



Cambridgeshire
County Council

ANNUAL COUNCIL MEETING

AGENDA

23rd May 2017

**Shire Hall
Cambridge**

HEALTH AND SAFETY

GENERAL BRIEFING NOTE

The County Council will endeavour to ensure that you come to no harm whilst you are in its buildings.

You also have a responsibility to ensure that you do not unnecessarily put yourself or others at risk.

The emergency evacuation signal - is a continuously sounding alarm.

If it sounds - follow the member of staff you are with or follow the signs for emergency escape routes and fire exits and proceed to the assembly point on the lawn at the front of the building.

If you see a fire - activate the nearest emergency alarm call point (at the tops of staircases) or tell a member of staff.

If you feel unwell or need first-aid - tell a member of staff or call **717146**.

Smoking, alcohol and drugs - are prohibited (Alcohol might be consumed on site under certain circumstances)

Ensure that all security doors are closed - challenge anyone who is not displaying an access card.

Distressed or agitated people - may be within the building. Do not enter any rooms or areas unless you have been authorised.

If you require any further assistance or information, please contact reception **699101**

For any Out of Hour's assistance please call our security company on **07887633448**

CAMBRIDGESHIRE COUNTY COUNCIL

NOTICE OF MEETING

The annual meeting of the County Council will be held at Shire Hall, Castle Hill, Cambridge on Tuesday 23rd May 2017 at 1.30p.m.

A G E N D A

Prayers led by the Right Reverend Monsignor Eugene Canon Harkness, Rector and Parish Priest of the Church of Our Lady and the English Martyrs, Cambridge

Apologies for Absence

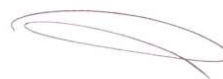
1. Election of Chairman/woman of Council (oral)
2. Election of Vice-Chairman/woman of Council (oral)
3. Report of the County Returning Officer (pages 6-12)
4. Minutes – 28th March 2017 (previously circulated)
5. Chairman/woman's Announcements (oral)
6. Declarations of Interests (oral)

[Guidance for Councillors on declaring interests is available at <http://tinyurl.com/ccc-conduct-code>]
7. Petitions (oral)

To receive petitions from the public in accordance with Council Procedure Rule 9.4. (oral)
8. Appointment of Honorary Alderman (pages 13-14)
9. County Council – Proposed Changes to Constitution (pages 15-75)
10. County Council Constitution (pages 76-77)
11. Committees - Allocation of seats and substitutes to political groups in accordance with the political balance rules (to be tabled)

12. Appointment of the Chairman/woman and Vice-Chairman/woman of the following: (page 78)
- General Purposes Committee
 - Adults Committee
 - Children and Young People Committee
 - Economy and Environment Committee
 - Health Committee
 - Highways and Community Infrastructure Committee
 - Commercial and Investment
 - Communities and Partnership
- Appointment of the Chairman/woman only
- Health and Wellbeing Board
13. Appointments to Outside Organisations (to be tabled)
14. Cambridgeshire and Peterborough Combined Authority – Membership and Other Appointments (pages 79-83)
15. Approval of Calendar of County Council Meetings (oral)
- To approve the following calendar of meetings:
- 18th July 2017
 - 17th October 2017
 - 12th December 2017
 - 6th February 2018
 - 9th February 2018 (Provisional)
 - 20th March 2018
 - 15th May 2018
16. Annual Reports from Policy and Service Committees
- (i) Adults (pages 84-89)
 - (ii) Children and Young People (pages 90-95)
 - (iii) Economy and Environment (pages 96-101)
 - (iv) Health (pages 102-105)
 - (v) Highways and Community Infrastructure (pages 106-110)
 - (vi) General Purposes/Leader of the Council (pages 111-115)

Dated 15th May 2017



Quentin Baker
Director of LGSS Law
and Governance
& Monitoring Officer

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

<http://tinyurl.com/cccfilm-record>

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

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

COUNTY RETURNING OFFICER'S REPORT

I, SUE GRACE, Returning Officer for the Electoral Divisions in the County of Cambridgeshire, DO HEREBY CERTIFY that on the 4th day of MAY 2017, being the day appointed for the election of County Councillors for the County of Cambridgeshire, I caused 61 County Councillors to be elected for 59 Electoral Divisions within the said County and that the names of the persons elected for the Electoral Divisions are set out below.

<u>ELECTORAL DIVISION</u>	<u>NAME OF PERSON ELECTED</u>	<u>HOME ADDRESS</u>	<u>DESCRIPTION</u>
Abbey	Joan Whitehead	63 Abbey Road Cambridge CB5 8HH	Labour
Alconbury and Kimbolton	Ian Gardener	5 Haycraft Close Grafham Huntingdon Cambridgeshire PE28 0GA	Conservative
Arbury	Jocelynn Scutt	18 Hale Street Cambridge CB4 3BZ	Labour
Bar Hill	Lynda Harford	7 Kingfisher Way Cottenham Cambridgeshire CB24 8XN	Conservative
Brampton and Buckden	Peter Downes	2 St George's Close Brampton Huntingdon Cambridgeshire PE28 4US	Liberal Democrats
Burwell	Josh Schumann	15 Teal Avenue Soham Cambridgeshire	Conservative
Cambourne	Mark Howell	2 Vintner Close Papworth Everard Cambridge CB23 3RU	Conservative
Castle	Claire Richards	25 Beche Road Cambridge CB5 8HX	Labour

<u>ELECTORAL DIVISION</u>	<u>NAME OF PERSON ELECTED</u>	<u>HOME ADDRESS</u>	<u>DESCRIPTION</u>
Chatteris	Anne Hay	5 Millfield Close Chatteris Cambridgeshire PE16 6SS	Conservative
Cherry Hinton	Sandra Crawford	99 High Street Cherry Hinton Cambridge CB1 9LU	Labour
Chesterton	Ian Manning	28 Pepys Court Cambridge CB4 1GF	Liberal Democrats
Cottenham and Willingham	Tim Wotherspoon	The Three Horseshoes Cottenham Cambridgeshire CB24 8SD	Conservative
Duxford	Peter Topping	3 Cambridge Road Newton Cambridgeshire CB22 7PL	Conservative
Ely North	Lis Every	80 Barton Road Ely Cambridgeshire CB7 4HZ	Conservative
Ely South	Anna Bailey	40 Cambridge Road Ely Cambridgeshire CB7 4HL	Conservative
Fulbourn	John Williams	73 Station Road Fulbourn Cambridge CB21 5ER	Liberal Democrats
Gamlingay	Sebastian Kindersley	The Manor Barn East Hatley Gamlingay SG19 3JA	Liberal Democrats
Godmanchester and Huntingdon South	Graham Wilson	5 Crowhill Godmanchester Cambridgeshire PE29 2LP	Liberal Democrats

<u>ELECTORAL DIVISION</u>	<u>NAME OF PERSON ELECTED</u>	<u>HOME ADDRESS</u>	<u>DESCRIPTION</u>
Hardwick	Lina Joseph	2 Watsons Yard Haslingfield Cambridge CB23 1AB	Conservative
Histon and Impington	David Jenkins	14 Pease Way Histon Cambridge	Liberal Democrats
Huntingdon North and Hartford	Mike Shellens	21 High Street Brampton Huntingdon Cambridgeshire PE28 4TG	Liberal Democrats
Huntingdon West	Tom Sanderson	29 Burmoor Close Huntingdon Cambridgeshire PE29 6GE	Independent
Kings Hedges	Elisa Meschini	21 Chambers Drive Cambridge CB4 2GP	Labour
Linton	Henry Batchelor	1 Maltings Cottages Long Lane Linton Cambridgeshire CB21 4NS	Liberal Democrats
Littleport	David Ambrose Smith	6 Victoria Street Littleport	Conservative
Longstanton Northstowe and Over	Peter Hudson	23 Magdalene Close Longstanton Cambridgeshire	Conservative
March North and Waldersey (2)	Steve Count	2 Brook Close March Cambridgeshire PE15 9UR	Conservative
March North and Waldersey (2)	Janet French	321 Wisbech Road March Cambridgeshire PE15 0BA	Conservative

<u>ELECTORAL DIVISION</u>	<u>NAME OF PERSON ELECTED</u>	<u>HOME ADDRESS</u>	<u>DESCRIPTION</u>
March South and Rural	John Gowing	134 Elliott Road March Cambridgeshire PE15 8HF	Conservative
Market	Nichola Harrison	19 Earl Street Cambridge CB1 1JR	Liberal Democrats
Melbourn and Bassingbourn	Susan van de Ven	95 North End Meldreth Cambridgeshire SG8 6NU	Liberal Democrats
Newnham	Lucy Nethsingha	15 Bulstrode Gardens Cambridge CB3 0EN	Liberal Democrats
Papworth & Swavesey	Mandy Smith	Ridgeleys Farm High Street Fen Drayton Cambridgeshire CB24 4SJ	Conservative
Petersfield	Linda Jones	34 Emery Street Cambridge CB1 2AX	Labour
Queen Edith's	Amanda Taylor	41 Holbrook Road Cambridge CB1 7SX	Liberal Democrats
Ramsey and Bury	Adela Costello	3 Church Close Ramsey Forty Foot Cambridgeshire PE26 2YJ	Conservative
Roman Bank & Peckover	Simon King	27 North Bank Wisbech Cambridgeshire PE13 1JR	Conservative
Romsey	Noel Kavanagh	169 Coleridge Road Cambridge CB1 3PN	Labour

<u>ELECTORAL DIVISION</u>	<u>NAME OF PERSON ELECTED</u>	<u>HOME ADDRESS</u>	<u>DESCRIPTION</u>
Sawston and Shelford (2)	Kevin Cuffley	9 Dale Way Sawston Cambridgeshire	Conservative
Sawston and Shelford (2)	Roger Hickford	42 High Street Little Shelford Cambridge CB22 5ES	Conservative
Sawtry & Stilton	Simon Bywater	9 Crabapple Close Sawtry Huntingdon Cambridgeshire PE28 5QG	Conservative
Soham North and Isleham	Paul Raynes	6 Mill Street Isleham Ely Cambridgeshire CB7 5RY	Conservative
Soham South and Haddenham	Bill Hunt	32 Cambridge Road Ely Cambridgeshire CB7 4HL	Conservative
Somersham & Earith	Steve Criswell	23 The Bank Somersham Cambridgeshire PE28 3DJ	Conservative
St Ives North and Wyton	Ryan Fuller	8 Sarah Grace Court New Road St Ives PE27 5DS	Conservative
St Ives South and Needingworth	Kevin Reynolds	17 Virginia Way St Ives Cambridgeshire	Conservative

<u>ELECTORAL DIVISION</u>	<u>NAME OF PERSON ELECTED</u>	<u>HOME ADDRESS</u>	<u>DESCRIPTION</u>
St Neots East and Gransden	Julie Wisson	Ivy Cottage 16 Harbins Lane Abbotsley Cambridgeshire PE19 6UF	Conservative
St Neots Eynesbury	Simone Taylor	19 Ireton Close Ireton St Neots Cambridgeshire PE19 2JE	St Neots Independent Group
St Neots, Priory Park and Little Paxton	David Wells	14 Dixy Close St Neots Cambridgeshire PE19 6BA	Conservative
St Neots The Eatons	Derek Giles	6 Stratford Place Eaton Socon St Neots Cambridgeshire PE19 8HY	St Neots Independent Group
Sutton	Lorna Dupre	119 High Street Sutton Ely Cambridgeshire	Liberal Democrats
The Hemingfords & Fenstanton	Ian Bates	4 Church End Hilton Cambridgeshire PE28 9NJ	Conservative
Trumpington	Donald Adey	44 Fairfax Road Cambridge CB1 3BD	Liberal Democrats
Warboys & The Stukeleys	Terence Rogers	34 Meadow Lane Earith Cambridgeshire PE28 3QE	Conservative
Waterbeach	Anna Bradnam	10 High Street Milton Cambridge CB24 6AJ	Liberal Democrats

<u>ELECTORAL DIVISION</u>	<u>NAME OF PERSON ELECTED</u>	<u>HOME ADDRESS</u>	<u>DESCRIPTION</u>
Whittlesey North	Chris Boden	134 Peterborough Road Whittlesey Cambridgeshire PE7 1PD	Conservative
Whittlesey South	David Connor	3 Apple Tree Close March Cambridgeshire PE15 9QU	Conservative
Wisbech East	Samantha Hoy	24 Copperfields Wisbech Cambridgeshire PE13 2HJ	Conservative
Wisbech West	Steven Tierney	6 Alexandra Road Wisbech Cambridgeshire PE13 1HQ	Conservative
Woodditton	Mathew Shuter	The Old Maltings High Street Brinkley Newmarket CB8 0SF	Conservative
Yaxley and Farcet	Mac McGuire	Mercury Hartford Marina Banks End Wyton Huntingdon Cambridgeshire PE28 2AA	Conservative

APPOINTMENT OF HONORARY ALDERMAN

To: **County Council**

Date: **23rd May 2017**

From: **Chief Executive**

Purpose: **To consider nominations for the post of Honorary Alderman.**

Recommendation: **The Council is asked to confer the title of Honorary Alderman on the former County Councillor Tony Orgee.**

Note: in order to confer the title of Honorary Alderman on an individual, not less than two thirds of the voting Members present at the meeting of the Council will need to vote in favour of the nomination.

<i>Officer contact:</i>	
Name:	Gillian Beasley
Post:	Chief Executive
Email:	gillian.beasley@cambridgeshire.gov.uk
Tel:	01223 728595

1. BACKGROUND

- 1.1 A County, District or Unitary Council may, by a resolution passed by not less than two thirds of the voting Members present at a meeting of the Council, confer the title of Honorary Alderman on an individual who, in the opinion of the Council has rendered eminent service to the Council as a former Councillor.
- 1.2 At the meeting on 15th July 1997 the Council resolved to create the post of Honorary Alderman of Cambridgeshire County Council. It was agreed that former County Councillors who had served as members of the Council for a period of at least twenty years would be eligible for consideration as potential Honorary Alderman.
- 1.3 The title Honorary Alderman does not confer any special powers on the person, but is intended to acknowledge the services of past Members of the Council. An Honorary Alderman may attend and take part in such civic ceremonies as the Council may from time to time decide. They do not have an automatic right to attend meetings of the Council or a Committee of the Council, or to receive any allowances under the Members' Allowances Scheme.

2. NOMINATIONS

- 2.1 Having reviewed the service of former County Councillors following the recent election, Group Leaders have nominated the following individual to be considered for the post of Honorary Alderman:
 - Tony Orgee [32 years]

Source Documents	Location
County Council reports and minutes 15th July 1997	Room 114 Shire Hall, Cambridge

COUNTY COUNCIL – PROPOSED CHANGES TO CONSTITUTION

To: Full Council

Date: 23rd May 2017

From: Chief Executive and LGSS Director Law and Governance, and Monitoring Officer.

Purpose: To present to Full Council for consideration and approval changes to the Constitution proposed by the Conservative Group.

Recommendation: Full Council is asked to:

- (a) approve the changes to the Constitution set out in the body of the report and detailed in Appendix A.
- (b) authorise the Chief Finance Officer, in consultation with the Commercial and Investments Committee, to amend the committee's terms of reference to incorporate commercialisation within its remit.
- (c) authorise the LGSS Director Law and Governance to take all steps necessary or incidental to implement the changes to the Constitution detailed in this report.

<i>Officer contact:</i>	
Name:	Gillian Beasley & Quentin Baker
Post:	Chief Executive & Director of Law and Governance, and Monitoring Officer
Email:	gillian.beasley@cambridgeshire.gov.uk ; quentin.baker@cambridgeshire.gov.uk
Tel:	01223 728595 & 01223 727961

1.0 BACKGROUND

- 1.1 Article 14.01 of the Council's Constitution requires the Council's Chief Executive and Monitoring Officer (LGSS Director Law and Governance) to monitor and review the operation of the Constitution to ensure the aims and principles of the Constitution are given full effect. Article 14.03 of the Constitution requires that changes to the Constitution will only be approved by the Full Council after receipt of a written report following consideration of the proposal by the Chief Executive and Monitoring Officer.

2.0 CHANGES TO THE CONSTITUTION

- 2.1 The Leader and Deputy Leader of the Council have met with the Chief Executive to request a number of changes to the constitution which are detailed in the paragraphs below and set out in full in **Appendix A**. Additions are shown in underline text and deletions in strikethrough:

Part 2 – Articles

2.2 Article 6 – The Decision Review Process and Statutory Scrutiny Function

- remove section 6.01 Decision Review.

2.3 Article 7 – The Council Leader, Chairmen/women and Vice-Chairmen/women of Committees and Spokesmen/women

- change Spokesmen/women to Lead Members. Lead Members are a different role to Spokesmen/women and, as such, will not currently attract a Special Responsibility Allowance. The Independent Remuneration Panel will be meeting in June 2017 to consider any proposals as part of its review, with a final report to be recommended to Full Council.
- add to 7.04 the following:
 - (iii) the Chairman/woman and Vice-Chairman/woman of the Commercial and Investment Committee and of the Communities and Partnership Committee
 - (iv) the Chairman/woman of the Health and Wellbeing Board.
- amend the second paragraph of 7.05 to - The Chief Executive, Executive Directors, and Directors shall hold briefing meetings with their relevant service committee Chairman/woman and Vice-Chairman/woman to plan the agenda for future service committee meetings and consider any other issues the officer may think appropriate. They will also hold briefing meetings with opposition lead members to brief them on the agenda for future service committee meetings and consider any other issues the officer may think appropriate. All these meetings will be confidential subject to any relevant legal requirements to the contrary.

2.4 Article 8 - Committees

- add a new Communities and Partnership Committee to Section 8.05.

- amend Section 8.05 - delete Assets and Investments Committee and replace with Commercial and Investment Committee.

Part 3B – Responsibility for Functions Committees of Council

2.5 General Purposes Committee

- change the membership from seventeen members of Council to fifteen.
- amend “Membership” as follows: Subject to proportionality, the Committee shall include the Chairman/woman of the Adults Committee, the Children and Young People Committee, the Economy and Environment Committee, the Health Committee and the Highways and Community Infrastructure Committee, the Commercial and Investment Committee and the Communities and Partnership Committee. The Chairman/woman and Vice-Chairman/woman of the General Purposes Committee shall be appointed by Full Council and shall be, ex officio, the Council Leader and Deputy Council Leader.
- add the following to the delegated authority list: Authority for eight members of General Purposes Committee to initiate a review of a decision taken by a Policy and Service Committee by submitting a request for review to the Monitoring Officer or Chief Executive before the expiry of 3 full working days from the date on which the decision notice was published *[final detailed wording for inclusion in the Constitution will be provided following the meeting under the authorisation to the LGSS Director Law and Governance]*.

2.6 Adults Policy and Service Committee

- change the membership from thirteen members of Council to ten.

2.7 Children and Young People Policy and Service Committee

- change the membership from thirteen members of Council to ten.

2.8 Economy and Environment Policy and Service Committee

- change the membership from thirteen members of Council to ten.

2.9 Health Policy and Service Committee

- change the membership from thirteen members of Council to ten.

2.10 Highways and Community Infrastructure Policy and Service Committee

- change the membership from thirteen members of Council to ten.

2.11 Communities and Partnership Committee

- add Communities and Partnership Committee – Terms of Reference set out in **Appendix B**.

2.12 Constitution and Ethics Committee

- change the membership from eleven members of Council to eight.

2.13 Planning Committee

- change the membership from eleven members of Council to eight.

2.14 Staffing and Appeals Committee

- change the membership from eleven members of Council to eight.

