported for some indicators due to time lags in data collection.

A number of new indicators have been added for 2015/16. One of these has recently had new data available for the first time, so totals for this month are higher than last month.

2. INCOME AND EXPENDITURE

2.1 Overall Position

Forecast Variance - Outturn (Previous Month) £000	Directorate	Current Budget for 2015/16 £000	Current Variance £000	Current Variance %	Forecast Variance - Outturn (January) £000	Forecast Variance - Outturn (January) %
-1	Executive Director	730	-15	-1	-4	-1
-256	Infrastructure Management & Operations	59,774	-4,261	-10	-307	-1
-164	Strategy & Development	14,734	+43	0	-479	-3
0	External Grants	-11,120	-117	2	0	0
-422	Total Service Funded Items	64,118	-4,351	-9	-791	-1
0	Winter Maintenance				-579	-30
+144	Waste Private Finance Initiative (PFI)				+144	0
-278	Total	64,118	-4,351	-9	-1,226	-2

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

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

2.2 Significant Issues

There are no new significant issues to report this month.

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

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

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

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

There were no virements over the De minimis reporting limit recorded in January 2016.

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

3. BALANCE SHEET

3.1 Reserves

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

3.2 Capital Expenditure and Funding

Expenditure

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

New Community Hub – Cambourne – Work is underway to plan for this work however it is unlikely to occur in this financial year.

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

Cambridge Central Library - £300k capital investment was originally allocated for work relating to the Enterprise Centre. Although that option is no longer being taken forward, other options are being considered, however any expenditure will not take place this financial year.

Funding

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

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

4. PERFORMANCE

4.1 Introduction

This report provides performance information for the suite of key Highways & Community Infrastructure (H&CI) indicators for 2015/16.

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

4.2 Red Indicators (new information)

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

a) Highways & Community Infrastructure

Libraries

- Book issues per head of population - narrowing the gap between the most deprived areas (top 10%) and others – year-to-date (to December 2015)
Latest figures show that the gap has increased slightly from 31.9% to 32.9%. This is a new target for this year, and despite efforts to raise literacy standards in deprived communities it would seem that book issues are not a helpful indicator to measure this. The service is investigating a more helpful means of measuring this in 2016/17.

Road and Footway maintenance

- Classified road condition - narrowing the gap between Fenland and other areas of the County (2015/16)
There was a gap of 2.9% between Fenland and other areas of the County during 2015/16. The gap has narrowed slightly from the 2014/15 level of 3%, but it is above (worse than) the target of 2%.

Fenland areas have soils which are susceptible to cyclic shrinkage and swelling. This is exacerbated in periods of unusually high or low rainfall and this movement can aggravate cracking and subsidence along roads in affected areas. Additional funding is being directed towards addressing this problem.

Targets are based on the Highways Infrastructure Asset Management Plan (HIAMP) highway condition model outputs based on current and forecast funding levels.

4.3 Amber indicators (new information)

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

a) Highways & Community Infrastructure

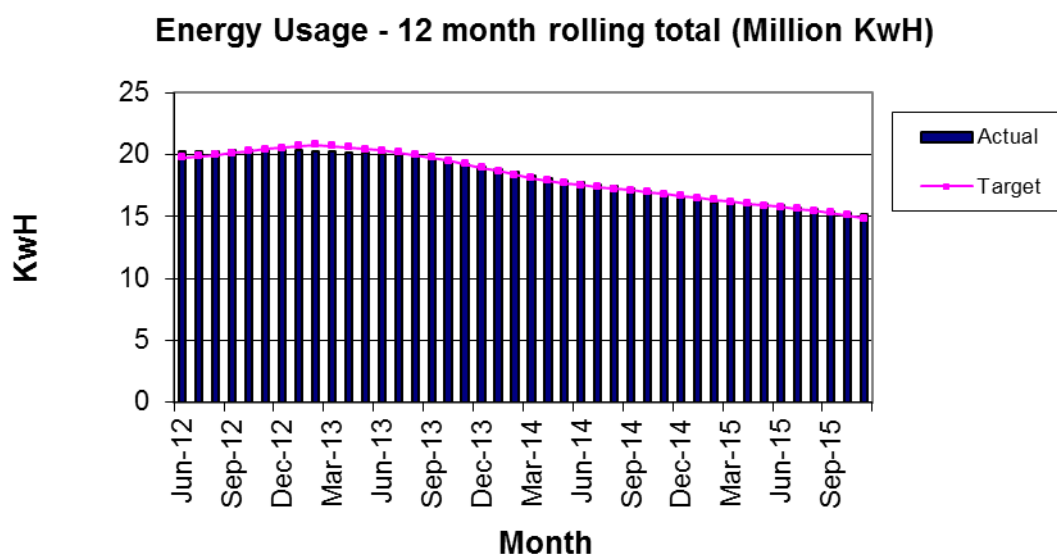
Libraries

- Number of visitors to libraries/community hubs - year-to-date (to December 2015)
Our end-of-year target for 2015/16 is 2.57 million visits. Figures to the end of December show that there were 1,793,499 physical visits to libraries/community hubs which is just below target. National Libraries Day and other initiatives in the last quarter may help get this target back on track.
- Number of unique visits to library web pages - year-to-date (to December 2015)
Our end-of-year target for this indicator is 650,000 unique visits.

Provisional figures to the end of December show that there were 512,082 unique visits to library web pages which is above the challenging target. This includes e-Book and e-Audio visits.

Street Lighting

- Energy use by street lights – 12-month rolling total (to November 2015)
Actual energy use to November is 15.18 Kwh, within 2% of the energy target (for the same month) and with the difference expected to close as we move towards the end of the replacement programme.



4.4 Green Indicators (new information)

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

a) Highways & Community Infrastructure

Archives

- Increase digital access to archive documents by adding new entries to online catalogue (to December 2015)
The figure to the end of December is 405,338, a rise of over 2,000 since September.

The 2015/16 target of 395,000 was set in December 2014 before the 2014/15 outturn was known and that outturn was higher than predicted. Therefore the 2015/16 target has already been achieved.

