

**ECONOMY & ENVIRONMENT POLICY AND SERVICE COMMITTEE –
AGENDA PLAN AND TRAINING PLAN**

To: Economy & Environment Committee

Meeting Date: 1st June 2017

From: Executive Director: Economy, Transport & Environment

Electoral division(s): All

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

Purpose: At the start of the Municipal Year, the Policy and Service Committee is asked to consider its Agenda Plan and Training Plan.

Recommendation: The Policy and Service Committee is asked to:

- a) agree its agenda plan attached at Appendix A.
- b) agree the training plan that has been developed as set out as Appendix B to this report.
- c) consider if there are any other areas of the Committee's remit where members feel they require additional training.

<i>Officer contact:</i>	
Name:	Rob Sanderson
Post:	Senior Democratic Services Officer
Email:	Rob.Sanderson@cambridgeshire.gov.uk
Tel:	01223 699181

1. BACKGROUND

- 1.1 Following a workshop held for Chairmen/women, Vice-Chairmen/women and Spokesmen/women (hereafter referred to as Spokes) of the Policy and Service Committees in August 2015, the Member Development Panel, with the support of Group Leaders, recommended that agenda plans should continue to be placed at the end of Policy and Service Committee agendas, with the exception of the first meeting of the new Municipal Year when the agenda plan should be the first item of business on the agenda.
- 1.2 Constitution and Ethics Committee held a workshop on 27 January 2015 to consider the responses to a survey of Members and officers following the introduction of the new system of governance. As part of its considerations, the need for more accessible training and briefings for members in relation to services within their committee remits and decisions being made was discussed. It was suggested that if a committee was responsible for its own Committee Training Plan, it could arrange training at the convenience of its own committee members, monitor attendance, and ensure that each member received copies of PowerPoint presentations. Council, at its meeting on 24 March 2015, agreed that each Policy and Service committee would consider and approve its own training plan at every meeting. The plan to include figures for attendance at each training session.
- 1.3 Group Leaders have raised the need for this report to set the scene for Policy and Service Committees in the new municipal year. Attention has therefore been drawn to major items coming up for consideration. The training plan has a direct link with the activities of the relevant Service and the items to be considered by the Committee.

2. AGENDA PLAN

- 2.1 A copy of the Economy & Environment Committee Agenda Plan is attached at **Appendix A**. The Plan is considered at each meeting of the Policy and Service Committee and previously by the relevant Spokes.
- 2.2 Council, at its meeting on 24 March 2015, agreed that information reports would not normally be included on committee agendas unless they are updating, at the specific request of the committee, progress of decisions previously agreed by a committee.
- 2.3 The following major issues are expected to be brought to Committee for consideration over the next year:
 - Working arrangements with the Combined Authority
 - Major Infrastructure Projects: e.g. contract award for A605 King's Dyke crossing improvement and Abbey- Chesterton Bridge.
 - Transport Strategies: e.g. Fenland and Huntingdonshire Transport Strategies
 - Planning: Minerals and Waste Plan Review
 - Major Developments: County Council response to planning applications for major sites, e.g. Waterbeach, and to Area Action Plans developed in partnership with Local Planning

Authorities.

- Public Transport: Development of Park and Ride.
- Highways England and Network Rail strategic projects: e.g. A14, A428, East West Rail, Ely North Junction

3. TRAINING PLAN

- 3.1 For Economy & Environment Committee, the development of a training plan has been considered in light of the key functions of the Committee, based on the experience of Committee Members in terms of what training and visits they found useful.
- 3.2 At the last Economy & Environment Spokes meeting on 20th April 2017, Spokes made the following points in relation to a Training Plan for the new Council:
- It was agreed to gauge from new Members their training interests, and for officers to propose general training areas in a draft Training Plan (see 3.3 below).
 - Cllr Bates explained that the suggestion of an A14 Seminar had risen following a meeting with the Regional Director of Highways England. Staff at the Swavesey office have offered to accommodate Members and officers for the seminar, which can be combined with a site visit. All agreed this can take place following elections.
- 3.3 An initial draft of development topics to be included within the training plan has been developed, and these are included as **Appendix B**. Once Committee Members have approved the training plan, suitable details and dates for each session will be identified

4. ALIGNMENT WITH CORPORATE PRIORITIES

4.1 Developing the local economy for the benefit of all

There are no significant implications for this priority.