2.15. Assets and Investments Committee

- change Assets and Investments Committee to Commercial and Investments Committee. The Committee will be asked to consider how to incorporate commercialisation within its terms of reference following guidance from the Chief Finance Officer. The membership of this Committee will be ten members of Council.

Part 4 – Rules of Procedure

Part 4.1 – Council Procedure Rules

- 2.16 9.1 Oral Questions – Remove oral questions. The Chairman/woman of the Council will have the authority to accept oral questions in exceptional circumstances only.

- 2.17 9.2 Written Questions. Members will be able to submit written questions. The maximum number of written questions which can be submitted to any one meeting will be increased from thirteen to twenty. Questions will be accepted in the order received until the limit has been reached.

- 2.18 12.6 Amendments to Motions. Add the following in italics as (b) and change the alphabetical coding accordingly:

must be delivered to the Monitoring Officer and Democratic Services Manager in its intended final form not later than noon one working day before the date of the meeting at which the motion is to be considered.

If no withdrawal, confirmation or change is received by the Monitoring Officer, it will be assumed that the amendment is to be considered in its initial form.

No other amendment may be moved at the meeting except where the Chairman/woman of Council may permit, at his or her absolute discretion, in exceptional circumstances and to ensure the efficient or proper discharge of the Council's business, a further amendment or amendments to be moved.

Part 4.4 – Committee and Sub-Committee Meetings

- 2.19 Amend section 7 to read: Any Councillor who wishes an item relevant to the functions of a committee to be included on the agenda of that committee shall

register a request with their lead member for that committee. The lead member will discuss the matter with the relevant Executive Director/Director, who will consult with the committee Chairman/woman, to determine whether the item should be included on the agenda of the next available or a subsequent meeting.

Part 4.5 – Decision Review Rules

- 2.20 Remove Part 4.5 – Decision Review Rules. Call-in powers relate to executive (cabinet) functions. There is no national standard or prescription on the committee structure that councils adopt to establish a system of decision review. As each political group is represented on policy and service committees, it is proposed to remove this requirement.

Part 6 – Members’ Allowances Scheme

- 2.21 A review of the Members’ Allowances Scheme must take place before the Council meeting in May 2018. Group Leaders in June 2016 were of the view that a review should take place after the elections in May 2017 to take into account any changes to the current Committee System resulting in a change in political balance. It is proposed that a review should take place in June 2017 with a report to be presented to July Council.

3.0 MONITORING OFFICER

- 3.1 Local authorities are required to have a constitution setting out their governance structures. Within the various legal requirements placed upon local authorities there are a range of matters which are subject to local discretion. This includes matters such as the size of committees. The changes set out within the report fall within the range of matters subject to local determination.

Source Documents	Location
Council Constitution	http://tinyurl.com/Constitution-CCC

ARTICLE 6 – THE ~~DECISION REVIEW PROCESS AND STATUTORY SCRUTINY~~ FUNCTION

6.01 ~~Decision Review~~

~~The decision-making powers of each committee are specified in their terms of reference in Part 3B, Responsibility for Functions: Committees of Council.~~

~~In the case of decisions made by one of the five Policy and Service Committees (Adults; Children and Young People; Economy and Environment; Health, and Highways and Community Infrastructure); by the General Purposes Committee*; by joint area committees, by the Assets and Investments Committee, and under joint arrangements (the Local Government Shared Services Joint Committee) there is a process by which particularly controversial decisions may be reviewed by the General Purposes Committee* or the Full Council which shall be known as Decision Review.~~

~~(*The General Purposes Committee may not review its own decisions and these may only be subject to review by Full Council.)~~

~~The decision review procedure is set out in Part 4.5, Rules of Procedure: Decision Review Procedure Rules.~~

6.02~~1~~ The Council's Statutory Scrutiny Function

There is a statutory requirement for Council to make arrangements for scrutiny of certain matters, as specified in the following legislation:

- Section 21 of the Local Government Act 2000 and Section 7 of the Health and Social Care Act 2001 as amended by the Health and Social Care Act 2012, and the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013 (SI 2013/218).

These powers shall be exercised by the Health Committee.

- The Flood and Water Management Act 2010.

These functions shall be exercised by the Economy and Environment Committee.

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

6.01 Council Leader

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

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

7.02 Role of the Council's Leader

The role of the Council's Leader is to:

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

The duties and responsibilities are to:

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

7.03 Deputy Council Leader

The Deputy Council Leader will assume the full powers of the Council Leader in any circumstances in which the Council Leader is unable to act. The Deputy Council Leader will also act as Council Leader if the Council Leader is unavailable. The Deputy Council Leader will hold office unless and until:

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

Chairmen/women and Vice-Chairmen/women of Committees

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

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

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

Spokesmen/women Lead Members

Each of the Council's political groups may designate one of their group members as lead member [spokesman/woman] for each service committee.

~~The Chief Executive, Executive Directors, Corporate Director and/or the Director of Public Health shall hold monthly briefing meetings jointly with their relevant service committee Chairman/woman, Vice Chairman/woman and spokesmen/women to plan the agenda for future service committee meetings and consider any other issues the officer may think appropriate. These meetings will be confidential subject to any relevant legal requirements to the contrary.~~

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

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

7.06 **Training**

The Council will hold an annual training day for Chairmen/women, Vice-Chairmen/women and ~~Spokesmen/women~~ lead members with a focus on their roles and remits individually and collectively.

ARTICLE 8 – COMMITTEES

8.01 Introduction

The Council shall establish a number of committees in order to undertake its functions in a more efficient way. These are divided into four categories, Policy and Service Committees; Regulatory Committees; Joint Committees and Other Committees. In some cases the law requires the Council to establish a committee and stipulates the way it shall operate. However, in most cases Full Council may decide on the size, terms of reference and membership of its committees.

In the absence of the relevant committee chairman/woman, the vice-chairman/woman will take the chair.

All Councillors are encouraged to undertake regular training and for the regulatory and appeals committees there are specific training requirements.

Statutory scrutiny functions will be incorporated and carried out by the relevant Policy and Service Committee as set out in their respective terms of reference.

8.02 Policy and Service Committees

The Council shall establish the following policy and service committees:

- Adults Committee
- Children and Young People Committee
- Economy and Environment Committee
- Health Committee
- Highways and Community Infrastructure Committee.

These are known as policy and service committees because their business concerns the Council's delivery of services to the people of Cambridgeshire.

The composition and function of each of these committees are set out in Part 3B – Responsibility for Functions: Committees of Council.

8.03 Regulatory Committees

The Council shall establish the following regulatory committees:

- Planning Committee

These committees regulate the conduct of the Council's business and make decisions in relation to regulatory matters.

The composition and function of each of these committees are set out in Part 3B – Responsibility for Functions: Committees of Council.

8.04 **Joint Committees**

In conjunction with other authorities, the Council shall establish and participate in the following joint committees:

- Area Joint Committees (where the Council sees fit)
- Cambridgeshire Police and Crime Panel
- Greater Cambridge City Deal Executive Board
- Greater Cambridge City Deal Joint Assembly
- Joint Development Control Committee – Cambridge Fringes
- LGSS Joint Committee

The composition and function of each of these committees are set out in Part 3C – Responsibility for Functions: Joint Committees.

8.05 **Other Committees**

The Council shall establish the following other committees:

- General Purposes Committee
- ~~Assets~~ Commercial and Investments Committee
- Audit and Accounts Committee
- Cambridgeshire Health and Wellbeing Board
- Cambridgeshire Pension Fund Board
- Communities and Partnership Committee
- Constitution and Ethics Committee
 - Hearings Sub-Committee
- Pension Fund Committee
 - Investment Sub-Committee
- Staffing and Appeals Committee
 - Service Appeals Sub-Committee.

The composition and function of each of these committees are set out in Part 3B – Responsibility for Functions: Committees of Council.

Part 3B-1. GENERAL PURPOSES COMMITTEE

Membership

~~Seventeen~~ Fifteen members of the Council. Subject to proportionality, the Committee shall include the Chairman/woman and Vice-Chairman/woman of the Adults Committee, the Children and Young People Committee, the Economy and Environment Committee, the Health Committee, and the Highways and Community Infrastructure Committee, the Commercial and Investment Committee, and the Communities and Partnership Committee. The Chairman/woman and Vice-Chairman/woman of the General Purposes Committee shall be appointed by Full Council and shall be, ex officio, the Council Leader and Deputy Council Leader.

Summary of Functions

The General Purposes Committee (GPC) is authorised by Full Council to co-ordinate the development and recommendation to Full Council of the Budget and Policy Framework, as described in Article 4 of the Constitution, including in-year adjustments.

In addition, the GPC is authorised to make decisions on the allocation of matters amongst committees where the function does not clearly fall within the remit of one particular committee.

The GPC has a number of specific functions including the following:

- Appointing members to a range of external bodies
- Oversight of 'corporate' or council-wide matters such as customer services unless reserved to Full Council.

Delegated Authority	Delegation/Condition
In respect of the statutory and local plans, which form the Council's Policy Framework, authority to lead the development of draft proposals, consider and recommend them for approval by Full Council	In consultation with relevant Service Committees
Authority to lead the development of the Council's draft Business Plan (budget), to consider responses to consultation on it, and recommend a final draft for approval by Full Council	In consultation with relevant Service Committees
Authority to recommend cross-cutting policies for approval by Full Council, e.g. the policy on Disclosure and Barring Service checks for councillors	
<u>Authority for eight members of General Purposes Committee to initiate a review of a decision taken by a Policy and Service Committee by submitting a request for review to the Monitoring Officer or Chief Executive before the expiry of three full working days from the date on which the decision notice was published.</u>	
Authority to consider decision reviews and either: 1. refer the matter for determination by Full Council 2. make recommendations to the relevant committee requiring the Committee to reconsider the matter in accordance with the advice of either the Monitoring Officer or the Chief Financial Officer	

Delegated Authority	Delegation/ Condition
Authority to determine an appeal against any decision by or on behalf of the Authority except for those appeals whose determination falls with the remit of another committee, officer or panel of the Council.	
Authority to nominate representatives to Outside Bodies other than the Cambridgeshire and Peterborough Fire Authority, the County Councils Network Council and the Local Government Association	
Authority to determine the Council's involvement in and representation on County Advisory Groups. The Committee may add to, delete or vary any of these advisory groups, or change their composition or terms of reference	
Authority to review annual reports and inspection reports not within the remit of another committee	
Authority for monitoring and ensuring that Service Committees operate within the policy direction of the County Council and making any appropriate recommendations	
Authority for monitoring and reviewing the overall performance of the Council against its Business Plan	
Authority to determine the most appropriate committee for considering any matter which falls within the remit of more than one committee	
Authority to respond to any consultations within the remit of more than one committee as and when required	
Authority for managing those functions relating to elections and local democracy which are not reserved to Full Council	
<p>Authority for oversight, operation and review of 'corporate' services, for example:</p> <ul style="list-style-type: none"> the Council's internal and external communications policy and its implementation Information Governance including but not limited to Data Protection and Freedom of Information the Council's customer strategy and any matters dealt with by the Contact Centre, via digital channels or face-to-face the Council's response to its equalities duties the Council's Risk Management Strategy the Council's Emergency Planning arrangements 	
<ul style="list-style-type: none"> Authorising budget virement which is not covered within the limits of virement contained in the Council's financial rules, provided there is no change in the approved policy framework of the Council. Virement limits are set out in the Constitution in Part 3D (Scheme of Delegation to Officers) and Part 4 (Financial and Contract Procedure Rules) 	

Delegated Authority	Delegation/ Condition
<ul style="list-style-type: none"> Authorising proposals which are not covered by the finance limits of the Executive and Corporate Directors' delegated powers contained in A3 – A7, as set out in the table at Paragraph 3 of Part 3D of the Constitution, provided there is no change in the Council's approved budget and policy framework 	
<ul style="list-style-type: none"> Responsibility for the discharge of all functions and exercise of all powers of the County Council not expressly reserved to the Full Council or to any other part of the County Council by statute or by this Constitution 	

PART 3B-2. ADULTS POLICY AND SERVICE COMMITTEE

Membership

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

The Chairman/woman of the Adults Committee will be designated the Lead Councillor for Adult Services in accordance with the 'Best Practice Guidance on the Role of the Director of Adult Social Services' (Department of Health 2006).

Summary of Functions

This committee has delegated authority to exercise the Council's functions relating to the delivery, by or on behalf of the County Council, of social care services to eligible adults within Cambridgeshire.

- Services for people with physical disability
- Services for people with learning disability
- Preventative services
- Residential care
- Carer support.

Delegated Authority	Delegation/ Condition
Authority to take decisions relating to exercising management, oversight and the delivery of all the Council's relevant adult social care services (i.e. social care services for people aged 18 or over with eligible social care needs and their carers), except for those decisions which are reserved to Full Council	
Authority to undertake the Council's functions for promoting choice and independence in the provision of all adult social care	
Authority to approve all strategies associated with the committee portfolio area which are not reserved for Full Council	
Authority to respond, as appropriate, on behalf of the Council to Government consultation in respect of policy and/or legislation affecting adult social care.	

PART 3B-3. CHILDREN AND YOUNG PEOPLE POLICY AND SERVICE COMMITTEE

Membership

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

The following representatives, who shall be co-opted as non-elected members with voting rights on those matters relating to the Council's education functions. They may speak but not vote on other matters.

- One Church of England diocesan representative
- One Roman Catholic diocesan representative.

The Chairman/woman of the Children and Young People Committee will be designated the Lead Councillor for Children and Young People's Services in accordance with Section 19 of the Children Act 2004.

Summary of Functions

This committee has delegated authority to exercise all the Council's functions, save those reserved to Full Council, relating to the delivery, by or on behalf of, the County Council, of services relating to children and young people. These include:

- Child protection
- Children's Centres
- Education, Schools and settings
- Looked After Children
- Special Educational Needs (SEN)
- Youth Offending Services
- Youth services.

Delegated Authority	Delegation/Condition
Authority for exercising management, oversight and delivery of services to children and young people in relation to their care, wellbeing, education or health, with the exception of any powers reserved to Full Council	
Authority for the functions and powers conferred on or exercisable by the County Council as Local Authority in relation to the provision of education	
Authority for working with all schools including academies in relation to raising standards of attainment and developing opportunities	
Authority for exercising management, oversight and delivery of <u>Learning Outside of the Classroom</u> and environmental education.	
Authority for exercising management, oversight and delivery of Early Years services, including Children's Centres	
Authority for exercising management, oversight and delivery of Enhanced and Preventative Services and Children's Social Care	

Delegated Authority	Delegation/Condition
Authority for exercising management, oversight and delivery of the Youth Offending Service	
Authority for approval of all strategies associated with the committee portfolio area that are not reserved to Full Council.	
The making of arrangements in relation to appeals against the exclusion of pupils from maintained schools pursuant to section 52 of the Education Act 2002 (appeals against exclusion of pupils)	Delegated to the Executive Director: Children, Families and Adults.
The making of arrangements pursuant to section 94(1), (1A) and (4) of the School Standards and Framework Act 1998 (admission appeals)	Delegated to the Executive Director: Children, Families and Adults.
The making of arrangements pursuant to section 95(2) of the School Standards and Framework Act 1998 (children to whom section 87 applies); appeals by governing bodies	Delegated to the Executive Director: Children, Families and Adults.

PART 3B-4. ECONOMY AND ENVIRONMENT POLICY AND SERVICE COMMITTEE

Membership

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

Summary of Functions

Delegated authority to exercise all the County Council's functions, not otherwise reserved to Full Council, relating to the Economy and Environment within Cambridgeshire including the following:

- Adult Learning and Skills
- Growth and Economy
- Major Infrastructure Delivery
- Passenger Transport
- Transport Infrastructure Policy and Funding

Delegated Authority	Delegation/ Condition
Authority for exercising all powers and implementing all strategies associated with the Council's Economy and Environment functions which are not otherwise reserved for Full Council or any other body.	
Authority to respond, as appropriate, on behalf of the Council to Government consultation in respect of policy and/or legislation affecting Planning, Strategic Environment and Transportation	
Authority for exercising the Council's functions in respect of all areas covering the following: <ul style="list-style-type: none">• County Planning - Minerals and Waste• Historic Environment• Flood and Water Management• Enterprise and Economy• Managing Local Energy Investment (MLEI)• Growth and Development including Travel for Work• Funding and Innovation• Managing capital programme• Major Infrastructure delivery projects (transport, highways and cycling), with the exception of infrastructure delivery projects that form part of a City Deal Infrastructure scheme as defined in the Terms of Reference for Joint Development Control Committee for Cambridge Fringes• Transport and Infrastructure Policy• Transport and Infrastructure Funding• CIL/S106 funding / innovative approaches• Funding bids• Cambridgeshire Guided Busway• Park and Ride and Quality Bus Partnership• Public Transport• Social and Education Transport• Adult Careers Information and Guidance	

Delegated Authority	Delegation/ Condition
<ul style="list-style-type: none"> • Adult Skills including apprenticeships • Learning Services including online • Community Learning • Connecting Cambridgeshire Programme 	
<p>Authority to exercise the statutory functions in relation to the scrutiny of flood risk management under the provisions of the Flood and Water Management Act 2010</p>	

PART 3B-5. HEALTH POLICY AND SERVICE COMMITTEE

Membership

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

Five non-voting co-opted District Councillors, one from each District Council in Cambridgeshire. District Councils shall be invited to nominate one member and one substitute. The usual rules for substitution as set out in the Council Procedure Rules shall apply.

Overview of Functions

This committee has delegated authority to exercise the County Council's functions in respect of the following:

- The County Council's public health duty including health improvement, individual and community wellbeing, and reduction of health inequalities
- Responding as appropriate to central government consultation relating to policy or legislation falling within the remit of the Committee
- The review and scrutiny of any matter relating to the planning, provision and operation of the health services in Cambridgeshire
- To report to the Secretary of State for Health on any proposals for substantial change to any part of the NHS's services within Cambridgeshire.

Delegated Authority	Delegation/ Condition
Authority to exercise the powers conferred by Section 21 of the Local Government Act 2000 and Section 7 of the Health and Social Care Act 2001 as amended by the Health and Social Care Act 2012, and the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013 (SI 2013/218) to review and scrutinise any matter relating to the planning provision and operation of the health service in its area.	
Authority to exercise the power under Section 23 of the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013 to report on a proposal for a substantial health service development or variation to the Secretary of State for Health	
Authority to delegate its functions under Section 7 of the Health and Social Care Act 2001 as amended by the Health and Social Care Act 2012 to a joint overview and scrutiny committee when this is required by the Direction issued by the Secretary of State for Health in July 2003 or is conducive to the efficient scrutiny of proposals affecting more than one Social Services local authority area.	
Authority to appoint members to a joint overview and scrutiny committee established under the paragraph above. In this case the political balance requirements will apply to such appointments.	