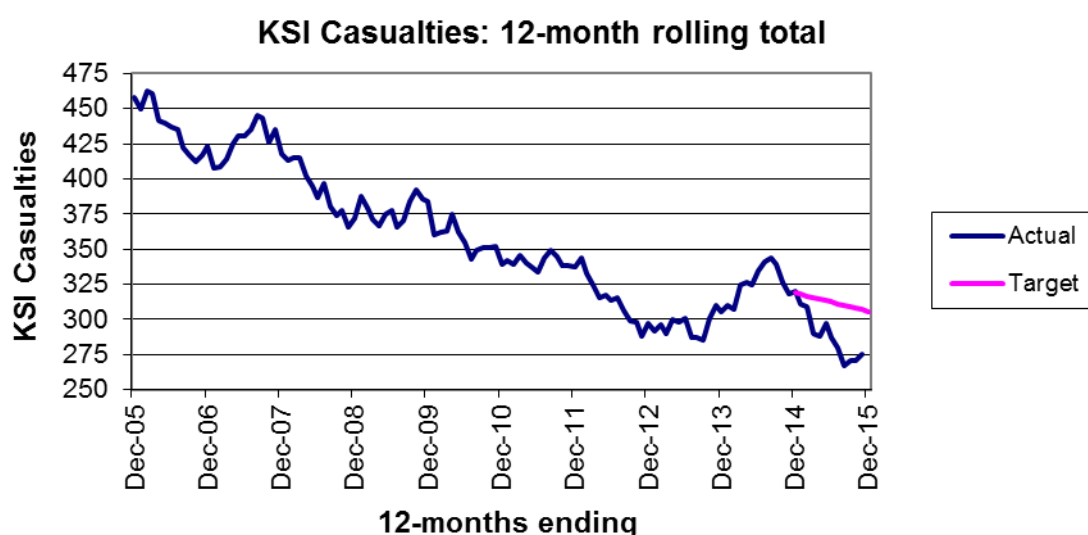
Libraries

- Number of item loans (including eBook loans) – year-to-date (to December 2015)
Our end-of-year target for this indicator is 2.85 million item loans. There were 2,156,029 item loans to the end of December, which is just above target and at about the same level for the same period last year.

The number of eBook issues to the end of December was 61,951 which is 53% up on the same period the previous year.

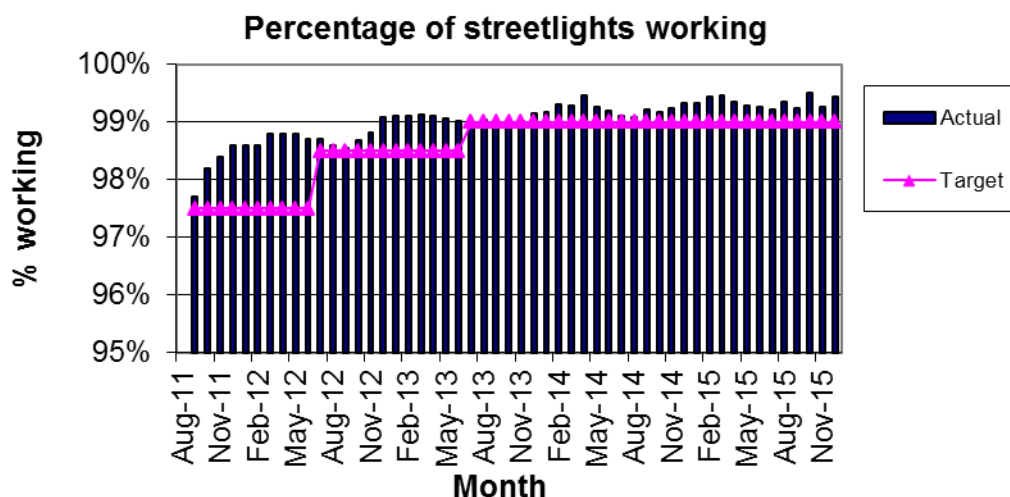
Road Safety

- Road accident deaths and serious injuries - 12-month rolling total (to November 2015)
The provisional total number of killed or seriously injured (KSI) casualties during the 12 months ending November 2015 is 275, compared with a 2015 year-end target of no more than 306. This decrease is encouraging and means that the end-of-year target is expected to be achieved.

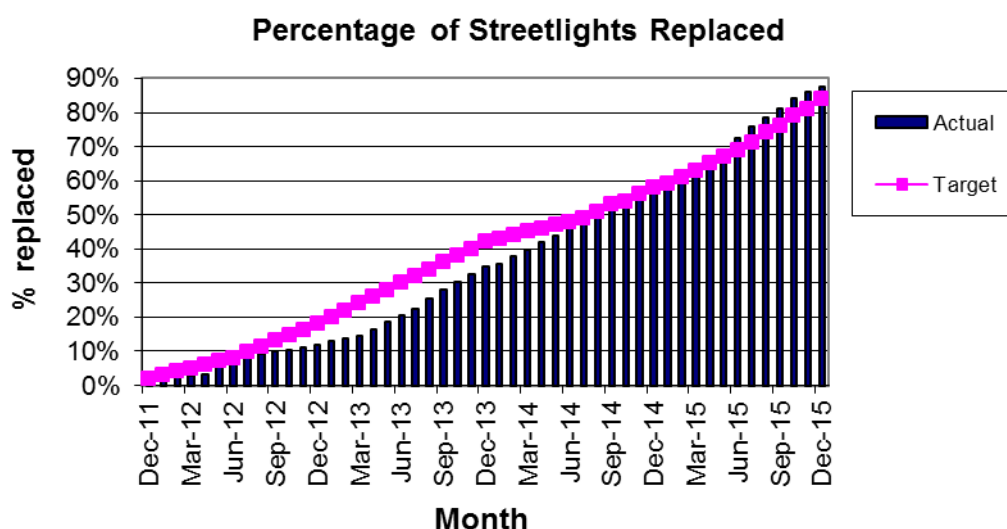


Street Lighting

- Streetlights working (as measured by new performance contract) (to December 2015)
The 4-month average (the formal contract definition of the performance indicator) is 99.5% this month, and remains above the 99% target.



- Performance against street light replacement programme (at December 2015)
87.7% of the programme has been completed, representing 48,376 street lights. The year-end target of 92% is expected to be achieved.



4.5 Contextual indicators (new information)

a) Highways & Community Infrastructure

Road and Footway maintenance

- Unclassified roads where structural maintenance should be considered (2015/16)
The survey undertaken in 2015/16 covered 20% of the available network and targeted roads where condition was known to be deteriorating in order to identify those roads where maintenance may best be directed. However, this has had the effect of making the indicator for unclassified roads appear to worsen from 27% to 33%. In reality, the condition of unclassified roads is generally stable. The 2016/17 annual survey will look to address this anomaly.