4.2 Helping people live healthy and independent lives

There are no significant implications for this priority.

4.3 Supporting and protecting vulnerable people

There are no significant implications for this priority.

5. SIGNIFICANT IMPLICATIONS

5.1 Resource Implications

There are no significant implications within this category.

5.2 Procurement/Contractual/Council Contract Procedure Rules Implications

There are no significant implications within this category.

5.3 Statutory, Legal and Risk Implications

There are no significant implications within this category.

5.4 Equality and Diversity Implications

There are no significant implications within this category.

5.5 Engagement and Communications Implications

There are no significant implications within this category.

5.6 Localism and Local Member Involvement

There are no significant implications within this category.


5.7 Public Health Implications

There are no significant implications within this category.

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	Not applicable
Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by Finance?	Not applicable
Has the impact on statutory, legal and risk implications been cleared by LGSS Law?	Not applicable
Have the equality and diversity implications been cleared by your Service Contact?	Not applicable
Have any engagement and communication implications been cleared by Communications?	Not applicable
Have any localism and Local Member involvement issues been cleared by your Service Contact?	Not applicable
Have any Public Health implications been cleared by Public Health	Not applicable

Source Documents	Location
Council Agenda and Minutes – 24 March 2015	https://cmis.cambridgeshire.gov.uk/ccclive/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/276/Committee/20/Default.aspx

APPENDIX A – COMMITTEE AGENDA PLAN

ECONOMY AND ENVIRONMENT POLICY AND SERVICE COMMITTEE AGENDA PLAN	Published 2nd May 2017 Updated 15 th May 2017		Cambridgeshire County Council
---	---	---	----------------------------------

Notes

Committee dates shown in bold are confirmed.

Committee dates shown in brackets and italics are reserve dates.

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

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

+ 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
01/06/17	Review of Preliminary Flood Risk Assessment	Sass Pledger	Not applicable	2.00p.m. Thursday 20 th April Room 308	18/05/17	22/05/17
	National productivity investment Fund for Local Road Network	Jeremy Smith / Elsa Evans	Not applicable			
	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable			
	Economy and Environment Committee Training Plan	Graham Hughes / Cathryn Rutangye	Not applicable			
	Appointments to Internal Advisory Groups, Panels and Partnership and Liaison and Advisory Groups and appointment of Champions	Rob Sanderson	Not applicable			

Committee date	Agenda item	Lead officer	Reference if key decision	Spokes meeting date	Deadline for draft reports	Agenda despatch date
	Agenda Plan	Democratic Services	Not applicable			
13/07/17	Kings Dyke Update/Appointment of Framework Contractor	Brian Stinton	2017/004	2.00 p.m. Thursday 8 th June Room 308	29/06/17	04/07/17
	Adult Learning Self-Assessment Report	Lynsi Hayward-Smith	Not applicable			
	Member Led Review of Cycle Infrastructure Schemes	Tamar Oviatt-Ham	Not applicable			
	Bikeability Cycle Training – Alternative Funding Investigations	Mike Davies	Not applicable			
	Waterbeach Barracks and Airfield Planning Application	Colum Fitzsimons	Not applicable			
	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable			
	Business Planning	Graham Hughes	Not applicable			
	Economy and Environment Committee Training Plan	Graham Hughes / Cathryn Rutangye	Not applicable			
	Agenda Plan	Democratic Services	Not applicable			
10/08/17	Planning Obligations Strategy	Colum Fitzsimons	Not applicable	2.00p.m. Thursday 11 th July Room 128	27/07/17	01/08/17
	Huntingdonshire Local Plan	Colum Fitzsimons	Not applicable			
	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable			
	Business Planning	Graham Hughes	Not applicable			