<p>Authority to assist the Director of Public Health in the exercise of the Public Health statutory duties set out in</p> <ul style="list-style-type: none"> • the Health and Social Care Act 2012 • the NHS Bodies and Local Authorities (Partnership Arrangements, Care Trusts, Public Health and Local Healthwatch) Regulations 2012 • NHS Act 2006 • Criminal Justice Act 2003 • Licensing Act 2003 • Water Industry Act 1991 • Water Industry Act 1988 • Mental Health Act 1983 • Mental Capacity Act 2005 	
<p>Authority to oversee and undertake the Council's functions relating to the public health duty of the Council including health improvement, individual and community wellbeing, and the reduction of health inequalities</p>	
<p>Authority for approving all strategies associated with the committee portfolio area not reserved for approval by Full Council</p>	
<p>Authority to respond, as appropriate, on behalf of the Council to Government consultation in respect of policy and/or legislation affecting any of the responsibilities falling with the remit of the Health Committee</p>	

PART 3B-6. HIGHWAYS AND COMMUNITY INFRASTRUCTURE POLICY AND SERVICE COMMITTEE

Membership

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

Summary of Functions

Delegated authority to exercise the County Council's functions, other than those reserved to Full Council, in relation to highways and community infrastructure within Cambridgeshire including:

- Community and Cultural Services
- Highways
- Waste Management

Delegated Authority	Delegation/ Condition
Authority for exercising all powers and implementing all strategies associated with the Council's Highways and Community Infrastructure functions which are not otherwise reserved for Full Council or any other body.	
<p>Authority for exercising all functions of the Council relating to the following:</p> <ul style="list-style-type: none"> • Trading Standards • Cultural Growth and Participation – Arts, Museums and Sport • RECAP (Recycling in Cambridgeshire and Peterborough partnership) • Parking Services • Safety of Sports Grounds • Road, streets and paths maintenance, operations and enforcement • Local Highway Improvement Initiative • Gritting, verge cutting and other routine works • Traffic Management systems and regulations • Road Safety • Maintaining Highways and rights of way records • Asset Management and information • Major Contracts (Highways services, waste and street lighting) • Libraries • Archives • Registration • Coroners 	
Authority to approve the Food and Feed Plan	
Authority to approve minor changes to the overarching Enforcement Policy and the Enforcement Policy specifically covering age restricted goods, following an annual review of these policies by the Head of Supporting Businesses and Communities	

Delegated Authority	Delegation/ Condition
Authority to approve changes to the overarching Business and Consumer Advice Policies following an annual review by the Head of Supporting Businesses and Communities	
Authority to approve the Safety of Sports Grounds Policy	
Authority to approve the annual Parking Operations Report	
<p>Authority to exercise, in accordance with the relevant policies of the authority and within the budget allocated for the purpose, the powers of the County Council regarding the following issues within the County's administrative boundary.</p> <ul style="list-style-type: none"> For all districts except Cambridge City, authority to determine traffic regulation orders/statutory notices where the completion of the statutory consultation process results in objections, as per the relevant Highway, Road Traffic Regulation and Traffic Management legislation, with the exception of traffic regulation orders/statutory notices sought as part of a City Deal Infrastructure scheme as defined in the Terms of Reference for Joint Development Control Committee for Cambridge Fringes Authority to approve the Transport Delivery Plan 	Head of Highways in consultation with the Local Members for all districts, except Cambridge City.
Authority to agree proposed revisions to Library Byelaws for submission to the Department for Culture, Media & Sport for approval	Final approval required from DCMS
Authority to revise and agree the Service Delivery Policy for Libraries	
Authority to agree or revise a scheme for the delivery of registration services in accordance with the Registration Services Acts 1952 and 2007	In consultation with the General Register Office

PART 3B-8. CONSTITUTION AND ETHICS COMMITTEE

Membership

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

Hearings Sub-Committees

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

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

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

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

PART 3B-10 PLANNING COMMITTEE

Membership

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

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

PART 3B-11 STAFFING AND APPEALS COMMITTEE

Membership

~~Eleven~~ Eight members of the Council. The Chairman/woman and Vice-Chairman/woman of the Committee shall be selected and appointed by the Staffing and Appeals Committee.

When determining the remuneration policy for Cambridgeshire County Council employees, the Committee shall be advised by the Head of Paid Service and the LGSS: Director of People, Transformation and Transactions, or their nominees. The Committee may, having sought the advice of the LGSS Director of People, Transformation and Transactions, choose to be advised by an external independent adviser.

N.B. The Chairman/woman of the Committee shall be authorised to approve the co-option of representatives from partner agencies onto the Committee in a non-voting capacity, where this is considered relevant to the appointment being made.

Summary of Functions

The Committee has delegated authority to exercise the Council's functions in respect of all matters, save those otherwise reserved to other bodies, relating to the employment of the Council's officers and contractors including determining the terms and conditions of employment.

Delegated Authority	Delegation/ Condition
Authority to determine the policy regarding the remuneration of Statutory and Non-Statutory Chief Officers (including Deputies) of Cambridgeshire County Council; and to implement and make decisions pursuant to and in accordance with that policy	Subject to the approval of Full Council where required
Authority to undertake the selection of and to appoint Statutory and Non-Statutory Chief/Deputy Chief Officers in accordance with Officer Employment Procedure Rules For the avoidance of doubt the term Statutory and Non- Statutory Chief /Deputy Chief Officers has the same meaning as that contained in S.2 (6), (7) and (8) of the Local Government and Housing Act 1989	Subject to the approval of Full Council where required
Authority for making arrangements with other authorities for the placing of staff at the disposal of those authorities. (S.113 LGA 1972)	Chief Executive and Directors
Authority for the approval of pay, terms and conditions of service and training of employees except for approving the annual Senior Officer Pay Policy Statement which is reserved to the Full Council	Chief Executive
Authority to recommend to Council the Chief Officer Pay Policy Statement	
Authority for oversight of the Council's functions in connection with employee relations including arrangements for consultation/ negotiation with Trades Unions	
Authority to approve proposals from the Head of Paid Service in relation to the overall staffing structure/restructure of the Council	Chief Executive

Delegated Authority	Delegation/ Condition
Authority to oversee the work of the Service Appeals Sub-Committee and consider any matters put to them by the Service Appeals Sub-Committee	

COUNCIL PROCEDURE RULES

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

1. ANNUAL MEETING OF THE COUNCIL

1.1 Timing

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

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

1.2 Business

The annual meeting will carry out the tasks listed below.

- (i) Elect a person to preside if the Chairman/woman of Council is not present.
- (ii) Elect the Chairman/woman of Council.
- (iii) Elect the Vice-Chairman/woman of Council.
- (iv) Approve the minutes of the last meeting.
- (v) Receive any announcements from the Chairman/woman and/or Head of Paid Service.
- (vi) Agree the scheme of delegation or such part of it as the Constitution determines it is for the Council to agree (as set out in Part 3 of this Constitution).
- (vii) Approve a programme of ordinary meetings of the Council for the year.
- (viii) Consider any business set out in the notice convening the meeting.
- (ix) Receive a short (two sides of A4) report on each Policy and Service Committee. The report to be prepared by the relevant Service and not open for discussion at the meeting.

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

1.3 Selection of Councillors on Committees and Outside Bodies

At the annual meeting, the Council will:

- (i) Decide which committees and sub-committees to establish for the municipal year.
- (ii) Decide the size and terms of reference for those committees and sub-committees.

- (iii) Decide the allocation of seats and substitutes to political groups in accordance with the political balance rules.
- (iv) Appoint the Chairman/woman and Vice-Chairman/woman of the General Purposes Committee who will also fulfil the role of Leader and Deputy Leader of the Council respectively.
- (v) Appoint the Chairman/woman and Vice-Chairman/woman of each of the five policy and service committees.
- (vi) Appoint the Chairman/woman and Vice-Chairman/woman of the Commercial and Investment Committee and of the Communities and Partnership Committee
- (vii) Appoint the Chairman/woman of the Cambridgeshire Health and Wellbeing Board.
- (viii) Appoint to outside bodies except where appointment to those bodies has been delegated by the Council.

2. **ORDINARY MEETINGS**

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

- (i) Elect a person to preside if the Chairman/woman and Vice-Chairman/woman are not present.
- (ii) Approve the minutes of the last meeting.
- (iii) Receive any announcements from the Chairman/woman, Leader, Committee Chairmen or the Chief Executive.
- (iv) Subject to the consent of the person presiding at the meeting:
 - (a) receive questions from, and provide answers to, the public; and
 - (b) receive petitions in accordance with the Council's petitions scheme.
- (v) Deal with any business from the last Council meeting.
- (vi) Consider recommendations from the Council committees on matters requiring a Council decision.
- (vii) Receive reports about and receive questions and answers on the business of joint arrangements and external organisations.
- (viii) Consider motions.
- (ix) Consider any other business specified in the summons to the meeting, including consideration of proposals from the General Purposes Committee in relation to the Council's budget and policy for debate.

- (x) Put written questions to the Leader of the Council, Group Leaders, Committee Chairmen/women and Vice-Chairmen/women, ~~Spokesmen/women~~ lead members, Council representatives on Outside Bodies, Partnership Liaison and Advisory Groups and Internal Groups and Panels, and oral questions to the Council's representatives on the Fire Authority and the Combined Authority.

3. **EXTRAORDINARY MEETINGS**

3.1 **Calling Extraordinary Meetings**

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

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

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

3.2 **Business**

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

4. **APPOINTMENTS TO COMMITTEES**

4.1 **Allocation**

Every person appointed to be a member of a committee or sub-committee will remain a member of that committee until the first of the following events:

- (a) he/she ceases to be a Councillor
- (b) his/her resignation
- (c) changes to political balance necessitate changes to committee membership
- (d) removal by the Proper Officer at the request of his/her group

The Full Council is required to keep the allocation of seats to groups under review.

Whenever allocation of seats is considered by the Full Council the Monitoring Officer shall submit a report showing what the allocation of seats should be in order to ensure committees reflect the overall political balance of the Council.

Democratic Services will ensure that all appointments to committees are reported to the next meeting of the appropriate committee.

Any changes in membership must be notified to the Democratic Services Manager by the Group Leader or the majority of the group no later than 12.00 noon five clear working days before the relevant meeting.

As well as allocating seats on committees and sub-committees, the Council will allocate seats in the same manner for up to four members of each political group as substitute members.

4.2 Powers and Duties

Substitute members, when substituting for an ordinary member of the committee, will have all the powers and duties of any ordinary member of the committee but will not be able to exercise any special powers or duties exercisable by the person they are substituting.

4.3 Substitution

Substitute members may attend meetings in that capacity only:

- (i) To take the place of the ordinary member for whom they are the designated substitute.
- (ii) After notifying the relevant Democratic Services Officer of the intended substitution before the start of the meeting.

In the event of the ordinary member of the committee being present at the start of the meeting, the ordinary member may advise that the substitution shall not take effect. The membership of the committee shall be as constituted at the start of the meeting and substitution will not be permitted during the course of the meeting.

Substitute members are eligible for allowances in accordance with the Council's scheme of allowances as if they were appointed members of that committee.

5. TIME AND PLACE OF MEETINGS

The time and place of meetings will be determined by the Proper Officer and notified in the summons.

6. NOTICE OF AND SUMMONS TO MEETINGS

The Proper Officer will give notice to the public of the time and place of any meeting in accordance with the Access to Information Procedure Rules. At least five clear days before a meeting, the Proper Officer will send a summons signed by him/her to every member of the Council. The summons will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such reports as are available.

The Monitoring Officer may, after consultation with the Chairman/woman, cancel a meeting of the Council, if he/she is satisfied that there is insufficient business to be transacted or if he/she is satisfied that this is the appropriate course of action.

7. CHAIRMAN/WOMAN OF MEETING

The person presiding at the meeting may exercise any power or duty of the Chairman/woman.

If any issues arise at a meeting in relation to the interpretation of the procedure rules, the Chairman/woman's decision shall be final.

8. QUORUM

The quorum of a meeting will be one quarter of the whole number of voting members. During any meeting if the Chairman/woman counts the number of members present and declares there is not a quorum present, then the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Chairman/woman. If the Chairman/woman does not fix a date, the remaining business will be considered at the next ordinary meeting.

9. QUESTIONS BY MEMBERS

9.1 Oral Questions

~~A member of the Council may ask any member of the Council who has a position of responsibility i.e. Leader of the Council, Group Leaders, Chairmen/women, Vice Chairmen/Women, Spokesmen/women, Council representatives on Outside Bodies, Partnership Liaison and Advisory Groups and Internal Advisory Groups and Panels a question on any matter discussed at a Committee meeting, relevant to the business of the Council, or matter which affects the County of Cambridgeshire excluding extraordinary or special meetings of the Council and the first annual meeting of a new Council. The maximum time allowed for these questions and answers will be 60 minutes. Members shall have up to two minutes in which to ask the question.~~

At every meeting except extraordinary or special meetings of the Council and the first annual meeting of a new Council, members may ask questions for a response by the Council's appointee on the Combined Authority, and its appointees to the Combined Authority Overview and Scrutiny Committee; Councillors may also comment on concerns or issues. The protocol for such questions or comments is set out in Annex 1.

With the exception of these questions, the Chairman/woman of the Council has the authority to accept oral questions in exceptional circumstances only.

~~An answer to an oral question may take the form of:~~

~~(i) — A direct oral answer of up to a maximum of two minutes.~~

~~(ii) — Where the desired information is in a publication of the Council or other published work, a reference to that publication.~~

- (iii) ~~Where the reply cannot conveniently be given orally, a written answer circulated later to the questioner and made available to all members of Council and to the public.~~

~~A member asking an oral question under Rule 9.1 may ask one supplementary question without notice of the member to whom the first question was asked. The supplemental question must arise directly out of the original question or the reply and shall be limited to a maximum of one minute. An oral response will be limited to two minutes.~~

~~All questions:~~

- ~~• must be relevant to matters for which the Council has powers or duties~~
- ~~• must not relate to an item which is included elsewhere on the County Council agenda (e.g. in a matter for decision or report from Committee or relating to a motion on the agenda) as they can be raised at that point in the meeting.~~
- ~~• should be limited to obtaining information or pressing for action.~~

~~Questions should not:~~

- ~~• be incapable of being adequately answered in two minutes~~
- ~~• contain offensive expressions~~
- ~~• divulge, or require the answer to divulge, confidential or exempt information.~~

~~Any facts on which a question is based should be identified briefly when the question is asked. Members may be asked to verify authenticity of any factual statement.~~

~~At every meeting except extraordinary or special meetings of the Council and the first annual meeting of a new Council, members may ask questions for a response by the Council's appointee on the Combined Authority, and its appointees to the Combined Authority Overview and Scrutiny Committee; Councillors may also comment on concerns or issues. The protocol for such questions or comments is set out in Annex 1.~~

~~At Council meetings in October and March, members will have an opportunity to ask questions and comment on fire issues. The protocol for such questions or comments is set out in Annex 2.~~

9.2 **Written Questions**

Subject to the provisions set out below, a member of the Council may ask:

- the Chairman/woman;
 - the Chairman/woman of any committee
- a question in writing on any matter in relation to which the Council has powers or duties or which affects the County.

A member may only ask a written question under Rule 9.2 if either:

- (a) he/she has given notice in writing of the question to the Proper Officer no later than 12.00 noon five working days before the date of the meeting, excluding extraordinary or special meetings of the Council and the first annual meeting of a new Council, where no written questions may be asked unless they are agreed as an urgent item by the Chairman/woman under paragraph (b) below; or
- (b) the question relates to urgent matters, he/she has the consent of the Chairman/woman to whom the question is to be put and the content of the question is given to the Proper Officer at least one hour before the scheduled start of the meeting.

The maximum number of written questions submitted to any one meeting will be 13 ~~20~~, allocated across the Political Groups taking account of proportionality. Questions will be accepted in the order received until the limit has been reached.

9.3 Public Question Time

There will be an opportunity for up to four members of the public to ask questions at meetings of the County Council, excluding extraordinary or special meetings of the Council and the first annual meeting of a new Council, to the Leader of the Council and the Chairman/woman of any Committee.

Members of the public wishing to ask a question at the Council meeting should provide the following details to the Council's Democratic Services by no later than 12.00 noon, five working days before the meeting:

- Name and address and contact details of the person asking the question.
- The name of the organisation if the question is being asked on their behalf.
- Details of the question to be asked.
- The name or position of the member of the Council to whom it is to be put.
- Brief information about how the subject of the question relates to the person asking the question (e.g. as a resident of the area, as a recipient of a service, as the owner of a property affected by a proposal).

Only one question may be asked by each member of the public or organisation and the question must relate to a single topic. Members of the public shall have up to two minutes in which to ask the question.

The named member will respond to the question which may take the form of:

- (a) a direct oral response of up to a maximum of two minutes;
- (b) where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- (c) where the reply cannot conveniently be given orally, a written response circulated later to the questioner and made available to all members of Council and to the public.

After the response has been given, the questioner has up to a further minute in which to put one supplementary question or seek clarification of the response to the original question. The supplementary question must arise directly out of the original question or the reply and must not introduce new material.

The recipient of the original question then has up to a further two minutes in which to reply to the supplementary question.

No debate will be allowed on any question or the response.

If the questioner cannot be present at the council meeting to pose her/his [sic] question, a written question will be accepted and answered in writing.

9.4 **Petition Scheme**

The Council will treat something as a petition if it is identified as being a petition, or if it seems to us that it is intended to be a petition and it meets the criteria set out below.

Paper petitions can be sent to:

The Petitions Officer
Cambridgeshire County Council
Box Number SH1102
Shire Hall
Castle Hill
Cambridge
CB3 0AP

Electronic petitions will also be accepted provided they are:

- submitted using the ePetitions facility; or
- submitted as one document, containing either all the local persons' individual e-mails received by the organiser on a specific date - these must include the individual names and addresses in order to be valid, or if a standard template e-mail has been used, the list of names, postal addresses and e-mail addresses of those supporting the petition. These petitions should be sent to: DemocraticServices@cambridgeshire.gov.uk.

When a petition is received the Council may consider undertaking one, or more of the following actions:

- taking action as requested in the petition
- meeting with petitioners
- referring the petition to Full Council or one of the Council's Committees
- calling a referendum [A referendum on constitutional change could be triggered with a petition submitted by 5% of the local government electors registered in the local authority's area.]

Petitions will not be referred to extraordinary or special meetings of Full Council, or to the first annual meeting of a new Council.

Once a petition has been received, the Petition Officer will assign the petition to a Democratic Services Officer, who will be responsible for advising the Petition Organiser on the action to be taken by the authority. A Democratic Services Officer will acknowledge and advise the Petition Organiser within 10 working days.

Petition Guidelines – Types of Petition

Ordinary Petitions

The petition must relate to functions for which the Council has powers or duties [more information on council structure is available in the 'Your council' section of www.cambridgeshire.gov.uk], or to improvements in the economic, social or environmental welfare of Cambridgeshire, to which the Council, or any of its partners, can contribute.

Format of Petitions

Petitions submitted to the Council must include the following:

- A clear statement of your concerns and what you want the Council to do.
 - The name and contact details of the Petition Organiser, who should be a local person*. This may be either a postal address or e-mail. This is the person we will contact to explain how we will respond to the petition and to discuss matters of process.
 - The name (preferably in block capitals) and full address of each local person* who signs it. This will help the Council assess the extent to which the views expressed represent a particular locality. Where the petition is in paper form, this should include an actual signature. Where the petition is submitted in electronic form a list of the names and addresses will suffice.
- * *A 'local person' is anyone who lives, owns a business, or works in the area (business address to be recorded where appropriate), or who attends a school or college in the area at the time the petition is submitted.*

Speaking at Council/Committee Meetings

The Petition Organiser, or their nominee** will be able to speak at the meeting providing the following conditions are met:

- The petition must relate to the powers and duties of that committee / body.
- It must be signed by at least 50 'local people' *** who have an interest in the subject of the petition - the addresses of the signatories must be included for this purpose.
- The petition must be received by no later than 9.00 a.m. five working days before the meeting.
- It must be accepted by the Chairman/woman of the Committee for presentation at the meeting. This is likely to be agreed unless there are exceptional circumstances.