Road Safety

- Road accident slight injuries – 12-month rolling total (to November 2015)
The provisional total number of slight casualties to the end of November 2015 is 1,627 compared with 1,701 for the same period last year.



Rogue Traders

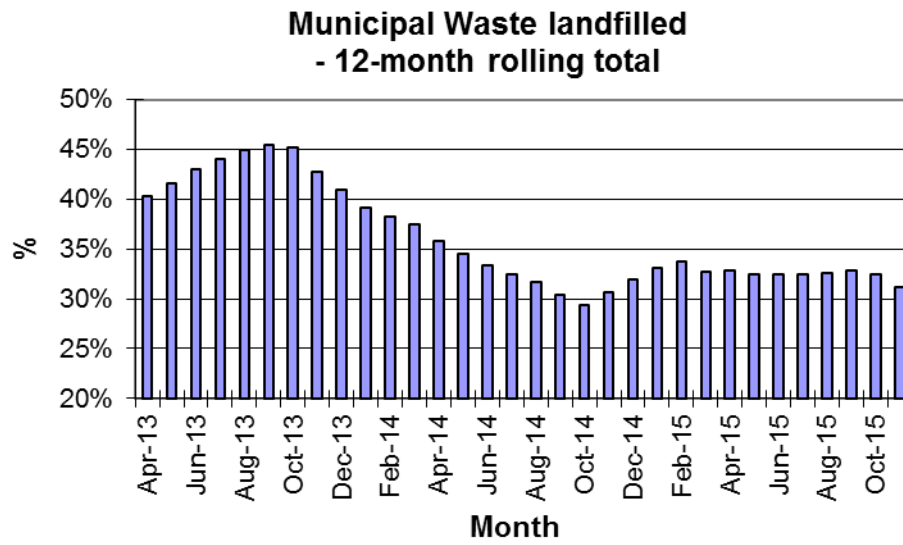
- Money saved for Cambridgeshire consumers as a result of our intervention in rogue trading incidents - year-to-date (to December 2015)
£100,412 has been saved as a result of our intervention in rogue trading incidents since April 2015, compared with £218,812 for the same period in 2014. The annual average based on available data since April 2014 is £186,756.

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

Waste Management

- Municipal waste landfilled - 12 month rolling average (to November 2015)
The 12-month rolling total to the end of November has dropped from 32.4% (in October) to 31.2%.

The amount of municipal waste sent to landfill at the Authority's expense reduced in November 2015. Officers are monitoring the performance of the service with Amey to determine the implications of this.



APPENDIX 1 – Service Level Budgetary Control Report

Forecast Variance - Outturn December	Service	Current Budget for 2015-16	Expected to end of January	Actual to end of January	Current Variance		Forecast Variance - Outturn January	
£'000		£'000	£'000	£'000	£'000	%	£'000	%
	Economy, Transport & Environment Services							
+0	Executive Director	182	595	601	+6	+1	+10	+5
-1	Business Support	548	451	430	-21	-5	-14	-3
0	Direct Grants	0	0	0	0	+0	0	-30
-1	Total Executive Director	730	1,046	1,031	-15	-1	-4	-1
	Directorate of Infrastructure Management & Operations							
+0	Director of Infrastructure Management & Operations	136	113	102	-10	-9	-4	-3
	Assets & Commissioning							
+174	- Street Lighting	9,252	6,820	6,735	-86	-1	+114	+1
+144	- Waste Disposal including PFI	33,350	26,137	23,203	-2,934	-11	+144	+0
+11	- Asset Management	740	559	528	-31	-6	+5	+1
	Local Infrastructure & Street Management (LISM)							
-18	- Road Safety	663	486	464	-22	-5	-22	-3
+70	- Traffic Manager	-507	-429	-418	+10	-2	+121	-24
+109	- Network Management	1,236	986	976	-10	-1	+139	+11
+0	- Local Infrastructure & Streets	4,237	2,517	2,430	-87	-3	-38	-1
+0	- Winter Maintenance	1,910	1,445	1,120	-325	-22	-579	-30
-296	- LISM other	2,381	1,534	1,280	-255	-17	-263	-11
	Supporting Business & Communities							
-104	- Communities & Business	1,473	1,133	925	-208	-18	-104	-7
+0	- Parking Enforcement	0	-896	-837	+59	-7	+0	+0
+0	- Recycle for Cambridge & Peterborough (RECAP)	0	28	-23	-51	+0	+0	+0
	Community & Cultural Services							
-8	- Libraries	4,018	3,266	3,207	-59	-2	-9	-0
+2	- Archives	603	461	443	-18	-4	-53	-9
-194	- Registrars	-468	-328	-533	-205	+62	-194	+41
-3	- Coroners	751	654	623	-32	-5	+0	+0
0	Direct Grants	-7,038	-5,222	-5,223	-1	+0	0	40
-112	Total Infrastructure Management & Operations	52,736	39,266	35,004	-4,262	-11	-742	-1
	Directorate of Strategy & Development							
+0	Director of Strategy & Development	135	111	115	+4	+4	+0	+0
+0	Transport & Infrastructure Policy & Funding	692	600	598	-3	-0	+36	+5
	Growth & Economy							
-11	- Growth & Development	587	478	462	-16	-3	-11	-2
-2	- County Planning, Minerals & Waste	341	263	209	-54	-20	-38	-11
-21	- Enterprise & Economy	165	137	121	-16	-12	-29	-18
+0	- Mobilising Local Energy Investment (MLEI)	0	10	141	+130	+1,243	+0	+0
+6	- Growth & Economy other	812	696	665	-31	-4	+7	+1
+0	Major Infrastructure Delivery	451	387	378	-9	-2	+0	+0
	Passenger Transport							
+165	- Park & Ride	369	624	775	+151	+24	+147	+40
-300	- Concessionary Fares	5,477	4,173	3,871	-302	-7	-320	-6
+0	- Passenger Transport other	2,563	2,125	2,072	-53	-3	-71	-3
	Adult Learning & Skills							
+0	- Adult Learning & Skills	2,404	1,710	1,859	+150	+9	-200	-8
+0	- Learning Centres	338	163	206	+43	+27	+0	+0
+0	- National Careers	400	163	212	+49	+30	+0	+0
0	Direct Grants	-4,082	-1,803	-1,919	-116	+6	0	0
-164	Total Strategy & Development	10,652	9,837	9,764	-73	-1	-479	-4
-278	Total Economy, Transport & Environment Services	64,118	50,149	45,798	-4,351	-9	-1,226	-2