Committee date	Agenda item	Lead officer	Reference if key decision	Spokes meeting date	Deadline for draft reports	Agenda despatch date
	Economy and Environment Committee Training Plan	Graham Hughes / Cathryn Rutangye	Not applicable			
	Agenda Plan	Democratic Services	Not applicable			
14/09/17	Transport Investment Plan (TIP)	Jeremy Smith/Elsa Evans	2017/029	9.30 a.m. Tuesday 8 th August Room 308	31/08/17	05/09/17
	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable			
	Business Planning	Graham Hughes	Not applicable			
	Economy and Environment Committee Training Plan	Graham Hughes / Cathryn Rutangye	Not applicable			
	Agenda Plan	Democratic Services	Not applicable			
12/10/17	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable	2.00p.m. Thursday 7 th September Room 128	29/09/17	03/10/17
	Business Planning	Graham Hughes	Not applicable			
	Economy and Environment Committee Training Plan	Graham Hughes / Cathryn Rutangye	Not applicable			
	Agenda Plan	Democratic Services	Not applicable			

Committee date	Agenda item	Lead officer	Reference if key decision	Spokes meeting date	Deadline for draft reports	Agenda despatch date
16/11/17	Allocations of Integrated Transport Block Funding Transport	Elsa Evans	2017/005	2.00p.m. Tuesday 10 th October Room 308	02/11/17	07/11/17
	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable			
	Business Planning	Graham Hughes	Not applicable			
	Economy and Environment Committee Training Plan	Graham Hughes / Cathryn Rutangye	Not applicable			
	Agenda Plan	Democratic Services	Not applicable			
7/12/17	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable	2.00p.m. Thursday 31 st October Room 308	23/11/17	28/11/17
	Business Planning	Graham Hughes	Not applicable			
	Economy and Environment Committee Training Plan	Graham Hughes / Cathryn Rutangye	Not applicable			
	Agenda Plan	Democratic Services	Not applicable			
11/01/18	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable	2.00 p.m. Thursday 5 th December Room 128	28/12/17	02/01/18
	Business Planning	Graham Hughes	Not applicable			

Committee date	Agenda item	Lead officer	Reference if key decision	Spokes meeting date	Deadline for draft reports	Agenda despatch date
	Economy and Environment Committee Training Plan	Graham Hughes / Cathryn Rutangye	Not applicable			
	Agenda Plan	Democratic Services	Not applicable			
8/02/18	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable	2.00p.m. Thursday 4 th January 2018 Room 308	25/01/18	30/01/18
	Economy and Environment Committee Training Plan	Graham Hughes / Cathryn Rutangye	Not applicable			
	Agenda Plan	Democratic Services	Not applicable			
8/03/18	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable		22/02/18	27/02/18
	Business Planning	Graham Hughes	Not applicable			
	Economy and Environment Committee Training Plan	Graham Hughes / Cathryn Rutangye	Not applicable			
	Agenda Plan	Democratic Services	Not applicable			
12/04/18	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable		29/03/18	03/04/18
	Business Planning	Graham Hughes	Not applicable			
	Economy and Environment Committee Training Plan	Graham Hughes / Cathryn Rutangye	Not applicable			

[illegible]

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
.../...	[Insert Committee date here]		[Insert Committee name here]	Report of ... Director	The decision is an exempt item within the meaning of paragraph ... of Schedule 12A of the Local Government Act 1972 as it refers to information

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

APPENDIX B – TRAINING PLAN

ECONOMY & ENVIRONMENT INFRASTRUCTURE COMMITTEE TRAINING PLAN	The Training Plan below includes topic areas for E&E Committee approval. Following sign-off by E&E Committee the details for training and development sessions will be worked up.	
---	---	--

Ref	Subject	Desired Learning Outcome/Success Measures	Priority	Date	Responsibility	Nature of training	Attendance by:	Cllrs Attending	Percentage of total
	Flood Risk Management Strategy and work				Sass Pledger				
	Energy Strategy and work				Sass Pledger				
	County's role in Growth and Development				Sass Pledger				
	County Planning Minerals and Waste				Sass Pledger				
	Introduction to major infrastructure delivery				Stuart Walmsley				
	A14 Seminar and site visit				Stuart Walmsley				
	Ely Bypass Site visit				Stuart Walmsley				