*** County Councillors will not usually be allowed to speak to petitions under this procedure as they have other opportunities to make their views known. This may however be allowed where the Councillor has a prejudicial interest preventing them from speaking to a report, or where the Petition Organiser or other representative of the petitioners is unable to attend the meeting. In these circumstances the Chairman/woman of the meeting concerned will be consulted and asked to exercise their discretion to allow a County Councillor to present the petition.*

**** A 'local person' is anyone who lives, owns a business, or works in the area (business address to be recorded where appropriate), or who attends a school or college in the area at the time the petition is submitted.*

Process at the Meeting

If there is an item / report on the agenda which relates to the petition, the Petition Organiser will usually be asked to make their presentation at the beginning of that item. The meeting will take into account the views expressed in the petition when reaching a decision on the issue. Time for presenting a petition will be limited to three minutes. The Chairman/woman of the meeting may extend the time allowed, but only in exceptional circumstances. Once they have spoken to the meeting, Councillors may wish to ask them questions about the petition. The person presenting the petition will not be allowed to take part in the subsequent debate on the petition unless the Chairman/woman considers it appropriate with the agreement of the Committee.

If there is no relevant item on the agenda, petitions will usually be heard at the start of the meeting. The petition after its presentation cannot normally be discussed at the meeting. However the petition will be considered informally by the relevant officer and Councillors following the meeting. This could involve a report being made to a future meeting of the Committee.

Petition Organisers will either receive from the Chairman/woman of the meeting a written confirmation of the outcome of their petition within ten working days of the meeting, or where the outcome is not yet known, will within ten working days of the meeting receive an update on the action proposed, and written confirmation of the outcome from the Chairman/woman as soon as reasonably possible.

If your petition is about something over which the Council has no direct control, the Council will consider making representations on behalf of the community to the relevant body. The Council works with a large number of local partners and where possible, will liaise with these partners to respond to your petition. If the Council is not able to do this for any reason (for example if what the petition calls for conflicts with Council policy), then it will set out the reasons for this in the Council's response to the Petition Organiser.

Petitions for Debate at Council

If a petition contains at least 3,000 signatures, the Petition Organiser can ask for it to be debated at a meeting of Full Council. This means that the issue raised in the petition will be discussed at a public meeting which all Councillors can attend. The Council will endeavour to consider the petition at its next meeting, although on some occasions this may not be possible and consideration will be deferred to the following meeting.

The Petition Organiser, or nominee, may speak to a petition presented at the Council meeting provided that the above conditions are met.

The Petition Organiser, or nominee, will be given five minutes to present the petition at the meeting and the petition may be discussed by Councillors for a maximum of up to 15 minutes. The Council will decide how to respond to the petition at this meeting. It may decide to take the action the petition requests, not to take the action requested for reasons put forward in the debate, or to commission further investigation into the matter, for example by the relevant committee. Where the Petition Organiser does not attend the meeting, they will receive written confirmation of this decision within ten working days of the meeting.

Exclusions

Certain petitions are not covered by this Scheme and are dealt with under separate processes. These are:

- Petitions relating to planning applications. These are considered by the Council's Planning Committee. You can find further details on how to make your views known to the Committee on the Planning pages of the Council's website, or ask the Democratic Services team for information.
- Petitions relating to traffic regulation orders. These are considered by the Head of Highways in consultation with the Local Members for all districts except Cambridge City.
- Petitions in response to consultation on a specific issue or proposal. These should be sent to the return address as detailed in the relevant consultation document.
- Statutory petitions (for example requesting a referendum on having an elected mayor)
- A matter whether there is an existing right of appeal

The Council will not consider:

- Petitions that do not follow the guidelines set out in this Petition Scheme.
- Petitions that do not relate to something which is the responsibility of the authority, or over which the authority has some influence.
- Petitions disclosing matters that are personal or confidential.
- Petitions which are in the opinion of the Monitoring Officer, in consultation with the relevant committee Chairman/woman, to be libellous, rude, offensive, vexatious, abusive or otherwise inappropriate, or which are in breach of the Council's statutory duties in respect of equality, diversity and inclusion.

- Petitions from, or submitted on behalf of a business, or person, where the main purpose of the petition is to influence a forthcoming commercial decision of the Council, or the terms and conditions of a commercial transaction.
- Duplicate petitions. Where more than one petition is received in time for a particular meeting, each supporting the same outcome, each Petition Organiser will be treated as an independent Petition Organiser, but only the organiser of the first petition to be received will be invited to address the relevant meeting.
- Repeat petitions. Petitions will not normally be considered within six months of another petition on the same matter having been considered by a committee of the Council.

Where any of the above applies, the Council's Petitions Officer will contact the Petition Organiser to explain the reasons behind the decision.

10. MOTIONS ON NOTICE

10.1 Notice

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

10.2 Motion set out in Agenda

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

10.3 Scope

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

11. MOTIONS WITHOUT NOTICE

The following motions may be moved without notice:

- (a) To appoint a Chairman/woman of the meeting at which the motion is moved.
- (b) In relation to the accuracy of the minutes.
- (c) To change the order of business in the agenda.
- (d) To refer something to an appropriate body or individual.
- (e) To appoint a committee or member arising from an item on the summons for the meeting.
- (f) To receive reports or adoption of recommendations of committees or officers and any resolutions following from them.
- (g) To withdraw a motion.

- (h) To amend a motion.
- (i) To proceed to the next business.
- (j) That the question be now put.
- (k) To adjourn a debate.
- (l) To adjourn a meeting.
- (m) To suspend a particular Council Procedure Rule.
- (n) To exclude the public and press in accordance with the Access to Information Rules.
- (o) To not hear further a member named under Rule 19.3 or to exclude him/her from the meeting under Rule 19.4.
- (p) To give the consent of the Council where its consent is required by this Constitution.

12. RULES OF DEBATE

12.1 No Speeches Until Motion Seconded

No speeches may be made after the mover has moved a proposal and explained the purpose of it until the motion has been seconded.

12.2 Right to Require Motion or Amendment In Writing

Unless notice of the motion or amendment has already been given, the Chairman/woman may require it to be written down and handed to him/her before it is discussed.

12.3 Seconders' Speech

When seconding a motion or amendment, a member may reserve his/her speech until later in the debate.

12.4 Content and Length of Speeches

Speeches must be directed to the question under discussion or to a personal explanation or point of order. No speech may exceed five minutes without the consent of the Chairman/woman.

12.5 When a Member may Speak Again

A member who has spoken on a motion may not speak again whilst it is the subject of debate, except:

- (a) To speak once on an amendment moved by another member.
- (b) To move a further amendment if the motion has been amended since he/she last spoke.
- (c) If his/her first speech was on an amendment moved by another member, to speak on the main issue (whether or not the amendment on which he/she spoke was carried).
- (d) In exercise of a right of reply.
- (e) On a point of order.
- (f) By way of personal explanation.

12.6 Amendments to Motions

(a) An amendment to a motion must be relevant to the motion and will either be:

- (i) To refer the matter to an appropriate body or individual for consideration or reconsideration.
- (ii) To leave out words.
- (iii) To leave out words and insert or add others.
- (iv) To insert or add words.
- (v) As long as the effect of (ii) to (iv) is not to negate the motion.

(b) An amendment to a motion must be delivered to the Monitoring Officer and Democratic Services Manager in its intended final form not later than noon one working day before the date of the meeting at which the motion is to be considered.

If no withdrawal, confirmation or change is received by the Monitoring Officer, it will be assumed that the amendment is to be considered in its initial form.

No other amendment may be moved at the meeting except where the Chairman/woman of Council may permit, at his or her absolute discretion, in exceptional circumstances and to ensure the efficient or proper discharge of the Council's business, a further amendment or amendments to be moved.

- (c) Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been disposed of.
- (d) If an amendment is not carried, other amendments to the original motion may be moved.
- (e) If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.
- (f) After an amendment has been carried, the Chairman/woman will advise the meeting of the content of the amended motion before accepting any further amendments, or if there are none, put it to the vote.

12.7 Alteration of Motion

- (a) A member may alter a motion of which he/she has given notice with the consent of the meeting. The meeting's consent will be signified without discussion.
- (b) A member may alter a motion which he/she has moved without notice with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion.
- (c) Only alterations to the motion which could be made as an amendment may be made.

12.8 **Withdrawal of Motion**

A member may withdraw a motion which he/she has moved with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion. No member may speak on the motion after the mover has asked permission to withdraw it unless permission is refused.

12.9 **Right of Reply**

- (a) The mover of a motion, whether amended or not, has a right to reply at the end of the debate on the motion, immediately before it is put to the vote.
- (b) If an amendment is moved, the mover of the original motion has the right of reply at the close of the debate on the amendment, but may not otherwise speak on it.
- (c) The mover of the amendment has no right of reply to the debate on his/her amendment.

12.10 **Motions which may be Moved During Debate**

When a motion is under debate, no other motion may be moved except the following procedural motions:

- (a) To withdraw a motion.
- (b) To amend a motion.
- (c) To proceed to the next business.
- (d) That the question be now put.
- (e) To adjourn a debate.
- (f) To adjourn a meeting.
- (g) To exclude the public and press in accordance with the Access to Information Rules.
- (h) To not hear further a member named under Rule 19.3 or to exclude him/her from the meeting under Rule 19.4.

12.11 **Closure Motions**

- (a) A member may move, without comment, the following motions at the end of a speech of another member:
 - (i) to proceed to the next business.
 - (ii) that the question be now put.
 - (iii) to adjourn a debate.
 - (iv) to adjourn a meeting.
- (b) If a motion to proceed to next business is seconded and the Chairman/woman thinks the item has been sufficiently discussed, he/she will give the mover of the original motion a right of reply and then put the procedural motion to the vote.

- (c) If a motion that the question be now put is seconded and the Chairman/woman thinks the item has been sufficiently discussed, he/she will put the procedural motion to the vote. If it is passed he/she will give the mover of the original motion a right of reply before putting his/her motion to the vote.
- (d) If a motion to adjourn the debate or to adjourn the meeting is seconded and the Chairman/woman thinks the item has not been sufficiently discussed and cannot reasonably be so discussed on that occasion, he/she will put the procedural motion to the vote without giving the mover of the original motion the right of reply.

12.12 Point of Order

A member may raise a point of order at any time. The Chairman/woman will hear them immediately. A point of order may only relate to an alleged breach of these Council Rules of Procedure or the law. The member must indicate the rule or law and the way in which he/she considers it has been broken. The ruling of the Chairman/woman on the matter will be final.

12.13 Personal Explanation

A member may make a personal explanation at any time. A personal explanation may only relate to some material part of an earlier speech by the member which may appear to have been misunderstood in the present debate. The ruling of the Chairman/woman on the admissibility of a personal explanation shall be final.

13. STATE OF COUNTY DEBATE

- 13.1 The Chairman/woman, in consultation with the Leader, may convene meetings of the Council to discuss matters relating to the state of the County. The application of these Rules to such meetings may be varied in accordance with a detailed protocol agreed by the Council.

14. PREVIOUS DECISIONS AND MOTIONS

14.1 Motion to Rescind a Previous Decision

A motion or amendment to rescind a decision made at a meeting of Council within the past six months cannot be moved unless the notice of motion is signed by at least a third of members.

14.2 Motion Similar to One Previously Rejected

A motion or amendment in similar terms to one that has been rejected at a meeting of Council in the past six months cannot be moved unless the notice of motion or amendment is signed by at least a third of members. Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for six months.

15. VOTING

15.1 Majority

Unless this Constitution provides otherwise, any matter will be decided by a simple majority of those members voting and present in the room at the time the question was put.

15.2 Chairman/woman's Casting Vote

If there are equal numbers of votes for and against, the Chairman/woman will have a second or casting vote. There will be no restriction on how the Chairman/woman chooses to exercise a casting vote.

15.3 Method of Voting

Unless a recorded vote is demanded under Rule 15.5 or required under Rule 15.6 or the Chairman/woman determines that the vote will be by means of the electronic voting system under Rule 15.4, or by ballots under Rule 15.9, the Chairman/woman will take the vote by show of hands, or if there is no dissent, by the affirmation of the meeting.

15.4 Electronic Voting

Where indicated by the Chairman/woman presiding at the meeting, voting may be by means of the electronic voting system. The result of the vote shall be as indicated by the electronic voting system announced by the person presiding at the meeting.

The results of all electronic votes shall be published as a PDF document (as produced by the voting system) on an appropriate page on the Council's website.

15.5 Recorded Vote

If 14 members present at the meeting demand it, the names for and against the motion or amendment or abstaining from voting will be recorded and entered into the minutes. A demand for a recorded vote will override a demand for a ballot.

15.6 Recorded Vote at Annual Budget Meeting

Voting in relation to the annual budget setting, including motions and amendments, shall be by recorded vote. There shall be recorded in the Minutes of the meeting the names of those Members who cast a vote for the decision or against the decision or who abstained from voting.

15.7 Right to Require Individual Vote to be Recorded

Where any member requests it immediately after the vote is taken, his/her vote will be so recorded in the minutes to show whether he/she voted for or against the motion or abstained from voting.

15.8 Voting by Political Groups

The pattern of voting by the Political Groups will be recorded for all decisions taken at Council meetings.

15.9 Voting on Appointments

If there are more than two people nominated for any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person. Alternatively, the Chairman/woman may determine that voting on appointment be by means of a ballot.

16. MINUTES

16.1 Signing the Minutes

The Chairman/woman will sign the minutes of the proceedings at the next suitable meeting. The Chairman/woman will move that the minutes of the previous meeting be signed as a correct record. The only part of the minutes that can be discussed is their accuracy.

16.2 No Requirement to Sign Minutes of Previous Meeting at Extraordinary Meeting

The minutes of any meeting shall be signed at the next ordinary meeting (but not at an extraordinary meeting called under paragraph 3 of Schedule 12 to the Local Government Act 1972).

17. RECORD OF ATTENDANCE

All members present during the whole or part of a meeting must sign their names on the attendance sheets before the conclusion of every meeting to assist with the record of attendance.

18. EXCLUSION OF PUBLIC

Members of the public and press may only be excluded either in accordance with the Access to Information Rules in Part 4 of this Constitution or Rule 20 (Disturbance by Public).

19. MEMBERS' CONDUCT

19.1 Standing to Speak

When a member speaks at full Council he/she must stand and address the meeting through the Chairman/woman. If more than one member stands, the Chairman/woman will ask one to speak and the others must sit. Other members must remain seated whilst a member is speaking unless they wish to make a point of order or a point of personal explanation.

19.2 Chairman/woman Standing

When the Chairman/woman stands during a debate, any member speaking at the time must stop and sit down. The meeting must be silent.

19.3 Member not to be Heard Further

If a member persistently disregards the ruling of the Chairman/woman by behaving improperly or offensively or deliberately obstructs business, the Chairman/woman may move that the member be not heard further. If seconded, the motion will be voted on without discussion.

19.4 Member to Leave the Meeting

If the member continues to behave improperly after such a motion is carried, the Chairman/woman may move that either the member leaves the meeting or that the meeting is adjourned for a specified period. If seconded, the motion will be voted on without discussion.

19.5 General Disturbance

If there is a general disturbance making orderly business impossible, the Chairman/woman may adjourn the meeting for as long as he/she thinks necessary.

20. DISTURBANCE BY PUBLIC

20.1 Removal of Member of the Public

If a member of the public interrupts proceedings, the Chairman/woman will warn the person concerned. If he/she continues to interrupt, the Chairman/woman will order his/her removal from the meeting room.

20.2 Clearance of Part of Meeting Room

If there is a general disturbance in any part of the meeting room open to the public, the Chairman/woman may call for that part to be cleared.

21. PHOTOGRAPHY AND AUDIO RECORDINGS OF MEETINGS

The Council supports the principle of transparency and encourages filming, recording and taking photographs at its meetings that are open to the public. It also welcomes the use of social networking and micro-blogging websites (such as Twitter and Facebook) to communicate with people about what is happening, as it happens. These arrangements will operate in accordance with a protocol agreed by the Chairman/woman of the Council and political Group Leaders. This protocol will be published on the Council's website.

22. ELECTRONIC COMMUNICATION

Where these Rules require that written notice is given to the Proper Officer, such notice will also be deemed to have been given if received by the Proper Officer by email or fax within the specified deadline.

23. **SUSPENSION AND AMENDMENT OF COUNCIL PROCEDURE RULES**

23.1 **Suspension**

All of these Council Rules of Procedure except Rules 15.6, 15.7 and 16.2 may be suspended by motion on notice or without notice if at least one half of the whole number of members of the Council are present. Suspension can only be for the duration of the meeting.

23.2 **Amendment**

Any motion to add to, vary or revoke these Council Rules of Procedure will, when proposed and seconded, stand adjourned without discussion to be dealt with at the next ordinary meeting of the Council.

**CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY AND
OVERVIEW AND SCRUTINY COMMITTEE – ORAL QUESTIONS AT COUNTY
COUNCIL MEETINGS**

1. Members will have an opportunity to ask questions and comment on Cambridgeshire and Peterborough Combined Authority issues at meetings of the County Council except extraordinary or special meetings of the Council and the first annual meeting of a new Council.
2. The Council's appointee on the Combined Authority, and its two appointees to the Combined Authority Overview and Scrutiny Committee, will each prepare a short paper for inclusion in the agenda. These three reports shall be noted as read with no introduction from the report authors.
3. Councillors may ask questions for a response by the Council's appointee on the Combined Authority, and its appointees to the Combined Authority Overview and Scrutiny Committee, or simply comment on concerns or issues.
4. If Members wish to raise questions or issues requiring a detailed response, it will usually be helpful if they give advance notice so that the necessary information can be obtained in advance of the meeting.
5. Members will have two minutes in which to ask a question and one minute for a supplementary with up to a maximum of two minutes for a direct oral answer to both.
6. The Chairman/woman of Council will exercise discretion over the amount of time allocated to the discussion of this item or the maximum time allowed for these questions and answers will be 60 minutes.

DISCUSSION OF FIRE ISSUES AT COUNTY COUNCIL MEETINGS

- Members will have an opportunity to ask questions and comment on fire issues at the Council meetings in October and March.
- The Chairman/woman of the Fire Authority will prepare a short paper for inclusion in the agenda outlining some of the key issues facing the Authority in recent/ coming months.
- Councillors may ask questions for response by members of the Fire Authority or simply comment on concerns or issues.
- If Members wish to raise questions or issues requiring a detailed response, it will usually be helpful if they give advance notice so that the necessary information can be obtained in advance of the meeting.
- The usual five minute time limit will apply to all speeches.
- The Chairman of Council will exercise discretion over the amount of time allocated to the discussion of this item.

The Cambridgeshire and Peterborough Fire Authority is a separate corporate body. The County Council is not in a position to direct any course of action by this organisation.

PART 4-4 PROCEDURE RULES FOR COMMITTEE AND SUB-COMMITTEE MEETINGS

1. INTRODUCTION

These rules are designed to ensure meetings run smoothly and are conducted properly. The rules apply to all Committees of the Council except for the following:

- Pension Fund Committee and Investment Sub-Committee and Pension Fund Board (special rules of procedure apply as shown in Annex 1)
- Cambridgeshire Health and Wellbeing Board (Standing Order applies as shown in Annex 2)
- Joint Committees.

So far as the law allows any of these rules may be suspended at any meeting, either for the whole meeting or for a particular item on the agenda. In order to achieve this, a motion must be moved and seconded and a vote carried.

2. ARRANGEMENTS FOR MEETINGS

The agenda and papers for meetings must be available at least five clear working days before the meeting.

A special meeting is arranged if the chairman/woman of the relevant committee or any six of its members request such a meeting, or by the Monitoring Officer if he/she considers it necessary.

The Monitoring Officer may, after consultation with the Chairman/woman of the relevant committee, cancel a meeting, if he/she is satisfied that there is insufficient business to be transacted or if he/she is satisfied that this is the appropriate course of action.

3. CHAIRMAN/WOMAN OF MEETING

The person presiding at the meeting may exercise any power or duty of the Chairman/woman.