		MEMORANDUM							
£'000		Grant Funding	£'000	£'000	£'000	£'000	%	£'000	%
0	-	Public Health Grant	-418	-321	-321	+0	+0	+0	+0
0	-	Street Lighting - PFI Grant	-3,944	-2,958	-2,958	+0	+0	+0	+0
0	-	Waste - PFI Grant	-2,691	-2,018	-2,019	-1	+0	+0	+0
0	-	Bus Service Operators Grant	-302	-302	-302	+0	+0	+0	+0
0	-	Local Sustainable Transport Funding (LSTF)	-1,000	0	0	+0	+0	+0	+0
0	-	Adult Learning & Skills	-2,204	-1,210	-1,346	-136	+0	+0	+0
0	-	Learning Centres	-161	-88	-88	+0	0	+0	+0
0	-	National Careers funding	-400	-128	-108	+20	-16	+0	+0
+0		Grant Funding Total	-11,120	-7,025	-7,142	-117	2	0	+0

APPENDIX 2 – Commentary on Forecast Outturn Position

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

Service	Current Budget for 2015/16 £'000	Current Variance		Forecast Variance - Outturn	
		£'000	%	£'000	%
Street Lighting	9,352	-86	-1	+114	+1
It was originally planned to commence part-night lighting in April, however, it has since been agreed to defer this saving until April 2016 to allow for a full consultation period with local Councils. This will result in the business plan saving not being delivered in 2015/16.					
Waste Disposal including PFI	33,650	-2,934	-11	+144	0
<p>The current variance is due to a delay in Amey sending through both of the monthly PFI invoices.</p> <p>The expected outturn position is showing an overspend as a result of the latest forecast predicting that slightly more waste will go into landfill than was previously expected and income from third parties will be less than expected.</p> <p>The amount of municipal waste sent to landfill at the Authority's expense reduced in November 2015. Officers are monitoring the performance of the service with Amey to determine the implications of this.</p>					
Network Management	1,236	-10	-1	+139	+11
<p>A number of areas are predicted to overspend in this area including grass cutting. Officers are holding back expenditure in other areas so the overspend can be covered.</p> <p>The current variance is due to a disputed bill for gully emptying causing an apparent underspend of £119k. This bill is higher than expected due to an unexpectedly large volume of waste being extracted from the gullies and this is reflected by the increase in year-end forecast overspend.</p>					
LISM other	2,381	-255	-17	-263	-11
Expenditure is being held back within this area to cover the overspend in Network Management. This area is likely to underspend for a variety of reasons, savings from vacancies, additional Section 38 income than was expected and the costs of the lane rental permitting were less than was predicted.					
Winter Maintenance	1,910	-325	-22	-579	-30
This year has been a very mild winter, currently there is an underspend of £325k as there has only been 17 runs to date. The forecast information received is indicating that this will not significantly change; the forecast outturn variance reflects this position.					

Communities & Business	1,473	-208	-18	-104	-7
The predicted underspend is mainly due to savings arising from vacancies within the Service.					
Libraries	4,018	-59	-2	-9	0
Income from the Enterprise Centre in Central Library was projected to commence from April. As this scheme is no longer going ahead in the way originally intended, the level of income for the year will be less than budgeted. Officers are working with Members, public and staff to look at other potential revenue streams to bridge this gap. Staff vacancies within Libraries are being held in view of savings targets for next year, and are producing savings to mitigate the shortage of income from the Enterprise Centre in the current year.					
Registrars	-468	-205	+62	-194	+41
The timing of when ceremony fees are collected has been changed to when notice is given rather than being collected three months prior to the ceremony. This has caused a one off increase in income this year through re-phasing of when it is collected.					
Adult Learning & Skills	2,404	+150	+9	-200	-8
Whilst Adult Learning & Skills are currently showing an overspend; this is due to income being received later than profiled. The Forecast Outturn relates to budget being set for Skills as core funding but which is now being funded by City Deal.					
Park & Ride	369	+151	+24	+147	+40
A predicted shortfall in income in the region of £500k is expected for parking fees at the Park & Ride sites based on income levels achieved in the first eight months of this year. This overspend will be partially covered by increased income from bus lane enforcement, which is expected to be in the region of £300k.					
Concessionary Fares	5,477	-302	-7	-320	-6
Concessionary fares are expected to underspend in the region of £300k, this is due to some commercial routes being withdrawn and a decrease in passenger numbers compared with 2014/15. This figure can easily change with seasonal factors but will be monitored closely for the rest of the year.					
Passenger Transport other	2,563	-53	-3	-71	-3
The current variance relates mainly to Cambridgeshire Future Transport contract renewals during the year achieving higher than anticipated savings, the forecast outturn reflects this.					

APPENDIX 3 – Grant Income Analysis

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

Grant	Awarding Body	Expected Amount £'000
Grants as per Business Plan	Various	11,410
Adult Learning & Skills grants	Department for Business, Innovation & Skills	-176
Learning centre grants	Various	-141
Non-material grants (+/- £30k)		+27
Total Grants 2015/16		11,120

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

APPENDIX 4 – Virements and Budget Reconciliation

	£'000	Notes
Budget as per Business Plan	63,308	
Use of operational savings – LEP funding	50	
Transfer of Open Spaces Service to ETE from Corporate Services	54	
Transfer of Travellers support to ETE from Corporate Services	51	
City Deal funding transferred to Corporate Services	-717	
Centralisation of mobile phone budgets	-55	
Use of operational savings – Lane rental implementation	200	
Use of operational savings – Support of sustainable transport access to Cambridge North station	178	
Use of ETE operational savings – Support to achieve Business planning savings	75	
Use of ETE operational savings – Park & ride parking short-term costs	200	
Use of ETE operational savings – Highways Records Digitisation	45	
Use of ETE operational savings – Waste PFI – Legal & technical advice	300	
Use of ETE operational savings – Renewal of Highways Services contract	150	
Use of ETE operational savings – Development of LED lighting options for street lighting	100	
Use of ETE operational savings – A14 Inquiry	150	
Non-material virements (+/- £30k)	29	
Current Budget 2015/16	64,118	