If any issues arise at a meeting in relation to interpretation of the procedure rules, the Chairman/woman's decision will be final.

4. QUORUM

The quorum of a meeting will be one quarter of the whole number of voting members. During any meeting if the Chairman/woman counts the number of members present and declares there is not a quorum present, then the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Chairman/woman. If the Chairman/woman does not fix a date, the remaining business will be considered at the next ordinary meeting.

5. ORDER OF BUSINESS

The order of business will usually be:

- at the first meeting after the annual Council meeting, appointing or noting the appointment of the Chairman/woman and Vice-Chairman/woman of the committee
- the choice of a person to preside if the Chairman/woman and Vice-Chairman/woman are absent
- confirmation of the minutes of the last meeting of the committee
- apologies for absence, including reasons
- declarations of interest
- business outstanding from the last meeting
- reports for decision by committee
- items requested by a Councillor, which the relevant Executive Director or /Corporate Director, after consultation with the ~~committee~~ spokesmen/women relevant lead member and the committee Chairman/woman has agreed should be included on the agenda
- reports for information if updating, at the specific request of the Committee, progress of decisions previously agreed by a Committee
- training plan including figures for attendance at each training session
- agenda plan (if applicable).

6. OTHER POINTS REGARDING THE ORDER OF BUSINESS

At any time during the meeting the Chairman/woman can adjourn the meeting.

The order of business can be varied at the discretion of the Chairman/woman.

The minutes of ordinary meetings will not normally be confirmed at special meetings.

7. AGENDA ITEMS REQUESTED BY COUNCILLORS

Any Councillor who wishes an item relevant to the functions of a committee to be included on the agenda of that committee shall register a request with their ~~spokesman/woman~~ lead member for that committee. ~~The spokesman/woman shall refer the matter to the next available meeting of committee spokesmen/women. The relevant Executive Director, after consultation with the committee spokesmen/women, shall be authorised to determine whether the item should be included on the agenda of the next available or a subsequent meeting. Where so approved, the Democratic Services Manager shall arrange for the item to be included on an agenda in accordance with the agreed timescale, subject to compliance with statutory notice requirements, and shall notify the Councillor who requested the item accordingly. Where the request is not approved, the Democratic Services Manager will arrange to inform the Councillor of the reasons why the Executive Director, after consultation with the committee spokesmen/women, has decided not to include the item on an agenda of the committee. The lead member will discuss the matter with the relevant Executive Director/Director, who will consult with the committee Chairman/woman, to determine whether the item should be included on the agenda of the next available or a subsequent meeting.~~

8. **DECLARATIONS OF INTEREST**

Under the Localism Act 2011 and as part of the Code of Member Conduct, Members are required by law to complete a declaration of Disclosable Pecuniary Interests and Non Statutory Disclosable Interests. If a Member is at a meeting that is considering something in which he/she has a Disclosable Pecuniary Interest and that interest has not been registered, he/she must declare the interest and inform the Monitoring Officer within 28 days of the meeting.

Where any Councillor has a Disclosable Pecuniary Interest in any matter, they will declare it and leave the room in which the meeting is being held while the matter is under consideration unless:

- the Monitoring Officer has granted them a dispensation; or
- the matter is only under consideration by the meeting as part of a report of the Minutes of a committee or sub-committee and is not itself the subject of debate.

If the Councillor has chosen to remain within easy reach, that Councillor will be recalled by an appropriate officer before any further business is started.

Any person or officer of the authority who is appointed to do anything in connection with the County Council which enables them to speak at meetings, will make the same disclosures of interests and will withdraw from the room in which the meeting is being held on the same occasions as they would have to do if they were a County Councillor. This does not apply to members of the public who are entitled to speak at Planning Committee.

9. **PUBLIC SPEAKING AT COUNTY COUNCIL COMMITTEES**

9.1 **Public Speaking at County Council Committee Meetings**

The County Council recognises the value that can be added by enabling contributions by the public to meetings of council committees and in order to facilitate this, the Chairman/woman or the person presiding at a meeting of a council committee may, at their absolute discretion, grant permission to a member of the public to speak during the meeting.

Speakers will usually only be permitted to speak once in any debate and speeches will usually be time limited to three minutes. Permission to speak may be refused in circumstances where this is not conducive to the orderly conduct of council business including where it is likely, in the opinion of the Chairman/woman, that defamatory, vexatious, discriminatory or offensive language will be used.

Permission to speak may also be declined if the anticipated contribution is not relevant to the agenda items of the meeting.

In order to assist meeting organisers members of the public* wishing to speak at a Committee meeting** are asked to make a request in writing no later than 12.00 noon three working days before the meeting via letter to the Democratic Services Officer, Democratic and Members' Services, SH1102, Cambridgeshire County Council, Shire Hall, Cambridge CB3 0AP or via e-mail (this information is available at the bottom of the agenda front sheet) and provide the following details:

- **Name, address and contact details** of the person making a comment or asking a question
- **Details of the request to speak:** The full text of the question to be asked or a list of the main points regarding a comment about a matter on the agenda.

(Requests to speak received after the three day deadline may be permitted, at the discretion of the relevant Committee Chairman/woman.)

9.2 **Participating in a Committee Meeting**

If registered to speak, members of the public should arrive at the venue (usually Shire Hall) at least 15 minutes before the start of the meeting and report to the Democratic Services Officer present. The register of speakers will be kept by Democratic Services and provided to the Chairman/woman in advance of the meeting. No more than three speakers will normally be permitted per subject at a meeting (subject to the Chairman/woman's discretion). Only one question or comment may be allowed per speaker.

When the meeting reaches the agenda item, the Chairman/woman will ask the member of the public to speak. The member of the public is asked to behave appropriately for the nature of the meeting, and show courtesy and respect to everyone present. He/she should not make any remarks which are offensive, defamatory, insulting or discriminatory. The time limit to pose a question or make a comment will be three minutes for each speaker. The Democratic Services Officer will time each speaker to ensure that he/she does not exceed three minutes. The member of the public must cease speaking when so instructed by the Chairman/woman. The Chairman/woman may allow questions from Committee members to the speaker for clarification only.

The Chairman/woman will deal with the question or statement, or request that an appropriate Member or Officer reply orally. If this is not possible, the member of the public will be provided with a written answer using the contact details provided within ten working days.

If there should be a large number of requests for public speaking regarding one or more items on the agenda, the Chairman/woman may take steps to ensure that the meeting can be conducted in an appropriate fashion; for example, move the agenda item to the beginning of the meeting or limit the number of speakers. If the Chairman/woman should decide to limit the number of speakers, the Democratic Services Officer will ensure that all steps are taken to inform the "unsuccessful" speakers in advance and a written reply will be sent within ten working days after the meeting.

This process does not apply to County Councillors as their speaking rights as non-Committee members are covered in the Council's Constitution under Part 4.4, paragraph 18. It also does not apply to employees of the Council except when acting as Trades Union representatives or private individuals, as they have sufficient channels of communication, both internally and through their representative bodies.

* *For the purposes of this guide a “member of the public” is defined simply as anyone who lives or works in Cambridgeshire or is affected by a decision made in Cambridgeshire.*

** *This procedure does not apply to meetings of Full Council and Planning Committee as these meetings have their own procedures.*

10. PETITIONS TO COMMITTEES

10.1 The Council will treat something as a petition if it is identified as being a petition, or if it seems to us that it is intended to be a petition and it meets the criteria set out in the Petition Scheme. The Petition Scheme is set out in full in the Council Procedure Rules (Constitution Part 4.1), and includes guidance on submitting petitions, on types of petition that the Council will and will not consider, and on what action the Council may take when it receives a petition.

The following paragraphs relate to petitions that have been referred to one of the Council's Committees or Sub-Committees.

10.2 Speaking at Council/Committee Meetings

The Petition Organiser, or their nominee** will be able to speak at the meeting providing the following conditions are met:

- The petition must relate to the powers and duties of that committee / body.
- It must be signed by at least 50 'local people' *** who have an interest in the subject of the petition - the addresses of the signatories must be included for this purpose.
- The petition must be received by no later than 9.00 a.m. 5 working days before the meeting.
- It must be accepted by the Chairman/woman of the Committee for presentation at the meeting. This is likely to be agreed unless there are exceptional circumstances.

** *County Councillors will not usually be allowed to speak to petitions under this procedure as they have other opportunities to make their views known. This may however be allowed where the Councillor has a prejudicial interest preventing them from speaking to a report, or where the Petition Organiser or other representative of the petitioners is unable to attend the meeting. In these circumstances the Chairman/woman of the meeting concerned will be consulted and asked to exercise their discretion to allow a County Councillor to present the petition.*

*** *A 'local person' is anyone who lives, owns a business, or works in the area (business address to be recorded where appropriate), or who attends a school or college in the area at the time the petition is submitted.*

10.3 **Process at Meeting**

If there is an item / report on the agenda which relates to the petition, the Petition Organiser will usually be asked to make their presentation at the beginning of that item. The meeting will take into account the views expressed in the petition when reaching a decision on the issue. Time for presenting a petition will be limited to 3 minutes. The Chairman/woman of the meeting may extend the time allowed, but only in exceptional circumstances. Once they have spoken to the meeting, Councillors may wish to ask them questions about the petition. The person presenting the petition will not be allowed to take part in the subsequent debate on the petition unless the Chairman/woman considers it appropriate with the agreement of the Committee.

If there is no relevant item on the agenda, petitions will usually be heard at the start of the meeting. The petition after its presentation cannot normally be discussed at the meeting. However the petition will be considered informally by the relevant officer and Councillors following the meeting. This could involve a report being made to a future meeting of the Committee.

Petition Organisers will either receive from the Chairman/woman of the meeting a written confirmation of the outcome of their petition within ten working days of the meeting, or where the outcome is not yet known, will within ten working days of the meeting receive an update on the action proposed, and written confirmation of the outcome from the Chairman/woman as soon as reasonably possible.

If your petition is about something over which the Council has no direct control, the Council will consider making representations on behalf of the community to the relevant body. The Council works with a large number of local partners and where possible, will liaise with these partners to respond to your petition. If the Council is not able to do this for any reason (for example if what the petition calls for conflicts with Council policy), then it will set out the reasons for this in the Council's response to the Petition Organiser.

11. **CONSIDERATION OF RECOMMENDATIONS IN REPORTS**

Officers' recommendations are deemed to be moved and seconded to facilitate a less bureaucratic approach to handling amendments.

Amendments to motions may be moved and seconded without notice but must be provided in writing to the Chairman/woman when being moved.

12. **MOTIONS NOT REQUIRING PRIOR WRITTEN NOTICE**

The following motions can be moved and seconded orally to ensure meetings run smoothly and are conducted properly:

- appointment of a Chairman/woman for the meeting in the absence of the Chairman/woman and Vice-Chairman/woman
- request to withdraw a motion
- that the matter be put to a vote
- that the meeting be adjourned
- variation of the order of business
- suspension of the procedure rules
- exclusion of the public
- that a named Councillor should not be heard further.

13. **THE RULES OF DEBATE**

If a Councillor wishes to speak they should indicate their intention by raising their hand.

The Chairman/woman will decide the order in which speakers will be heard. Any Councillor who wishes to speak will be given the opportunity to do so unless any of the exceptions contained in these rules of debate apply.

Councillors can speak for a maximum of 5 minutes, subject to any exceptions set out below, and the discretion of the Chairman/woman.

Councillors when speaking must address the Chairman/woman.

Councillors must speak strictly to the subject under discussion.

Any Councillor may at any time during a meeting request that the meeting be adjourned for up to one hour. The Chairman/woman of the meeting has discretion to decide whether to agree the request and, if agreed, to determine the length of any such adjournment.

If the motion has been amended since the Councillor last spoke, that Councillor may move a further amendment to the motion.

A motion may be altered with the consent of the meeting. The meeting's consent will be signified without discussion.

14. **POINTS OF ORDER AND PERSONAL EXPLANATIONS**

With the consent of the Chairman/woman any Councillor may make a brief comment, ask a question designed to clarify a matter which has been raised, or indicate where they feel the procedure rules have not been followed. They may not introduce new material or make a speech on this.

The Chairman/woman's ruling on this will be final and they may limit such exchanges to maintain the flow of debate.

15. **AMENDMENTS TO RECOMMENDATIONS AND MOTIONS**

Amendments to a motion can be moved or seconded by any Councillor to leave out words, to add words or both provided that such changes must not have the effect of reversing a proposal (for example to recommend approval instead of refusal) and must be relevant to the original motion.

Amendments must be dealt with and voted on one at a time, subject to the exceptions set out in the Rules of Debate.

If an amendment is not carried following a vote then alternative amendments can be moved.

If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.

After an amendment has been carried, the Chairman/woman will advise the meeting of the content of the amended motion before accepting any further amendments, or if there are none, put it to the vote.

16. BRINGING DEBATE TO EARLY CLOSURE

If the Chairman/woman feels there has been sufficient discussion of the issue he/she may put the motion to the vote.

17. PREVIOUS DECISIONS AND MOTIONS

17.1 Motion to Rescind a Previous Decision

A motion or amendment to rescind a decision made at a meeting of the Committee or Sub-Committee within the past six months cannot be moved unless a notice of motion is signed by at least half of members of the relevant Committee or Sub-Committee.

17.2 Motion Similar to One Previously Rejected

A motion or amendment in similar terms to one that has been rejected at a meeting of the Committee or Sub-Committee in the past six months cannot be moved unless a notice of motion is signed by at least half of members of the relevant Committee or Sub-Committee. Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for six months.

18. VOTING

Votes in committee are to be determined by a show of hands.

Where there is an equal number of votes for and against a motion the Chairman/woman can exercise a second or casting vote.

A recorded vote will be taken if 5 or more Councillors request it. The process will be as follows:

- The names of all Councillors will be called and the vote of each Councillor recorded.
- The Chairman/woman will announce the result.
- The minutes will record how each Councillor voted.

Any Committee member can require, during the item of business, that the minutes of the meeting record how they voted on any decision taken.

19. DISORDERLY CONDUCT BY MEMBERS

If, at any meeting, any Councillor in the opinion of the Chairman/woman of the meeting misbehaves by persistently disregarding their ruling, or by behaving improperly or offensively, or by obstructing the business of the meeting, the Chairman/woman may move 'that [the Councillor named] should not be further heard' and the motion, if seconded, will be voted on without discussion.

If any Councillor named continues the misconduct after a 'should not be further heard' motion has been carried, the Chairman/woman:

- may request the Councillor to leave the meeting; or
- may adjourn the meeting for any period considered necessary

In the event of a general disturbance which in the opinion of the Chairman/woman makes business impossible, the Chairman/woman may adjourn the meeting for any period considered necessary and/or order that the public leave.

20. DISTURBANCE BY PUBLIC

Removal of Member of the Public

If a member of the public interrupts proceedings, the Chairman/woman will warn the person concerned. If he/she continues to interrupt, the Chairman/woman will order his/her removal from the meeting room.

Clearance of Part of Meeting Room

If there is a general disturbance in any part of the meeting room open to the public, the Chairman/woman may call for that part to be cleared.

21. PHOTOGRAPHY AND AUDIO RECORDINGS OF MEETINGS

The Council supports the principle of transparency and encourages filming, recording and taking photographs at its meetings that are open to the public. It also welcomes the use of social networking and micro-blogging websites (such as Twitter and Facebook) to communicate with people about what is happening, as it happens. These arrangements will operate in accordance with a protocol agreed by the Chairman/woman of the Council and political Group Leaders. This protocol will be published on the Council's website.

22. ATTENDANCE OF OTHER COUNTY COUNCILLORS

Any County Councillor who wishes to attend a meeting of a committee or sub-committee of which they are not a member will be entitled to do so. With the consent of the meeting they will be entitled to speak but not vote:-

- on any matter affecting their electoral division or its inhabitants; or
- on an item which they have requested be included on the agenda in accordance with Procedure Rule 7.

A County Councillor who attends a meeting in this capacity will be entitled to remain in the meeting when a resolution excluding the public is in force.

These provisions do not apply where a committee or sub-committee is exercising a function which is judicial in nature.

23. **APPOINTMENTS TO COMMITTEES**

Any changes in a committee's membership must be notified by the Group Leader or the majority of their group to the Democratic Services Manager no later than 12.00 noon five (5) clear working days before the relevant meeting.

Democratic Services will ensure that all appointments to committees are reported to the next meeting of the appropriate committee.



Appendix B

COMMUNITIES AND PARTNERSHIP COMMITTEE

Membership

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

Summary of Functions

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

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

Delegated Authority	Delegation/ Condition
<p>Authority to deliver the Community Resilience Strategy and services working with the Mayor, the combined authority, district councils and other partners and in particular to -</p> <ul style="list-style-type: none">• develop and implement joint plans with the combined authority, district councils and other partners for the delivery of community place based services in accordance with the agreed outcomes;• in consultation with the combined authority, district councils and other partners in services within communities approve joint investment in projects, within available resources, that are designed to help manage the demand for high cost	<p>Subject to confirmation from the S.151 of the availability of sufficient resources.</p>



Delegated Authority	Delegation/ Condition
<p>services in accordance with the agreed outcomes;</p> <ul style="list-style-type: none">• develop and approve business case and plans to devolve services, budgets and assets, and implement subject to Council's approval of the associated business case in accordance with the agreed outcomes;• decide on funding to be made available for community initiatives through the Innovation Fund.	
<p>Authority to develop, with the Mayor, combined authority, district councils and other partners plans to enhance customer services, including the better use of assets in communities such as libraries and other community buildings for approval by the relevant committee(s) in the County Council.</p>	
<p>Authority to advise the County Council on opportunities to create a shared workforce or shared arrangements (such as joint ventures) to deliver services across the combined authority, district councils and other partners for approval by the relevant committee(s) in the County Council.</p>	

COUNTY COUNCIL CONSTITUTION

To: Full Council

Date: 23rd May 2017

From: The Monitoring Officer

Purpose: To present the Constitution, with one proposed revision, to Council for approval.

The Constitution is on the Council's website at
<http://tinyurl.com/Constitution-CCC>

Recommendation: That Full Council approve the revision to the Constitution and endorse the contents of the Constitution in its present form, subject to any decision taken in relation to Agenda Item No.9.

<i>Officer contact:</i>	
Name:	Quentin Baker
Post:	Director of Law and Governance, and Monitoring Officer
Email:	quentin.baker@cambridgeshire.gov.uk
Tel:	01223 727961

1.0 BACKGROUND

- 1.1 The Council's Constitution requires that the annual meeting in a year where there is an ordinary election of Councillors will receive the Council's Constitution for endorsement.

2.0 COUNTY COUNCIL – PROPOSED CHANGES TO CONSTITUTION

- 2.1 The report at Agenda Item No.9 details a number of changes to the constitution requested by the Leader and Deputy Leader of the Council.

3.0 CHANGES TO THE CONSTITUTION

- 3.1 The Council's Constitution and Ethics Committee has delegated authority to oversee the operation of the Council's Constitution and authority to make recommendations to Full Council as to amendments and improvements to the Council's Constitution, including the codes and protocols.
- 3.2 It is proposed to deal with one non-controversial issue at this Council meeting, which will not have been to Constitution and Ethics Committee first.

Health and Wellbeing Board

- 3.3 The Council is asked to consider a proposal on the County Council membership of the Cambridgeshire Health and Wellbeing Board, which would maximise the effectiveness of the Board in promoting joint working and integration between health and social care services.
- 3.4 It is proposed that there should be an amendment to the Constitution Part 3B – Responsibility for Functions, Committees of Council, Cambridgeshire Health and Wellbeing Board; so that the County Council membership of the Health and Wellbeing Board is stated as: '5 County Councillors (to include the Chairman/woman of the Adults, the Health, and the Children and Young People Policy and Service Committees).