APPENDIX 5 – Reserve Schedule

Fund Description	Balance at 31st March 2015 £'000	Movement within Year £'000	Balance at 31st January 2016 £'000	Forecast Balance at 31st March 2016 £'000	Notes
General Reserve					
Service carry-forward	3,369	(1,591)	1,778	1,384	Account used for all of ETE
Sub total	3,369	(1,591)	1,778	204	
Equipment Reserves					
Winter Maintenance Vehicles	683	(287)	397	500	
Libraries - Vehicle replacement Fund	210	(45)	165	150	
Sub total	893	(332)	561	650	
Other Earmarked Funds					
Deflectograph Consortium	67	(9)	59	50	Partnership accounts, not solely CCC
Highways Searches	32	0	32	0	
On Street Parking	1,138	(0)	1,138	1,300	
Bus route enforcement	146	0	146	200	
Highways Commuted Sums	525	54	579	500	
Guided Busway Liquidated Damages	4,088	(820)	3,268	2,800	This is being used to meet legal costs if required.
Waste and Minerals Local Development Fra	22	0	22	0	
Proceeds of Crime	190	18	208	150	
Waste - Recycle for Cambridge & Peterborough (RECAP)	225	0	225	150	Partnership accounts, not solely CCC
Discover Cambs Tourism Brochure	23	0	23	0	Partnership accounts, not solely CCC
Fens Workshops	39	17	56	0	Partnership accounts, not solely CCC
Travel to Work	233	9	242	150	Partnership accounts, not solely CCC
Steer- Travel Plan+	76	0	76	0	
Olympic Development	13	0	13	0	
Northstowe Trust	101	0	101	101	
Cromwell Museum	28	0	28	0	
Archives Service Development	234	0	234	200	
National Careers Service	73	0	73	0	
Other earmarked reserves under £30k - IMO	9	1	10	0	
Other earmarked reserves under £30k - S&D	143	32	175	100	
Sub total	7,404	(699)	6,704	5,701	
Short Term Provision					
Mobilising Local Energy Investment (MLEI)	669	0	669	0	
Sub total	669	0	669	0	
Capital Reserves					
Government Grants - Local Transport Plan	0	18,198	18,198	0	Account used for all of ETE
Government Grants - City Deal	0	20,000	20,000	18,200	
Government Grants - S&D	3,268	4,435	7,703	970	
Government Grants - IMO	0	0	0	0	
Other Capital Funding - S&D	11,454	(517)	10,936	7,000	
Other Capital Funding - IMO	1,176	112	1,288	200	
Sub total	15,897	42,228	58,125	26,370	
TOTAL	28,232	39,606	67,838	32,925	

APPENDIX 6 – Capital Expenditure and Funding

Capital Expenditure

2015/16						TOTAL SCHEME	
Original 2015/16 Budget as per BP	Scheme	Revised Budget for 2015/16	Actual Spend (January)	Forecast Spend - Outturn (January)	Forecast Variance - Outturn (January)	Total Scheme Revised Budget	Total Scheme Forecast Variance
£'000		£'000	£'000	£'000	£'000	£'000	£'000
	Integrated Transport						
400	- Major Scheme Development & Delivery	492	108	400	-92	492	0
482	- Local Infrastructure Improvements	561	195	536	-25	482	0
626	- Safety Schemes	631	476	625	-6	626	0
345	- Strategy and Scheme Development work	495	447	495	0	345	0
3,156	- Delivering the Transport Strategy Aims	4,070	830	2,348	-1,722	4,450	0
478	- Cambridgeshire Sustainable Transport Improvements	484	372	374	-110	478	0
23	- Air Quality Monitoring	23	20	23	0	23	0
15,038	Operating the Network	15,994	10,346	15,404	-590	16,028	0
	Infrastructure Management & Operations Schemes						
6,925	- £90m Highways Maintenance schemes	8,132	6,592	8,693	561	90,000	0
0	- Waste Infrastructure	588	37	252	-336	5,588	0
3,000	- Archives Centre / Ely Hub	3,131	1,038	1,908	-1,223	4,131	0
251	- Community & Cultural Services	1,719	34	493	-1,226	1,702	0
	Strategy & Development Schemes						
2,446	- Cycling Schemes	6,351	3,037	3,757	-2,594	18,093	0
1,729	- Huntingdon - West of Town Centre Link Road	3,397	197	520	-2,877	10,534	0
9,575	- Ely Crossing	9,883	225	450	-9,433	30,780	0
20,000	- Cambridge North Station	0	10	0	0	4,000	0
0	- Chesterton Busway	2,264	2,154	2,264	0	6,050	0
370	- Guided Busway	3,740	561	0	-3,740	151,147	0
4,843	- King's Dyke	5,050	374	450	-4,600	13,629	0
0	- Wisbech Access Strategy	1,000	90	545	-455	1,000	0
2,500	City Deal	2,500	1,302	1,710	-790	100,000	0
0	- Other Schemes	536	53	536	0	25,005	0
	Other Schemes						
12,013	- Connecting Cambridgeshire	16,215	6,922	8,436	-7,779	32,550	0
285	- Other Schemes	85	0	0	-85	680	0
84,485		87,341	35,420	50,219	-37,122	517,813	0

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

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

Delivering the Transport Strategy Aims

- S106 developer funded cycling schemes are in various stages with some coming forward for construction in 2016/17 and others requiring further development and consultation.
- Land acquisition and license agreements need to be completed to allow construction to commence on Yaxley to Farcet and the new link through Babraham Research Campus. Scheme delivery is anticipated in 2016/17.

Detailed design is underway on a new link from Bar Hill to Longstanton funded through Northstowe Phase 1 S106.

- Integrated Transport Block funded cycling schemes for 2015/16 are largely complete now.
- A cycle route between Cromwell Community College to The Elms, Chatteris is now expected to cost less than was originally budgeted.

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

£90m Highways Maintenance schemes

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

Reasons for overspend:

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

Officers will look to fund this in-year overspend from savings and/or reducing the scope where possible on other schemes within the current TDP. This does not therefore represent a total scheme overspend.

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

Archives Centre / Ely Hub – This scheme is to completed over 2 years with a larger amount of the expenditure now expected to take place next year.

Community & Cultural Services - The forecast variance is due to schemes currently not being progressed until the Council's strategy on Community Hubs is developed, which will

impact on the future library service network. Therefore it is expected that this funding will be spent over the next couple of years as part of developing community hubs.

New Community Hub – Cambourne – Work is underway to plan for this work, however it is unlikely to occur in this financial year.

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

Cambridge Central Library - £300k capital investment was originally allocated for work relating to the enterprise centre. Although that option is no longer being taken forward, other options are being considered, however any expenditure will not take place this financial year.