Source Documents	Location
Council Constitution	http://tinyurl.com/Constitution-CCC

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

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

APPOINTMENT OF THE CHAIRMAN/WOMAN TO THE FOLLOWING:

	CHAIRMAN/WOMAN
Health and Wellbeing Board	Councillor Lynda Harford

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

Meeting: Council

Date: 23rd May 2017

Author: Chief Executive

1

1.0 **ISSUE**

- 1.1 This report requests the Council to make appointments to the Cambridgeshire and Peterborough Combined Authority for the municipal year 2017/2018.

2.0 **RECOMMENDATIONS**

- 2.1 Members are requested to make the following appointments/ nominations to the Cambridgeshire and Peterborough Combined Authority for the municipal year 2017/2018:

- (a) appoint the Leader of Council to act as the Council's appointee to the Combined Authority and one substitute member;
- (b) nominate two members (one from the Conservative party and one from the Liberal Democrat party) to the Overview and Scrutiny Committee, and two substitute members from the same political parties as those appointed;
- (c) nominate one member from the Liberal Democrat party to the Audit and Governance Committee and one substitute member from the same political party.

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

3.0 **BACKGROUND**

- 3.1 In accordance with the Cambridgeshire and Peterborough Combined Authority Order 2017, each Constituent Council must appoint one of its elected members and a substitute member to the Combined Authority. Each Council made these appointments at its respective Council meeting in November 2016 for the 2016/17 municipal year. The Council is now asked to appoint a member and substitute member for the municipal year 2017/18.

Non-Executive Committees

- 3.2 The Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2016 requires the Combined Authority to establish an Overview and Scrutiny Committee and an Audit Committee. The Order sets out the rules for membership. The membership of the Overview and Scrutiny and the Audit Committees as a whole should reflect so far as reasonably practicable the balance of political parties of the constituent councils when taken together. The balance is based on membership of political parties, not political groups, on constituent councils across Cambridgeshire and Peterborough.
- 3.3 On 4 May 2017, there were local elections for the County Council, a number of by-elections in other councils, and some independent groups have formed political parties. The Combined Authority has reviewed the political balance on constituent councils and has requested constituent councils to make the following appointments to these committees.

Overview and Scrutiny Committee

- 3.4 The Combined Authority agreed that to ensure an equitable representation across each constituent authority, two members from each council should be appointed to the Overview and Scrutiny Committee representing a total membership of fourteen members. On 14 February 2017, the Council nominated two members to the Committee for the remainder of the municipal year 2016/17.
- 3.5 The implications of applying political proportionality to a fourteen member Overview and Scrutiny Committee are detailed in Appendix 1.
- 3.6 The Council is required to nominate two members (one from the Conservative party and one from Liberal Democrat party) to the Overview and Scrutiny Committee for the municipal year 2017/18 based on the political balance set out in Appendix 1.

Audit and Governance Committee

- 3.7 The Combined Authority agreed to establish an Audit and Governance Committee consisting of seven constituent members: one member from each constituent council.
- 3.8 The implications of applying political proportionality to a seven member Audit and Governance Committee are detailed in Appendix 2. The Council is required to nominate one member from the Liberal Democrat party to sit on the Audit and Governance Committee for the municipal year 2017/18 based on the political balance set out in Appendix 2.

Substitute members

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

Conclusion

- 3.10 All appointments and nominations made by constituent councils will be reported to the Combined Authority's annual meeting on 31 May.
- 3.11 The political balance calculations in the Appendices are based on up to date statistics given by constituent councils and take account of the outcome of Cambridgeshire County Council and any by elections of other councils. However, there may be last minute changes in the lead up to constituent councils' annual meetings and the Combined Authority's annual meeting on 31 May.
- 3.12 If there are consequential changes to the overall political balance, the Combined Authority may need to review the membership and the allocation of seats to political parties on the above committees. The Monitoring Officer will advise constituent councils if any subsequent changes have been necessary, and whether any changes need to be made to their nominations.
- 3.13 If there is no provision in constituent council's standing orders, the Council may wish to consider giving delegated powers for the Chief Executive to approve any consequential changes to these appointments in consultation with the relevant Party Group leaders.

4.0 FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT

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

5.0 LEGAL IMPLICATIONS

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

6.0 APPENDICES

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

Background Documents

Council – 22 November 2016 and 14 February 2017

https://cmis.cambridgeshire.gov.uk/ccc_live/Committees/tabid/62/ctl/ViewCMIS_CommitteeDetails/mid/381/id/20/Default.aspx

Appendix 1

Overview and Scrutiny Committee of 14
POLITICAL BALANCE ACROSS THE COUNTY May 2017

	Total	Vacancy	Conserv.	Labour	St Neots Ind Group	Independen t	Werrington First	Liberal Party	Liberal Democrat s	Green	UKIP	Total	Entitleme nt
CAMBRIDGESHIRE	2	0	36	7	2	1	0	0	15	0	0	61	1 Conserv. 1 Lib Dem
PETERBOROUGH	2	1	30	14	0	0	3	3	7	0	2	59	1 Conserva tive 1 Labour
HUNTINGDONSHIRE	2	0	32	2	1	8	0	0	6	0	3	52	1 Conserva tive 1 Independ ent
EAST CAMBS	2	1	35	0	0	1	0	0	2	0	0	38	2 Conserva tives
SOUTH CAMBS	2	0	36	1	0	6	0	0	14	0	0	57	1 Conserva tive, 1 Lib Dem
CAMBRIDGE CITY	2	0	0	26	0	2	0	0	13	1	0	42	1 Labour 1 Lib Dem
FENLAND	2	0	34	0	0	3	0	0	2	0	0	39	2 Conserva tives
TOTAL		2	203	50	3	21	3	3	59	1	5	348	
POLITICAL BALANCE %			58.33	14.37	0.86	6.03	0.86	0.86	16.95	0.29	1.44	100.00	
Seat allocation May 2017			8	2	0	1	0	0	3	0	0	14	
Committee seat allocation		14	8.17	2.01	0.12	0.84	0.12	0.12	2.37	0.04	0.20	14.00	

Appendix 2

Audit and Governance Committee of 7
POLITICAL BALANCE ACROSS THE COUNTY May 2017

	Total	Vacancy	Conservative	Labour	St Neots Ind Group	Independent	Werrington First	Liberal Party	Liberal Democrats	Green	UKIP	Total	Entitlement
CAMBRIDGESHIRE	1	0	36	7	2	1	0	0	15	0	0	61	1 Lib Dem
PETERBOROUGH	1	1	30	14	0	0	3	3	7	0	2	59	1 Conservative
HUNTINGDONSHIRE	1	0	32	2	1	8	0	0	6	0	3	52	1 Independent
EAST CAMBS	1	1	35	0	0	1	0	0	2	0	0	38	1 Conservatives
SOUTH CAMBS	1	0	36	1	0	6	0	0	14	0	0	57	1 Conservative,
CAMBRIDGE CITY	1	0	0	26	0	2	0	0	13	1	0	42	1 Labour
FENLAND	1	0	34	0	0	3	0	0	2	0	0	39	1 Conservatives
TOTAL		2	203	50	3	21	3	3	59	1	5	348	
POLITICAL BALANCE %			58.33	14.37	0.86	6.03	0.86	0.86	16.95	0.29	1.44	100.00	
Seat allocation May 2017			4	1	0	1	0	0	1	0	0	7	
Committee seat allocation	7		4.08	1.01	0.06	0.42	0.06	0.06	1.19	0.02	0.10	7.00	

ADULTS POLICY AND SERVICE COMMITTEE – ANNUAL REPORT 2016/17

To: **Council**

Meeting Date: **23rd May 2017**

From: **Executive Director: Children, Families and Adults Services**

Purpose: **To consider the Annual Report 2016/17 for the Adults Policy and Service Committee**

Recommendation: **Council is recommended to note the Adults Policy and Service Committee Annual Report 2016/17.**

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

- 1.1 The Adults Committee comprises of the following Members: A Bailey, C Boden, S Crawford, A Dent, L Dupre, D Giles, L Harford, S Hoy, G Kenney, R Mandley, P Sales, M Tew, G Wilson and F Yeulett.
- 1.2 There has been two Chairmen throughout 2016, firstly Councillor Michael Tew and in October 2016 Councillor Adrian Dent. The Vice-Chairwoman is Councillor Anna Bailey and the Spokesmen/women are Councillors Crawford, Giles, Mandley and Wilson.
- 1.3 Over the last twelve months the committee has met eight times. Section 2 of the report highlights a number of significant issues considered by the Committee during this period, a full list of decisions taken can be found via the link included in the source documents.

2. KEY AREAS

- 2.1 Throughout 2016 the Adult Committee have considered a number of key areas, these have included:-
 - **Total Transport** – better utilising existing transport contracts across both Adults and Children Services to ensure efficient contract monitoring and sharing of resources
 - **Transforming Care Plan** – In partnership need with Cambridgeshire & Peterborough Clinical Commissioning Group (CCG), to develop community based services for people of all ages with learning disabilities and/or autism, to reduce the need for in-patient beds
 - **Developing dedicated commission function across CFA** – To drive improved outcomes and better value, linked with increased joint commissioning with partners
 - **Cambridgeshire and Peterborough Foundation Trust (CPFT)** – who deliver mental health services on behalf of CCC presented a report on performance for Adult Committee consideration

2.2 Business Planning

Members received a report that updated the Committee on the development of business planning revenue proposals for the financial years 2017/18 to 2022/23. Members noted the continuing service re-design and initiatives that included the expansion of early help, development of Assistive Technology, increasing the take up of Direct Payments and the proposed adoption of the Buurtzorg model (Neighbourhood Cares) of community care via a pilot project funded through the Council's Transformation fund. In December 2016, the Committee agreed to forward savings proposals, these focused on the delivery of more preventative services and Transformation Programme to the General Purposes Committee

The Business Plan included increasing Council tax by 2% for a second year by utilising the flexibility from government to apply an Adult Social Care precept. This will raise an additional £5.135m in 2017-18, mitigating some of the impact of funding reductions in unringfenced grants. The precept is being used to fund cost pressures in Adults services. This includes the increasing prices paid to care providers, especially as a result of the rising national living wage, and a reduction in the savings target previously

planned for learning disability services in 2017-18 drawing on the learning from savings measures in that area in 2016-17.

2.3 Assistive Technology

Work is taking place to refocus Re-ablement and Occupational Therapy services on promoting independence and managing demand for long term care through effective timely intervention and developing alternative lower cost interventions. As part of the transformation programme, the Committee endorsed the proposal for an investment to enhance resources in the Assistive Technology area to ensure that service users have the right equipment and know how to use it properly, to ensure their independence can be maintained. This is minimising or delaying the need for statutory services which is reducing costs.

2.4 Neighbourhood Cares

The Neighbourhood Cares Project aims to pilot a radically different model of social work/care in Cambridgeshire funded as a project under the Transformation Fund. Members received a report that provided a summary of the plan for the pilot sites and the work that had taken place so far.

2.5 Transforming Lives

The Committee regularly monitored the Transforming Lives programme throughout 2016/17 which sets out to transform the way outcomes are improved and services are delivered to Adults and Older People. There are a number of core areas which have been developed, agreed and monitored by Committee, these are:

Adults Early Help – The new Adult Early Help Team is a central element of the Transforming Lives model for Older People's Services. This provides enhanced early intervention support which makes best use of natural support, community support and preventative interventions and so reduces the number of people requiring ongoing statutory support from the local authority. Establishing a new early help offer has successfully reduced the number of referrals and contacts being handled by the locality teams. This would provide more capacity to support people with more complex needs requiring longer term care including conversations about how natural support and community support can work alongside statutory services to meet assessed needs. The Committee have received a monitoring report on this pilot which have had shown this outcome is beginning to be achieved

Multi-agency Safeguarding Hub (MASH) -

As part of the Transforming Lives Programme, we have made changes to the pathway for safeguarding referrals with the development of the Adult Social Care team within the MASH. The new arrangements offer a co-ordinated, timely and consistent multi-agency response to new safeguarding concerns and an improved 'journey' for the adult at risk, with a greater emphasis on early intervention where harm has or is likely to occur. The MASH went live in April 2016 and under this new arrangement, all safeguarding referrals are now routed through the MASH rather than going straight to the teams.

Learning Disability Partnership -

All teams across the Learning Disability Partnership (LDP) and Physical Disability Team (PD) are now working in a Transforming Lives way. They are having 'transforming lives' conversations with service users and carers. They are using reflective practice to discuss cases with colleagues and managers. This is influencing how they think about responding to service users and meeting needs in different ways. The Teams are getting to know their local communities better by working within a particular geographical area. This evolutionary approach is working well as the teams deepen their understanding and experience in this new way of working

Direct Payments – The Council can meet people's assessed social care needs by providing a Direct Payment – a sum of money that the person uses to meet their assessed eligible needs in an agreed way which gives them more choice and control over the way that their needs are met. In some cases this leads to a more efficient way of meeting needs and can therefore reduce the cost of meeting the assessed needs. Officers are committed to increasing the uptake of Direct Payments and a recent benchmarking exercise confirmed that there is scope for improvement across all client groups. A review of our approach to Direct Payments has been undertaken and areas for development identified including the potential use of payment cards rather than people having to set up a separate bank account. Work will continue on these developments throughout 2017/18.

2.6 Better Care Fund

Members received a report that provided an update on the progress against the Better Care Fund (BCF) plan for 2016/17. The BCF created a joint budget intended to help health and social care services work more closely together. The total BCF budget for 2016/17 was approximately £48m. Key activity areas for the BCF were highlighted to the Committee including; promoting independence, intermediate care and re-ablement, neighbourhood teams, carers support and investment in transformation projects

2.7 Older People's Accommodation Strategy

The Older People's Accommodation Strategy was presented to Members. A number of contributions had been received from a broad range of stakeholders. The focus of the strategy was meeting the future housing requirements for older people; housing was a significant factor in maintaining health and wellbeing and thereby reducing dependency on statutory care services. The Committee endorsed the integrated approach set out in the Older People's Accommodation Strategy.

2.8 Drug and Alcohol Service Update

An update was provided to Members on the Drug & Alcohol Team for strategic oversight. The Drug and Alcohol Team worked on behalf of a partnership of Public Health, Police, and Council's. Officers highlighted the young people's services and prevention work carried out by the team.

2.9 Funding & Client Contribution:

Domiciliary Care Deferred payment agreements - Members considered a report that informed the committee of the ongoing consideration of a Domiciliary Care Deferred Payment scheme for Older People in Cambridgeshire. The introduction of such a scheme would allow for an additional choice option for individuals to be able to stay at home, who otherwise would potentially move into permanent residential care and the development of the care market in Cambridgeshire. The Committee endorsed the implementation of the above.

Disability Related Expenditure - Members received a report that requested that consideration be given to reducing the standard rate of Disability Related Expenditure used when completing a financial assessment that determined the level of contribution an individual would make toward the cost of their care. It was resolved to:

- Continue to offer a standard rate of Disability Related Expenditure, with no evidence of expenditure being required, as part of the financial assessment process and reduce the DRE from £26 to £20 per week.

Disabilities Facilities Grants Review - The Committee received an update on the review of Disabled Facilities Grants (DFGs). The aim of the review was to take a more strategic approach to housing adaptations, that encompassed the current service model and the capital and revenue funds contributed to the DFG process by a range of partners. The review group comprised of representatives from each District Council, the County Council, the Clinical Commissioning Group (CCG) and Foundations (the national body for Home Improvement Agencies). The Committee approved the joint housing adaptations agreement which replaces the County Council's existing Disabled Facilities Grant top-up policy.

Local Housing Allowance and potential impact on extra care and other types of supported housing - The Committee received a report that informed Members of the proposed changes to Local Housing Allowance and the implications for Social Care. The report proposed that further work to be carried out including the raising of awareness within the County Council of the financial and service risks posed by the potential change to Housing Benefit arrangements. Details were provided of services at risk together with potential mitigating factors, and a decision was made to work with other organisations such as the City and District Councils in order that concerns be communicated to the Department for Communities and Local Government (DCLG) with the aim of mitigating those risks. An announcement issued by the Government just prior to the start of the Adults Committee deferred the Local Housing Allowance cap for supported housing providers until 2019/20 and devolved top up funding to local authorities thereafter.

2.10 Strategies:

Employment strategy for people with learning disabilities or autism – Members received the Draft Employment Strategy for People with Learning Disabilities or Autism. The strategy was developed following discussion about providing additional support to secure employment following concerns raised by the Committee. The strategy was presented in draft form in order for a consultation to take place with service users and representative groups.

Accommodation Strategy – The Older People’s Accommodation Strategy was presented to Members. A number of contributions had been received from a broad range of stakeholders. The focus of the strategy was the housing requirements for older people; housing was a significant factor in maintaining health and wellbeing and thereby reducing dependency on statutory care services. Members were informed that the work-stream regarding the development of a care home would be presented to the Committee at a later date along with a report that covered Disabled Facilities Grants that had reached and advanced stage following collaborative work with the Clinical Commissioning Group (CCG) through investment from the Better Care Fund (BCF).

Adult Autism Strategy Update – An update was provided to Members on the progress of implementing the Cambridgeshire Adult Autism Strategy. Members were informed that diagnosis rates in 2014/15 for Cambridgeshire were average for England but had doubled for 2015/16. Diagnoses were provided by a clinic at Fulbourn Hospital and a limited service was available in Peterborough that covered the north of the county.

2.11 Home Care

The Committee was presented a report that set out the approach of adopting an integrated commissioning process that enabled the delivery of outcomes and increased capacity in the sector. Home care was one of the main ways through which the Council supported people and promoted independence and the report highlighted the need to move away from the current delivery model that focussed on time and task toward a 4 model focussed on the outcomes of those being cared for. It was resolved to endorse the approach set out in the report. Namely, the adoption of an integrated commissioning process to enable the delivery of outcomes and increase capacity in the sector.

2.12 Care Home Development

Members received a report that requested they considered a proposal to intervene in the Care Home market in Cambridgeshire, involving an expansion of the current level of provision. The Committee discussed this in a confidential session and it was resolved to:

- a) To support the principle of using Council assets to secure an expansion of affordable care home provision
- b) To commence a competitive dialogue with Service Providers to identify a strategic partner to develop a full business case.