Cycle City Ambition schemes - The total budgeted grant is shown within the report. Huntingdon Road is substantially complete along with the first phase of Harston to Foxton. Works on the Addenbrookes-bound side of Hills Road and on Trumpington Road commence early in 2016. Further consultation is required for A10 Harston. Work continues on the development of Quay to Lode, Phase 2 of Harston to Foxton and Abbey-Chesterton bridge. The forecast has now been revised to reflect the forecast delivery timescale and to take into account early stages of design, feasibility and consultation in year one of the programme.

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

Ely Southern By-Pass – Project forecast is for delivery in late 2017. A delay has been previously reported within the procurement process but the overall targeted date for opening remains the same. However, DfT has stated that the tendered price must be used in the Major Schemes Business Case for the release of Growth Deal funding. Much of the predicted spend was based on being in a position to purchase land in 2015/16. Although the DfT is positive on the allocation of funding, it is not guaranteed until the final business case is approved and any earlier spend would be at some risk. Therefore the payments for land purchase amounting to £2.31m will now be incurred in 2016/17. This also impacts on the consultancy costs as the procurement is out to tender rather than being designed, which amounts to a postponement of costs of £240k to 2016/17. The procurement process is underway and the land acquisition process completed so land can be acquired as necessary. A process for confirming the business case has been agreed with the DfT and sign off of the release of funding is expected in May/June and expected that a contractor will be appointed in June.

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

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

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

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

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

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

Wisbech Access Strategy – This scheme is funded by Growth deal funding over 2 years and expenditure will match this grant funding.

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

Connecting Cambridgeshire – This scheme has now been re-phased and will now continue into 2016/17 and 2017/18. We have additional funding and investment from BT for a further rollout phase to be delivered between January 2016 and late summer 2017 to deliver fibre broadband to more premises across Cambridgeshire and Peterborough. The original project planned to complete by the end of December 2015 and it has delivered the planned coverage by the end of December 2015. The milestone payments for the additional rollout phase have now been agreed, this has been reflected in the capital programme increasing the forecast expenditure by £394k, resulting in a decrease to the previously reported underspend this month.

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

Capital Funding

2015/16				
Original 2015/16 Funding Allocation as per BP £'000	Source of Funding	Revised Funding for 2015/16 £'000	Forecast Spend - Outturn (January) £'000	Forecast Funding Variance - Outturn (January) £'000
18,198	Local Transport Plan	18,198	18,198	0
20,000	Other DfT Grant funding	8,328	6,864	-1,464
6,829	Other Grants	10,894	2,477	-8,417
10,024	Developer Contributions	8,951	3,875	-5,076
18,231	Prudential Borrowing	31,534	15,831	-15,703
28,910	Other Contributions	9,436	2,974	-6,462
102,192		87,341	50,219	-37,122

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

Funding	Amount (£m)	Reason for Change
Rolled Forward Funding	-0.9	This reflects slippage or rephasing of the 2014/15 capital programme – as reported in May 15 (£31.9m) and approved by the General Purposes Committee (GPC) on 28th July 2015, with a further £1.0m reported in July 15 and approved by the GPC on 15th September. Reduction of grant that we are able to claim for Super Connected Cities (-£3.6m).
Additional / Reduction in Funding (Other Contributions)	-20.0	Removal of Science Park Station – as reported in May 15 and approved by the GPC on 28th July 2015.
Additional / Reduction in Funding (Specific Grant)	+1.0	Growth Deal Funding relating to Wisbech Access Strategy – as reported in May 15 and approved by the GPC on 28th July 2015.
Additional / Reduction in Funding (DfT Grant)	+1.5	Cycling City Ambition grant – as reported in May 15 and approved by the GPC on 28th July 2015.
Revised Phasing (Section 106 & CIL)	-3.6	Guided Busway – as reported in July 15.
Revised Phasing (Prudential Borrowing)	+0.6	Guided Busway – as reported in July 15 and approved by the GPC on 15th September 2015 (+3.6m). Revised phasing of Guided Busway spend (-3.0m).
Revised Phasing (DfT Grant)	-17.5	City Deal – as reported in July 15 and approved by the GPC on 15th September 2015.

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

a) Highways & Community Infrastructure

Frequency	Measure	What is good?	Format	Latest Data		2015/16 Target	Current Status	Year end prediction	Comments
Archives									
Quarterly	Increase digital access to archive documents by adding new entries to online catalogue	High	Number	To 31-Dec-15	405,338	395,000	G	G	<p>The figure to the end of December is 405,338, a rise of over 2,000 since September.</p> <p>The 2015/16 target of 395,000 was set in December 2014 before the 2014/15 outturn was known and that outturn was higher than predicted. Therefore the 2015/16 target has already been achieved.</p>
Communities									
Yearly	Proportion of Fenland and East Cambs residents who participate in sport or active recreation three (or more) times per week. Derived from the Active People Survey	High	%	2014/15	Fenland = 18.4% East Cambridgeshire = 25.7% Cambridgeshire = 24.3%	Fenland & East Cambridgeshire = 22.7%	A	A	<p>The indicator is measured by a survey undertaken by Sport England. Sport England has revised some of its figures as they spotted an inconsistency in their data. The previously reported baseline figures for 2013/14 were: Cambridgeshire = 27.2% and Fenland & East Cambridgeshire (combined) = 22.7%. The revised 2013/14 figures published by Sport England are: Cambridgeshire = 26.2% and Fenland & East Cambridgeshire combined = 21.3%.</p> <p>The Council's target is for Fenland and East Cambridgeshire to increase to the 2013/14 county average over 5 years. Applying this principle to Sport England's revised baseline data gives a 5-year target to increase the participation rate in Fenland and East Cambridgeshire (combined) to 26.2%.</p> <p>The 2014/15 figure has improved slightly to 21.9%, but is slightly off track.</p>
Library Services									
Quarterly	Number of visitors to libraries/community hubs - year-to-date	High	People	To 31-Dec-2015	1,793,499	2,570,000	A	A	Our end-of-year target for 2015/16 is 2.57 million visits. Figures to the end of December show that there were 1,793,499 physical visits to libraries/community hubs which is just below