Source Documents	Location
Previous Adult Committee agendas, reports and minutes	https://cmis.cambridgeshire.gov.uk/ccs_live/Committees/tabid/62/ctl/ViewCMIS_CommitteeDetails/mid/381/id/3/Default.aspx

CHILDREN AND YOUNG PEOPLE COMMITTEE ANNUAL REPORT 2016/17

To: Council

Meeting Date: 23 May 2017

From: Interim Executive Director: Children, Families & Adults

Purpose: To consider the Annual Report 2016/17 for the Children and Young People Policy and Service Committee

Recommendation: Council is recommended to note the Children and Young People Policy and Service Committee Annual Report 2016/17

<i>Officer contact:</i>		<i>Member contact</i>	
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1.0 BACKGROUND

- 1.1 The Children and Young People Committee comprises the following Members: County Councillors - D Brown, Sir P Brown, S Bywater, D Divine, P Downes, S Hoy, M Leeke, M Loynes, Z Moghadas, L Nethsingha, S Taylor, J Wisson and J Whitehead and Co-opted members - Roman Catholic diocesan representative F Vettese and Church of England Diocesan representative A Read.
- 1.2 The Chairwoman is Councillor Joan Whitehead, the Vice-Chairman is Councillor David Brown and the Spokesmen/women are Councillors David Brown, Daniel Divine, Peter Downes, Zoe Moghadas and Simone Taylor
- 1.3 Over the last twelve months the committee has met nine times. Section two of the report highlights a number of significant issues considered by the Committee during this period. Full notes and a list of decisions taken can be found via the link included at source documents.
- 1.4 In addition, there have been a number of items which have been considered by other committees jointly, which included:
- **Total Transport** – utilising existing transport contracts with Adults Services to ensure efficient contract monitoring and sharing of resources
 - **Transforming Care Plan** – led by the Cambridgeshire Peterborough Clinical Commissioning Group (CCG), to develop community based services for people of all ages with learning disabilities and/or autism, to reduce the need for in-patient beds
 - **Joint Commissioning** – enabling CFA to bring together the Commissioning functions across Adults and Children's services in order to be more efficient and effective at commissioning services and monitoring contracts

2.0 Key Areas

- 2.1 Key Issues decided over this period of time include:

2.1.1 Business Planning

The Committee considered reports on business planning in October, December and January as the strategic direction and saving proposals were developed. During the process the Committee considered and commented on the approach to demographic pressures and inflationary pressures for 2017/18 business plan, the level of fees and charges for the Children, Families and Adults (CFA) services within the remit of the Committee, the ongoing stakeholder consultation and discussions with partners and service users regarding emerging business planning proposals. The Committee also agreed the Transformation Programme for 2017-18. In December 2016, the Committee agreed to forward the savings proposals and Transformation Programme to General Purposes Committee as part of consideration for the Council's overall Business Plan.

2.1.2 Children's Change Programme (CCP)

The Committee considered reports that outlined key changes and the transformation of how children and family services are delivered across Cambridgeshire. The Committee agreed a revised delivery model for children's social care and family services which was developed alongside existing staff,

introducing a new structure to shift the focus to a more integrated family centred support service with greater opportunities for joint working with other services and partners.

This included:

- Re-modelling how services are delivered for Looked After Children to ensure the best possible outcome for each child
- Focusing Children Centre's to be more about the activities than the buildings they are held in
- Having one front door for service users to access a number of our services when they need support

2.1.3 School Funding

Although funding for schools for 2017/18 has remained at similar per pupil levels to 2016/17, changes in pupil numbers and pupil characteristics mean that schools budget experiences will vary dependent on their individual circumstances. Equally as no uplift in funding per pupil has been received from Government **all** schools are having to absorb increasing costs, most notably in respect of pensions, national insurance and the introduction of the apprenticeship levy. This will reduce schools' real terms spending power and as a result many schools will need to consider structural staffing changes to manage within available resources.

The second stage consultation on National Schools Funding closed in March 2017. The illustrative figures published by the Department for Education (DfE) alongside the proposals showed Cambridgeshire schools potentially benefitting by up to £6.3m (2%) by 2019/20 when compared to current 2016/17 baseline figures. However, within these figures there would be a redistribution of funding between schools in Cambridgeshire which would result in 69 primary schools and 6 secondary schools receiving lower levels of funding than they do now. Results of the consultation and details around the implementation are expected in the summer or autumn terms 2017.

2.1.4 School Improvement

The Committee noted that there had been a steady improvement in overall educational performance in the County. The percentage of good and outstanding primary schools has risen to its highest ever total of 84.2% whilst the percentage of secondary schools judged good or outstanding has recovered from 46% in 2014-15 to 77.4%. The achievement of most vulnerable groups has also improved, although the gap between the performance of these pupils and non-vulnerable groups remains too wide. The Committee endorsed the Cambridgeshire's School Improvement Strategy 2016-18 including the addition of two further priorities:

- improve phonics and writing in Key Stage 1 and maths in Key Stage 2;
- secure suitable and sufficient early years, childcare, state-funded school and post-16 places to meet the needs of Cambridgeshire's children, young people and families

2.1.5 Place Planning

Throughout 2016/17 there have been a number of government changes in how place planning is prepared, decided and implemented for which the Committee needed to consider Cambridgeshire's approach to these, alongside several developments.

Free School Proposals: The Department of Education (DfE) introduced a new

mechanism for how Free School proposals in local areas would be processed and decided upon. It meant that sponsors could place an application for opening a free school in the area, with the decision being held with DfE. The CYP Committee considered the process and agreed recommendations of how this would be acted upon in Cambridgeshire.

Increasing the entitlement to 30 free hours childcare from September

2017: The Committee considered a report which set out the main challenges which the Local Authority faced in meeting its statutory duties in relation to childcare in light of the additional 15 hours entitlement which would be available to eligible 3 and 4 year olds from September 2017 onward. The Committee endorsed the approach Cambridgeshire was taking to fulfil its statutory duties within this area.

Fenland Secondary Review: The Committee received a report from the Interim Executive Director for Children Families and Adults and presented by the 0-19 Area Education Officer describing the three outcomes of the Phase 2 consultation on a review of secondary provision in Fenland District and the additional site evaluation work undertaken to identify a preferred site for a new secondary school in Wisbech. The Committee resolved to:

1. Provide a new secondary school in Wisbech in response to the identified need for additional places for children aged 11-16 year either on land east of the town, north and south of Sandy Lane or land to the north west of the town at Dowgate Road allotments, subject to completion of a more detailed feasibility study;
2. Make provision in the capital programme of £23m in 2019/20 for a new secondary school in Wisbech to open in September 2020;
3. Approve officers working with the Brooke Weston Trust as the sponsor of the Thomas Clarkson Academy (TCA) to manage the potential demand for the additional places needed in Wisbech prior to the opening of the new secondary school in the town;
4. Make provision in the capital programme for the one form of entry (FE) (150 place) expansion of both Cromwell Community College, Chatteris and Sir Harry Smith Community College, Whittlesey in response to the anticipated rising demand for places within their respective catchment areas;
5. Make the provision of a new secondary school in March dependent on the major housing allocation sites identified in the Local Plan coming forward.

City Secondary Review

The Committee received a report which described the growing demand for secondary education provision across the City of Cambridge and sought approval for the proposed strategy for commissioning additional provision to meet this demand.

The Chairwoman noted the high level of local interest in this issue and welcomed the large number of members of the public who were present to listen to the debate. Four requests to speak had been accepted. Following detailed consideration of the points raised and responses to questions, the Committee unanimously agreed to:

- a) Endorse the six principles identified in the report for reviewing and commissioning provision across the City;
- b) Endorse officers continuing to work with the Local Planning Authorities

- to secure site(s) for new school(s) as needed in line with Local Plan policies;
- c) Support the expansion and redevelopment of Chesterton Community College with a planned completion date of 2019/20, noting its willingness to come to a mutual agreement with the Council, the RSC (Regional Schools Commissioner), and CMAT (Cambridge Meridian Academies Trust, the sponsor of NCA, the North Cambridge Academy) about the timing at which new places beyond its current intake of 210 will be opened up; and
- d) Support the proposal that officers work with North Cambridge Academy to develop plans for the expansion of the school to meet anticipated further growth in demand.

2.1.6 Cambridgeshire Culture

The Committee endorsed two new initiatives put forward by the Learning Directorate in order to enhance its provision:

Cambridgeshire Culture - The Committee received a report which sought the Committee's agreement to proposed changes to the purpose, scope, structure and membership of Cambridgeshire Culture. Cambridgeshire Culture was a Member-led committee which had been set up to manage a fund which was created following the sale of a number of paintings from the Council's Art Collection. Since its creation, Cambridgeshire Culture had done much good work through numerous projects across a wide variety of art forms. The proposed changes were designed to continue this success by improving internal and external engagement across the county, ensuring continued access for schools to enhanced cultural opportunities and supporting the joint development of cultural programmes with external partners. The Committee agreed the proposed changes.

CREATE - The Committee received a report describing work on a project to convert a council-owned community arts building in north Cambridge into a state of the art national Centre for Research and Engagement in Arts, Technology and Education (CREATE). The importance of cultural education and its wider benefits was widely recognised by senior leaders in schools. This project sought to export opportunities to engage with the arts beyond the immediate community to schools, children and families across Cambridgeshire through the use of technology. Funding opportunities were being pursued across multiple streams in relation to the start-up costs and the revenue business plan would be sustainable without on-going funding from the County Council. The Committee endorsed the proposals, subject to further detailed work.

2.1.7 Unaccompanied Asylum Seeking Children

The Committee received a report by the Executive Director for Children, Families and Adults (CFA) Services providing an update on proposed changes in the arrangements for unaccompanied asylum seeking children (UASC) and proposing the Council's participation in the new arrangements.

At present, UASC became the responsibility of the Local Authority in whose area they first came to notice. This led to wide variations in numbers between authorities and high concentrations in areas with ports or other major transport hubs. The new proposals sought to share this responsibility more equally between local authorities on a regional basis by introducing a cap of 0.07 UASC per 10k of the child and young adult population. In Cambridgeshire this

represented an upper limit of 92 UASCs. These arrangements were currently voluntary, but might become mandatory. Government funding levels had been revised and were now closer to the actual costs involved in supporting this group. Although a resilient and resourceful group, UASC were also vulnerable children and young people. The Committee agreed to the Council's participation in the regional transfer scheme for UASC. In addition, the Chairwomen would write to the Home Office setting out the Council's concerns of vulnerability to exploitation of UASC who were not granted leave to remain in the United Kingdom and who were therefore ineligible for benefits.

2.1.8 Youth Offending Service Peer Review

The Committee considered a report on the findings of the Youth Offending Service Peer Review. It was noted that Cambridgeshire had already been acknowledged nationally as having many areas of good practice and performance in Youth Offending Services (YOS). The review team found that the YOS was a well performing service with impressive reoffending data, low rate of first time entrants and minimal use of custody. Staff were enthusiastic and there was a good work culture. However, a number of key areas for development were also identified. The Committee congratulated officers for this excellent report.

Source Documents	Location
Previous agendas, reports and minutes	https://cmis.cambridgeshire.gov.uk/ccclive/Committees/tabid/62/ctl/ViewCMS_CommitteeDetails/mid/381/id/4/Default.aspx

**ECONOMY AND ENVIRONMENT POLICY AND SERVICE COMMITTEE –
ANNUAL REPORT 2016/17**

To: Council

Date: 23rd May 2017

From: Executive Director: Economy, Transport and Environment

Purpose: To consider the Annual Report 2016/17 for the Economy and Environment Policy and Service Committee.

Recommendation: Council is recommended to note the Economy and Environment Policy and Service Committee Annual Report 2016/17.

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

- 1.1 The Economy and Environment Policy and Service Committee was established following the May 2014 annual meeting when the Council resolved to convert from a Cabinet form of governance to a Committee System.
- 1.2 The Committee comprised the following Members:

Councillors I Bates, J Clark, L Harford, M McGuire, J Schumann, M Shuter, E Cearn, D Jenkins, J Williams, N Kavanagh, M Mason, A Lay and R Henson.
- 1.3 Throughout the year, the Chairman was Councillor Ian Bates, the Vice-Chairman was Councillor Ed Cearn and the Spokesmen were Councillors Mathew Shuter, Ed Cearn, Roger Henson, Noel Kavanagh and Mike Mason.
- 1.4 Over the last twelve months (April 2016 – March 2017 inclusive), the Committee has met 10 times. Section 2 of the report highlights a number of significant issues considered by the Committee during this period.

2. ECONOMY & ENVIRONMENT POLICY & SERVICE COMMITTEE WORKLOAD

Business Planning

- 2.1 The Committee was involved in the Business Planning process for 2017/18. In October 2016, the Committee agreed to re-instate certain funding within the Economy, Transport and Environment (ETE) Budget, and to recommend to General Purposes Committee that some identified saving proposals were not progressed and for alternative funding proposals to be considered corporately in their place. The reinstated funding for E&E Committee was:
 - B/R.6.204 Remove non-statutory concessionary fares £125k
 - B/R.6.208 Reduction in Passenger Transport Services £694k.
 - B/R.6.209 Reduction of staff £90k (this is linked to proposal B/R.6.208 above).

Transport Strategies, Local Plans and Developer Funding

- 2.2 In July 2016 Members of the Council's E&E Committee approved the new Cambridgeshire Transport Investment Plan (TIP) approach. Subsequently in November, Committee approved the Transport Investment Plan 2016. The TIP for Cambridgeshire sets out the transport infrastructure, services and initiatives that are required to support the growth of Cambridgeshire. The TIP comprises a policy document and a list of schemes and is used as the basis for securing funding from developers and other bodies.
- 2.3 In December 2016, the Committee was asked to consider the results from the 2016 consultation on the draft Transport Strategy for East Cambridgeshire, and alterations which were made following the consultation. The Committee resolved to make changes to the Strategy to incorporate reference to noise, pollution and vibration and the need to address these issues across the Strategy area.
- 2.4 Committee approved a draft response to the East Cambridgeshire Local Plan in February 2017. Committee also delegated to the Executive Director: Economy,

Transport and Environment the authority to conduct any further negotiations relevant to subsequent stages in the preparation of the East Cambridgeshire Local Plan.

- 2.5 In November 2016, the Committee approved the amendments to the St Neots Market Town Transport Strategy Scheme List; the allocation of S106 funds to develop the business case for a northern river crossing in St Neots; and the prioritisation of St Neots schemes for S106 funds. In addition, officers were asked to open negotiations with regard to seeking financial contributions from the District Council and the Town Council.
- 2.6 Having previously commented on the draft proposals for the Economy, Transport and Environment's 2017-18 Capital Programme, the Committee resolved in September 2016 to endorse the development of the proposals presented. At this meeting, Committee also agreed that Spokes discuss setting up a Member Led Review to assess the success of recent cycleway schemes / floating bus stops and crossings (see section 2.20 below).
- 2.7 In December 2016, the Committee approved the project allocations for the Integrated Transport Block funding. Committee also declared their support for the identified projects to be included in the Transport Delivery Plan.

Major Developments

- 2.8 The Committee considered the Cambourne West planning application for up to 2,350 residential units in December 2016 and approved the draft Heads of Terms for the Section 106 Agreement, to secure funding from the developer for transport, education and other County Council responsibilities.

Wisbech Access Strategy Steering Group

- 2.9 The establishment of a Wisbech Access Strategy Steering Group was agreed in October 2016, with Councillors Hoy and Lay appointed to represent the County Council on the Steering Group. The Committee was informed of technical work that had been progressed, including Investigations into Wisbech Rail reconnection, A47 Thorney to Wisbech Walton Highway- Initial Options Assessment, Wisbech Transportation Model update and the Wisbech Access Study.

Floods and Water

- 2.10 Committee agreed in July 2016 to confirm the County Council's technical endorsement of the Cambridgeshire Flood and Water Supplementary Planning Document (SPD). The Flood and Water SPD has been prepared to support the implementation of flooding and water related policies in each local planning authority's Local Plan, including the Cambridgeshire and Peterborough Minerals and Waste Development Plan Core Strategy DPD and the Cambridgeshire and Peterborough Minerals and Waste Development Plan Site Specific Proposals DPD. When adopted, the SPD will be a material consideration when considering planning applications.

Energy Management

- 2.11 In February 2017, the Committee was informed on the progress of the Energy Investment Unit's (EIU) five year business plan and future skill requirements. Committee resolved to note the progress.
- 2.12 The impending expiry of the Energy Performance Contracting arrangements was raised at the Committee meeting of July 2016. It was agreed that a mini-competition would be run to appoint a Service Provider to facilitate the design and delivery of new projects post-November 2016 to grow the Authority's energy ambitions.
- 2.13 In May 2016, the Committee approved a list of priorities for the Energy Investment Strategy 2016-2020. The Committee also asked that officers take a discussion paper to a future spokes meeting on current advances in wind technology and their potential utilisation and the broader renewables agenda. This led to the development and subsequent adoption of a revised Cambridgeshire Energy Strategy.
- 2.14 The Committee also agreed in May 2016 to the extension of the current arrangement with ICHOOSR for a further one year, to run Collective Switching for Cambridgeshire residents. Collective Switching is a scheme to help residents save money on energy bills. The Committee agreed that other suitable collective switching options are investigated.

Infrastructure Projects

- 2.15 The King's Dyke bridge is proposed to alleviate traffic congestion arising from the closure of the King's Dyke level crossing barrier on the A605 close to Whittlesey. In April 2016, the Committee noted that planning permission for the new road had been secured and approved the use of the competitive process within the Eastern Highways Framework Contract (EHF2) for the procurement of the detailed design and construction. A report on the results of the procurement will be considered in July 2017.
- 2.16 In July 2016, the Committee approved the award of the Design and Construction contract to the preferred bidder for the Ely Southern Bypass. In addition, the decision to commence the second stage of the contract (construction) was delegated to the Executive Director, Economy Transport and Environment. Later in February 2017, the Committee was made aware of work undertaken to evaluate the possibility of including a cycle/pedestrian underpass within the Ely Southern Bypass scheme as an additional work package within the contract. Committee agreed not to proceed with the underpass as part of the Southern Bypass Scheme, however it was agreed to develop at-grade cycle facilities as an alternative. Construction of the Bypass is now underway.

Cycling Projects

- 2.17 In March 2017 Committee resolved to support the proposal for a network of Greenways to be established and the process of community engagement for them. The Greater Cambridge Greenways will be a high quality network of non-motorised user (NMU) routes between South Cambridgeshire villages and Cambridge, that primarily encourage commuting by sustainable modes.

- 2.18 The Committee gave approval in December 2016 to construct the Abbey-Chesterton Bridge scheme, subject to gaining planning permission. Powers were delegated to the Executive Director, Economy, Transport and Environment to approve the construction contract and selection of the contractor. Support was also given to the continuation of land negotiations. Committee approved the proposal for a bridge naming process. Planning permission has subsequently been secured.
- 2.19 At the March 2017 meeting the Committee considered the likely shortfall in Government funding to support the Bikeability Cycle Training scheme in the next academic year and beyond. Committee requested that officers seek alternative funding for the scheme through sponsorship or other funding streams. Officers are due to present a report on the issue at the July Committee.
- 2.20 A Member-led review of cycling infrastructure was initiated in September 2016. In December 2016, Members agreed the Terms of Reference for the review group, and confirmed the final membership of the group.
- 2.21 In November 2016 the committee approved the implementation of three cycling schemes following public consultation:
- Huntingdon Road Phase 2, Cambridge
 - A10 Harston
 - Trumpington Road, Cambridge Phase 2
- 2.22 The Committee also received regular updates on land acquisition and licence agreements to allow construction to commence on Yaxley to Farcet cycle and foot path. These have now been concluded and work is underway.

Passenger Transport

- 2.23 The Committee considered alternative options available for funding the Park and Ride service in February 2017 and agreed to keep under review a range of opportunities for such alternative funding and in the meantime, continue to charge for parking at the Park and Ride sites. Officers were also advised to continue to explore with the Greater Cambridge City Deal the option of allocating funding from the proposed Workplace Parking Levy in order to achieve the aim of free parking at the Park and Ride sites.
- 2.24 In May 2016, the Committee were informed of the outcomes of a public consultation about proposals contained in the 2016/17 Business Plan decision to remove the discretionary elements of the County Council's concessionary fare scheme. The Committee recommended the use of reserves to defer the removal of the discretionary concessions until the financial year 2017/18. This would allow more time to work with Community Transport operators on the implications of the proposals and potential alternative means of funding and providing community transport services. Subsequently in October the Committee recommended the reinstatement of the funding in the Council budget
- 2.25 In November 2016, the Committee's advice was sought on whether to continue the trial bus service from Newmarket Road Park & Ride via Abbey ward to Addenbrooke's Hospital. Upon reviewing the trial service's performance, the

Committee agreed to cease the provision of the bus service in mid-January 2017 and the use of the money saved was to be investigated further.