Frequency	Measure	What is good?	Format	Latest Data		2015/16 Target	Current Status	Year end prediction	Comments
				Period	Actual				
									target. National Libraries Day and other initiatives in the last quarter may help get this target back on track.
	Number of item loans (including eBook loans) – year-to-date	High	Number	To 31-Dec-2015	2,156,029	2,850,000	G	G	Our end-of-year target for this indicator is 2.85 million item loans. There were 2,156,029 item loans to the end of December, which is just above target and at about the same level for the same period last year. The number of eBook issues to the end of December was 61,951 which is 53% up on the same period the previous year.
	Book issues per head of population - narrowing the gap between the most deprived areas (top 10%) and others	Low	%	To 31-Dec-2015	-32.9%	-23%	R	R	Latest figures show that the gap has increased slightly from 31.9% to 32.9%. This is a new target for this year, and despite efforts to raise literacy standards in deprived communities it would seem that book issues are not a helpful indicator to measure this. The service is investigating a more helpful means of measuring this in 2016/17.
	Number of unique visits to library web pages - year-to-date	High	Number	To 31-Dec-2015	512,082	650,000	G	A	Our end-of-year target for this indicator is 650,000 unique visits. Provisional figures to the end of December show that there were 512,082 unique visits to library web pages which is above the challenging target. This includes e-Book and e-Audio visits.
Road and Footway maintenance									
Yearly	Principal roads where maintenance should be considered	Low	%	2015/16	2%	3%	G	G	Provisional results indicate that maintenance should be considered on 2% of the County's principal road network. This is the same as the 2014/15 figure and better than the Council's 2015/16 target of 3%.
	Classified road condition - narrowing the gap between Fenland and other areas of the County	Low	%	2015/16	2.88% gap	2% gap	R	R	There was a gap of 2.9% between Fenland and other areas of the County during 2015/16. The gap has narrowed slightly from the 2014/15 level of 3%, but it is above (worse than) the target of 2%. Fenland areas have soils which are susceptible to cyclic shrinkage and swelling. This is exacerbated in periods of unusually high or low rainfall and this movement can aggravate cracking and subsidence along roads in

Frequency	Measure	What is good?	Format	Latest Data		2015/16 Target	Current Status	Year end prediction	Comments
									affected areas. Additional funding is being directed towards addressing this problem. Targets are based on the Highways Infrastructure Asset Management Plan (HIAMP) highway condition model outputs based on current and forecast funding levels.
	Non-principal roads where maintenance should be considered	Low	%	2015/16	6%	6%	G	G	Provisional results indicate that maintenance should be considered on 6% of the County's non-principal road network. This is the same as the figure for 2014/15 and the Council's 2015/16 target.
	Unclassified roads where structural maintenance should be considered	Low	%	2015/16	33%	Contextual			The survey undertaken in 2015/16 covered 20% of the available network and targeted roads where condition was known to be deteriorating in order to identify those roads where maintenance may best be directed. However, this has had the effect of making the indicator for unclassified roads appear to worsen from 27% to 33%. In reality, the condition of unclassified roads is generally stable. The 2016/17 annual survey will look to address this anomaly.
Road Safety									
Monthly	Killed or seriously injured (KSI) casualties - 12-month rolling total	Low	Number	To 30-Nov-2015	275	<=306	G	G	The provisional total number of killed or seriously injured (KSI) casualties during the 12 months ending November 2015 is 275, compared with a 2015 year-end target of no more than 306. This decrease is encouraging and means that the end-of-year target is expected to be achieved.
	Slight casualties - 12-month rolling total	Low	Number	To 30-Nov-2015	1,627	Contextual			The provisional total number of slight casualties to the end of November 2015 is 1,627 compared with 1,701 for the same period last year.
Rogue Traders									
Quarterly	Money saved for Cambridgeshire consumers as a result of our intervention in rogue trading incidents. (Year-to-date)	High	£	To 31-Dec-2015	£100,412	Contextual			£100,412 has been saved as a result of our intervention in rogue trading incidents since April 2015, compared with £218,812 for the same period in 2014. The annual average based on available data since April 2014 is £186,756. It is important to note that the amounts recovered do not reflect the success of the intervention. In many cases the loss of a relatively small amount can have significant implications for victims: the

Frequency	Measure	What is good?	Format	Latest Data		2015/16 Target	Current Status	Year end prediction	Comments
									impact can only be viewed on a case-by-case basis.
Yearly	Number of problem rogue traders brought back into compliance	High	%	At 31-Mar-2015	54%	80%	R	A	<p>Thirty-seven premises were identified as undertaking rogue trading activity during the reporting period. Through a number of interventions, from business support through to prosecution, 54% were brought back into compliance, which is slightly higher than in 2013/14 but is less than the Council's 80% target and less than the figure of 90% achieved in 2012/13.</p> <p>This reflects the reduced level of resources within the Service together with the focus being on those causing most harm and detriment. The work undertaken by the Service to secure compliance often spans more than one year, which impacted on the percentage of premises brought into compliance within the year 2014/15.</p>
Streetlighting									
Monthly	Percentage of streetlights working	High	%	To 31-Dec-2015	99.5%	99%	G	G	The 4-month average (the formal contract definition of the performance indicator) is 99.5% this month, and remains above the 99% target.
Monthly	Energy use by street lights – 12-month rolling total	Low	Million kWh	To 30-Nov-2015	15.18	13.69	A	A	Actual energy use to November is 15.18 kWh, within 2% of the energy target (for the same month) and with the difference expected to close as we move towards the end of the replacement programme.
Monthly	Performance against street light replacement programme	High	%	At 31-Dec-2015	87.7%	92%	G	G	87.7% of the programme has been completed, representing 48,376 street lights. The year-end target of 92% is expected to be achieved.
Waste Management									
Monthly	Municipal waste landfilled - 12 month rolling average	Low	%	To 30-Nov-2015	31.2%	Contextual			<p>The 12-month rolling total to the end of November has dropped from 32.4% (in October) to 31.2%.</p> <p>The amount of municipal waste sent to landfill at the Authority's expense reduced in November 2015. Officers are monitoring the performance of the service with Amey to determine the implications of this.</p>

HIGHWAYS AND COMMUNITY INFRASTRUCTURE POLICY AND SERVICE COMMITTEE AGENDA PLAN

Published 1st February 2016
Updated 18th February 2016



Cambridgeshire
County Council

Notes

Committee dates shown in bold are confirmed.

Committee dates shown in brackets and italics are reserve dates.

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

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

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

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

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

Committee date	Agenda item	Lead officer	Reference if key decision	Spokes Meeting Date	Deadline for draft reports	Agenda despatch date
01/03/16	Building Community Resilience	Paul Tadd	Not applicable	04/02/16	17/02/16	19/02/16
	Local Highway Improvement (LHI) schemes 2016/17	Andy Preston	Not applicable			
	Finance and Performance Report – January 2016	Chris Malyon	Not applicable			
	Member Reference Group – Library Income Generation	Jill Terrell	Not applicable			
	Greater Cambridge City Deal Executive Board Delegations	Graham Hughes/ Bob Menzies	Not applicable			
	Review of H&CI Performance Indicators for 2016/17 Finance & Performance Report	Graham Amis	Not applicable			

Committee date	Agenda item	Lead officer	Reference if key decision	Spokes Meeting Date	Deadline for draft reports	Agenda despatch date
	Committee Training Plan	Dawn Cave	Not applicable			
<i>[12/04/16] Provisional Meeting</i>				14/03/16	30/03/16	01/04/16
17/05/16	ETE Streetlighting Attachments Policy	Tom Blackburne-Maze	2016/017	21/04/16	04/05/16	06/05/16
	Finance and Performance Report	Chris Malyon	Not applicable			
	Training Plan	Dawn Cave	Not applicable			
<i>[14/06/16] Provisional Meeting</i>				12/05/16	01/06/16	03/06/16
12/07/16	Finance and Performance Report	Chris Malyon	Not applicable	07/06/16	29/06/16	01/07/16
	Training Plan	Dawn Cave	Not applicable			
<i>[09/08/16] Provisional Meeting</i>				05/07/16	27/07/16	29/07/16
13/09/16	Finance and Performance Report	Chris Malyon	Not applicable	02/08/16	31/08/16	02/09/16
	Training Plan	Dawn Cave	Not applicable			
<i>[11/10/16] Provisional Meeting</i>				06/09/16	28/09/16	30/09/16
08/11/16	Finance and Performance Report	Chris Malyon	Not applicable		26/10/16	28/10/16
	Training Plan	Dawn Cave	Not applicable			

Committee date	Agenda item	Lead officer	Reference if key decision	Spokes Meeting Date	Deadline for draft reports	Agenda despatch date
<i>[06/12/16] Provisional Meeting</i>					23/11/16	25/11/16
17/01/17	Finance and Performance Report	Chris Malyon	Not applicable		04/01/17	06/01/17
	Training Plan	Dawn Cave	Not applicable			
<i>[14/02/17] Provisional Meeting</i>					01/02/17	03/02/17
14/03/17	Finance and Performance Report	Chris Malyon	Not applicable		01/03/17	03/03/17
	Training Plan	Dawn Cave	Not applicable			
<i>[11/04/17] Provisional Meeting</i>					29/03/17	31/03/17
30/05/17	Finance and Performance Report	Chris Malyon	Not applicable		16/05/17	18/05/17
	Training Plan	Dawn Cave	Not applicable			

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

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

Forward plan reference	Intended date of decision	Matter in respect of which the decision is to be made	Decision maker	List of documents to be submitted to the decision maker	Reason for the meeting to be held in private

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

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

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

For further information, please contact Quentin Baker on 01223 727961 or Quentin.Baker@cambridgeshire.gov.uk

HIGHWAYS AND INFRASTRUCTURE COMMITTEE TRAINING PLAN	Published 04/01/16 Updated 18/02/16	
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Ref	Subject	Desired Learning Outcome/Success Measures	Date	Responsibility	Nature of training	Attendance by:	Cllrs Attending (where recorded)	%age of total
1.	Business Planning	Members of the Committee will have the chance to consider emerging thinking; reflect on the direction of travel and offer guidance on where officers should focus on developing proposals over the coming months.	3 June 2014		Training Seminar	H&CI Committee		
2.	Visit to MBT Plant and Training Session on Waste PFI	Members will have greater awareness of the Council's Mechanical Biological Treatment (MBT) plant and will learn more about how the plant processes mixed rubbish that previously would have gone to landfill. and the benefits to waste	3 July 2014		Visit	H&CI Committee		
3.	Supporting Businesses and Communities		8 August 2014		Training Seminar	HIC Committee		
4.	Community and Cultural Services – general presentation	Members will have enhanced knowledge of the services delivered in Community and	5 September 2014	Christine May	Training Seminar	H&CI Committee		

Ref	Subject	Desired Learning Outcome/Success Measures	Date	Responsibility	Nature of training	Attendance by:	Cllrs Attending (where recorded)	%age of total
	(mainly on libraries)	Cultural Services and in particular, will gain greater knowledge of the opportunities and challenges facing the library service.						
5.	Visit to a Community Hub/s combined with a seminar on the library service Visited Somersham, Gamlingay & Melbourn	Members will gain practical experience of the working of a community hub and more in depth knowledge of the library service.	Sept/ Oct 14 3/10/14 8/10/14	Christine May & John Onslow	Visit	H&CI Committee	Cllrs Hickford, Criswell, Kindersley and van de Ven	
6.	Highways Asset Management and Operations	Members will be able to demonstrate increased knowledge and understanding.	TBA		Training Seminar	H&CI Committee		
7.	Street Lighting PFI and Energy Savings	Members will learn about the Council's street lighting responsibilities and the Private Finance Initiative (PFI) funded partnership to upgrade street lighting, as well as hearing about energy saving measures.	TBA		Training Seminar	H&CI Committee		
8.	Highways Depots – to include explanation of different road surfacing used	Councillors will gain a more practical insight into the work of Highways Depots and greater awareness of the Council's approach to road surfacing.	Huntingdon* (01/09/15); Cambridge (08/09/15); Witchford (14/09/15); March	Richard Lumley	Open Days	H&CI Committee		

Ref	Subject	Desired Learning Outcome/Success Measures	Date	Responsibility	Nature of training	Attendance by:	Cllrs Attending (where recorded)	%age of total
			(15/09/15); Whittlesford (17/09/15).					
9.	Joint E&E and H&CI Business Planning session		03/09/15; 01/10/15				tbc	
10.	Community Impact Assessments		03/11/15 + 10/11/15					
11.	Registration		10/03/16 (2pm) Huntingdon	Louise Clover				
12.	Coroners		10/03/16 (3pm) Huntingdon	Dave Greenwood				
13.	Trading Standards		10/12/15 (1pm) Cambridge	Aileen Andrews				
14.	Road Surface Dressings		tbc	Richard Lumley				
15.	Waste and Recycling		tbc	Tom Blackburne- Maze				

*All Highways Depots Open Days have three time slots: 2-4pm, 4-6pm, or 6-8pm.