Adult Learning and Skills

- 2.26 In 2015, the Committee had set up a working group to review the work of the service and consider how to improve equity and the countywide offer. On 19 April 2016 the Committee considered the outcomes of the review.

Connecting Cambridgeshire

- 2.27 In March 2017, the Committee approved the Cambridgeshire digital connectivity blueprint for 2017-2020 with associated targets for broadband access, mobile coverage, public Wi-Fi access and future connectivity, across Cambridgeshire and Peterborough.
- 2.28 Committee also agreed in March 2017 to delegate to the Executive Director for Economy, Transport and Environment the preparation, bid submission and, if successful, subsequent contract agreement for up to £2.5m European Regional Development Funds (ERDF) in support of Phase 4 Superfast Broadband rollout.

Source Documents	Location
Agenda and Minutes of the Economy and Environment Policy and Service Committee	https://cmis.cambridgeshire.gov.uk/cmc_live/Committees/tabid/62/ctl/ViewCMIS_CommitteeDetails/mid/381/id/5/Default.aspx

HEALTH POLICY AND SERVICE COMMITTEE – ANNUAL REPORT 2016/17

To: Council

Date: 23rd May 2017

From: Director of Public Health

Purpose: To consider the Annual Report 2016/17 for the Health Policy and Service Committee

Recommendation: Council is recommended to note the Health Policy and Service Committee Annual Report 2016/17.

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

1.1 The Health Policy and Service Committee was established following the May 2014 annual meeting when the Council resolved to convert from a Leader Cabinet form of governance to a Committee System.

1.2 The committee comprised the following Members:

P Clapp, L Dupre, L Harford, P Hudson, D Jenkins, G Kenney, M Loynes, Z Moghadas, T Orgee, P Sales, M Smith, P Topping, S Van de Ven. There were also five co-opted District/City Council members.

The Chairman was Councillor David Jenkins, the Vice-Chairman was Councillor Tony Orgee and the Spokesmen/women were Councillors Tony Orgee, Susan Van de Ven, Paul Clapp, Paul Sales and John Hipkin.

1.3 Over the last twelve months the committee has met eight times. Section 2 of the report highlights significant issues considered by the committee during this period.

2. HEALTH POLICY AND SERVICE COMMITTEE WORKLOAD

2.1 The Health Policy and Service Committee has two distinct areas of work – firstly oversight of the public health functions of the Council and secondly scrutiny of local NHS services.

Public health functions

2.2 Public health functions and services are investments in the future – carrying out preventive work to reduce illness and disability and therefore reduce future demands on health and care services. Health Committee public health priorities included improving mental health, addressing health inequalities, and the impact of transport on health.

2.3 The Committee approved the consultation draft of the Healthy Weight Strategy and the implementation of the Collaborative County-wide Physical Activity programme “Cambridgeshire’s Let’s Get Moving”

2.4 The Committee oversaw delivery of the Public Health business plan for 2016/17, which included addressing a £2.3M recurrent reduction in the national ring-fenced public health grant allocation to Cambridgeshire, and oversaw business planning for 2017/18 which addressed a further grant reduction of £0.68M.

2.5 Following a motion to full Council in February 2016, the Health Committee Chair presented a motion at the Local Government Association (LGA) General Assembly on July 4th 2016 calling for the Government to promote a radical step change in prevention which would reduce pressures on NHS and social care services, and to provide grant funding to local authorities for this purpose. The motion was unanimously agreed.

2.6 The Committee considered a number of key decisions and agreed to transfer the in house Stop Smoking Service to an external lifestyle provider. A new Section 75 Agreement for the Healthy Child Programme (Health Visiting and Family Nurse

Partnership) was granted to continue to operate the service, whilst the longer term integration of the 0-19 service provision is finalised.

- 2.7 The Committee requested reports on System-wide Health Outcomes in Cambridgeshire and on Air Quality in the county. Both reports were considered to be strategically significant for a range of decision making bodies and were circulated more widely at the Committee's request.
- 2.8 In addition, over the course of the year, the Committee reviewed delivery and performance on immunisation and screening uptake, sexual health services, smoking cessation services, falls prevention, health protection, healthcare public health advice services, and approved the governance framework for alignment of public health work with the NHS Sustainability and Transformation Plan.

Scrutiny of the NHS

- 2.9 The Committee continued to maintain close scrutiny of the NHS in Cambridgeshire following a challenging year in 2015/16. The past year has seen scrutiny attention to the termination of the Older People's and Community Services contract between the Cambridgeshire and Peterborough Clinical Commissioning Group (CCG) and UnitingCare Partnership, calling on evidence from NHS England, Monitor, HealthWatch Cambridgeshire and the CCG.
- 2.10 The Committee has been pleased to see both Hinchingsbrooke Hospital NHS Trust and Cambridge University Hospitals Foundation Trust move out of special measures with both trusts receiving a "good" rating from the Care Quality Commission's (CQC) recent inspections. Continuation of the quarterly liaison meetings with the chief executives of local NHS organisations with Health Committee members has enabled an open dialogue to understand issues the NHS organisations face. This knowledge has enabled a more detailed scrutiny at public meetings of the committee.
- 2.11 A key focus for Health Scrutiny in 2016/17 has been around the CCGs publication of the Sustainable Transformation Programme (STP) for the local health and care system. The Health Committee has received seminars from the CCG on the plan and has scrutinised members of the STP programme delivery unit on specific areas ranging from workforce planning, primary care capacity and community engagement.
- 2.12 A Joint Health Scrutiny Committee was established with Peterborough City Council to scrutinise the proposals around the merger of Hinchingsbrooke Healthcare NHS Trust with Peterborough and Stamford Hospital Foundation Trust. The Joint Committee will continue to meet in the next few months to have an oversight of the implementation of the newly formed (1st April 2017) North West Anglia Foundation Trust which incorporates Hinchingsbrooke, Peterborough City and Stamford Hospitals.
- 2.13 In addition the Health Committee has and continues to scrutinise a number of consultations on services changes including relocation of the GP Out of Hours Service from Chesterton to Addenbrooke's (resulting in the formation of a task force to oversee the implementation), changes to future provision of Fertility Treatment Services and a Future model for referral and provision of hearing aids.

Training

2.14 During 2016/17 Health Committee members have received training through workshops or seminars on:

- The Sustainable Transformation Programme led by Cambridgeshire and Peterborough Clinical Commissioning Group (C&PCCG).
- Public Health 0-5 services for children (health visiting and family nurse partnerships)
- Public Health 2017/18 business planning.
- Overview of the Joint Strategic Needs Assessment (JSNA) New Communities
- Overview of Health Inequalities in Cambridgeshire
- Overview of Children and Young people's Mental Health
- Review of Health Committee Priorities 2016-2017

Smaller groups of Committee members have attended external training on:

- Health scrutiny skills in the context of Sustainable Transformation Plans

Source Documents	Location
Agenda and Minutes of the Health Policy and Service Committee	https://cmis.cambridgeshire.gov.uk/ccc_live/Committees/tabid/62/ctl/ViewCMIS_CommitteeDetails/mid/381/id/6/Default.aspx

**HIGHWAYS AND COMMUNITY INFRASTRUCTURE POLICY AND SERVICE
COMMITTEE – ANNUAL REPORT 2016/17**

To: Council

Date: 23 May 2017

From: Executive Director: Economy, Transport and Environment

Purpose: To consider the Annual Report 2016/17 for the Highways and Community Infrastructure Policy and Service Committee.

Recommendation: Council is recommended to note the Highways and Community Infrastructure Policy and Service Committee Annual Report 2016/17.

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

- 1.1 The Highways and Community Infrastructure (H&CI) Policy and Service Committee was established following the May 2014 annual meeting when the Council resolved to move from a Cabinet form of governance to a Committee system.
- 1.2 The committee comprised the following Members:

Councillors Barbara Ashwood, Ralph Butcher, David Connor, Barry Chapman, Steve Criswell, Gordon Gillick, Roger Hickford, William Hunt, Peter Reeve, Michael Rouse, Jocelynne Scutt, Amanda Taylor and John Williams.
- 1.3 The Chairman was Councillor Mac McGuire, the Vice-Chairman was Councillor Peter Reeve and the Spokesmen/women were Councillors Steve Criswell, Barry Chapman, Peter Reeve, Jocelynne Scutt and Amanda Taylor.
- 1.4 Over the last twelve months, the Committee met eight times. Section 2 of this report highlights a number of significant issues considered by the Committee during this period.

2 HIGHWAYS AND INFRASTRUCTURE COMMITTEE WORKLOAD **Policy and Business Planning**

- 2.1 The H&CI Committee reviewed and approved updates and revisions to the Council Transport Delivery Plan (TDP) and Highways Asset Management Plan (HIAMP). Throughout the year, the Committee considered proposals for the Council's Business Plan which were adopted by Full Council in February. It also regularly monitored finance, performance and risk in relation to the services within the Committee's remit.

Petitions

- 2.2 Over the course of the year, H&CI Committee considered three petitions from members of the public. These were a request for new speed restrictions on Mayfield Road; a petition concerning the condition of West End Road in March; and a request for a street light to be reinstated on Derby Road. All petitioners received a full written response from the Committee within 10 working days.

Integrated Transport Block (ITB) Funding Allocation

- 2.3 In May, Committee considered a report proposing the prioritisation of proposals for ITB expenditure in 2016-17. The ITB is a grant received from central Government for transport capital improvement schemes costing less than £5million. Cambridgeshire's ITB allocation had been reduced to £3.19million per annum meaning the prioritisation of funding needed to be revised. Members resolved to support the recommended allocation of the ITB funding and supported the proposed projects for which funding should be applied. This included £100,000 worth of funding to improve the crossing on

Stukeley Road in Huntingdon, amongst many other vital improvement works across the county.

Intelligent Transport Systems

- 2.4 In June, H&CI Committee approved both the award of the framework contract and the award of the call-off contract for the Intelligent Transport Systems (ITS) framework agreement. This proposal included the expansion of the ITS contract to include not only maintenance, but also supply and installation of systems such as street lighting. By procuring this with four other local authorities, this would secure the best available rates from suppliers and deliver significant benefits.

Governance arrangements for the new Clay Farm Centre

- 2.5 In 2014 the H&CI Committee had agreed to create a Joint Venture Company (JVC) with the City Council to run the Clay Farm Centre, a new community facility being built in Trumpington. In June the H&CI Committee reviewed the governance arrangements of the building, which will house a library, health centre and other community facilities. It was resolved unanimously that the County and City Councils would work together to dissolve the JVC and formulate a new partnering agreement for the governance of the community centre.

Archives Accommodation

- 2.6 In October, the H&CI Committee considered a report on options and updated costs to convert the former Strikes Bowling Alley in Ely to accommodate historical records and associated public access. Having approved the acquisition of the premises in October 2015, a second Committee decision was required after anticipated actual costs increased. The H&CI Committee resolved that the preferred option at Ely should be pursued as the recommendation to the Assets and Investments Committee. It was determined that this option provided the most positive local impact as the Ely project had a good reputation among stakeholders.

Medical Examiner Scheme

- 2.7 Following The Coroner and Justice Act 2009, a new statutory duty was placed on local authorities to introduce a Medical Examiners Scheme. Medical Examiners will be required to investigate all deaths including those which are not currently referred to HM Coroner. The H&CI Committee unanimously agreed to the proposed approach and to continue to pre-fund the setup of the scheme on the understanding that central government will cover these costs when the national scheme launches.

Real Time Passenger Information (RTPI)

- 2.8 Cambridgeshire County Council has been part of a consortium of local authorities delivering RTPI since 2009. RTPI is a key component of delivering a faster and more reliable public transport system, therefore crucial in encouraging the public to make better use of what is available in Cambridgeshire. In December, H&CI Committee resolved to renew and extend the RTPI Partnership Agreement with partnering authorities for the length of the new contract period. It was also agreed to enter into a joint contract procurement exercise with partnering authorities for a new RTPI supply, installation and maintenance contract.

Shared Cambridgeshire and Peterborough Trading Standards Service

- 2.9 In January, the Committee unanimously approved the proposal to merge Cambridgeshire County Council's Trading Standards service with Peterborough City Council's Trading Standards Service with effect from 1st April 2017. The two services were already working closely together and sharing expertise, and it was expected that the merger will reduce duplication and increase resilience.

Highway Service Contract

- 2.10 In February, the Committee approved the award of a new Highways Services Contract to the preferred bidder, Skanska. This was the culmination of a long-term strategic process to appoint a partner for the Highways Service which began in April 2015. H&CI Committee had approved the parameters of the new contract as part of comprehensive Member engagement throughout the procurement process. The contract is expected to deliver significant savings as outlined in the Council's business plan, and was designed with the option of neighbouring authorities sharing the contract in future, enabling potential further savings and efficiencies.

Resident Parking Policy

- 2.11 In March, H&CI Committee approved the County wide Residents Parking Policy which supports and balances the needs of residents, businesses and visitors. The Committee also resolved to defer the consideration of the Cambridge Residents Parking Schemes Extension Delivery Plan until after the Cambridge City Deal Board has considered the work it has commissioned on joining up parking policy options. Parking Policy forms a central part of the County Council's approach to providing a high quality transport system.

Local Highway Improvement (LHI) Scheme

- 2.12 The H&CI Committee considered a report in March detailing the outcome of the prioritisation of the 2017-18 LHI applications by Members in each District area. The LHI initiative invites community groups to submit an application for funding of up to £10,000, subject to them providing at least 10% towards total cost of the scheme. H&CI Committee resolved to approve the prioritised list

of schemes which will give local people greater influence in bringing forward highway improvements in their local area.

Source Documents	Location
Agenda and Minutes of the Highways and Community Infrastructure Policy and Service Committee	https://cmis.cambridgeshire.gov.uk/ccclive/Committees/tabid/62/ctl/ViewCMIS_CommitteeDetails/mid/381/id/7/Default.aspx

**LEADER OF THE COUNCIL AND GENERAL PURPOSES COMMITTEE –
ANNUAL REPORT 2016/17**

To: Council

Date: 23rd May 2017

From: Chief Executive

Purpose: To consider the Annual Report 2016/17 for General Purposes Committee.

Recommendation: Council is recommended to note the General Purposes Committee Annual Report 2016/17.

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

- 1.1 Councillor Steve Count is the Leader of Cambridgeshire County Council, and the Chairman of the General Purposes Committee (GPC). The GPC was established following the May 2014 annual meeting when the Council resolved to convert from a Cabinet form of governance to a Committee System.

2 COUNCIL LEADERSHIP IN 2016/17

- 2.1 Over the last year the Council has continued to meet regularly to provide leadership against the backdrop of financial austerity and increasing demand for public services. For the 2016/17 financial year this included a target of achieving £40.934 million of savings. At the year end the committee has delivered £40.4m of savings due to £0.498 million overspend.
- 2.2 Within the 2016/17 business planning process a proposal was put forward that changed the basis for defraying the Council's debt. This was approved and this decision enabled the establishment of a Transformation Fund of nearly £20m. During this year we have seen the first draw down from the Transformation Fund for a range of initiatives that have been agreed by the General Purposes Committee. This activity will support the Council's ambition to transform its service delivery, and ensure we have a sustainable organisation in order to minimise reductions to the services we provide for our citizens.
- 2.3 The Council's delivery of its capital programme has improved in 2016/17, with a - £5.3m (-3.4%) underspend against its revised budget reported at year end. This is in comparison to underspends of up to 40% of the capital budget in recent years and is largely due to a change in the way the Council sets the budget for its capital programme. The introduction of a 'capital programme variations' budget to allow for slippage that is difficult to predict across the programme reduces the overall capital budget and thus the corresponding debt charges revenue budget. The capital programme variations budget in 2016/17 was -£25m, which led to a reduction in the revenue budget for debt charges of around £2m and therefore a reduced savings requirement for services.

3 GENERAL PURPOSES COMMITTEE WORKLOAD

- 3.1 The committee comprises the following Members:

Councillors: Steve Count (Chairman) Mac McGuire (Vice Chairman), Anna Bailey, Ian Bates, David Brown, Paul Bullen, Edward Cearns, Steve Criswell, Roger Hickford, John Hipkin, David Jenkins ,Lucy Nethsinga, Tony Orgee, Peter Reeve, Michael Tew, Ashley Walsh and Joan Whitehead. The chairman Steve Count wishes to express his sincere thanks to them, their substitutes and the officers whose contributions have enabled the workload to be fulfilled.

4 BUSINESS PLANNING AND TRANSFORMING THE WAY THE COUNCIL OPERATES

- 4.1 The General Purposes Committee has an oversight and coordinating role in the annual setting of the Council's Business Plan. The 2017/18 Business Plan was adopted by the Council in February 2017 following many months of engagement,

consultation and discussion across the Council, and with our partners, stakeholders and our residents.

- 4.2 This marked the continuation of the development of the Business Plan through the Committee system of governance. To achieve this, the General Purposes Committee worked together and with the Service Committees to encourage and facilitate the development of the Business Plan.
- 4.3 A large proportion of the proposals adopted as part of the 2017/18 Business Plan set out plans to meet the Council's savings targets through the transformation of services. Not only do these help to fill the £32 million budget gap for 2017/18 but many of these proposals involve investment now that will realise significant savings for 2018/19 and beyond.
- 4.4 Some examples of the service transformation business cases agreed by the General Purposes Committee in the last year are as follows:
- Assistive Technology –**
That will help people with learning disabilities and older people to live safely and independently. With an upfront investment of £186,000 we expect to save over £800,000 a year by 2018-19;
- Reassessment Capacity –**
Through funding £750,000 of additional dedicated reassessment capacity within the Learning Disabilities service we can save at least £2.3 million in 2017/18 with further savings in subsequent years;
- Family Meetings –**
By offering family meetings at an earlier stage for those who require support we can increase the number of people being diverted from Looked After Children placements saving £611,000 a year from 2018-19;
- Total Transport –**
A pilot in the Ely area is integrating various forms of County Council transport and is targeting a 10% reduction in overall spend. If successful, this could be rolled out across the county with a predicted saving of almost £1.3 million;
- Citizen First, Digital First –**
A project that ensures all universal council services are easily accessible on line alongside strengthening our support to help people get online. With a total capital cost of £3.5million over five years we expect to deliver a five year revenue saving of between £6.3 and £11.4 million.
- 4.5 In total the General Purposes Committee has agreed to £10.565 million of investment through the transformation fund to support the delivery of savings across the Council's business plan.

5 ASSETS AND INVESTMENT COMMITTEE

- 5.1 This year the Assets and Investments Committee has been established following approval by Council. This was done in response to the number and detail of property related matters that were being considered by the General Purposes Committee. The creation of this committee has enabled all property and investment decisions to be re-directed from the General Purposes Committee to this dedicated group.

6 CORPORATE AND CUSTOMER SERVICES AND LGSS MANAGED SERVICES

- 6.1 As well as its oversight role the General Purposes Committee is also the Service Committee for Corporate, Customer and LGSS Managed Services. This year the Committee has overseen major changes to these Directorates in order to meet the organisation's savings targets alongside supporting the Council to deliver across all service areas.
- 6.2 A major review of corporate capacity has been undertaken both to secure savings and to ensure that the Council has a strong, responsive and integrated corporate service to meet the significant financial and service challenges that we face.
- 6.3 In line with the Council's approach to business planning as part of this review a Transformation Team has been established. The primary purpose of the team is to act as a resource for the organisation to support delivery of our ambitious Transformation Programme. This includes all the major change programmes and service design initiatives vital to achieving large scale improvement and cost reduction over the next five years.

7 COMMUNITY RESILIENCE

- 7.1 The General Purposes Committee continues to support the County Council's strategy for building resilient communities. As part of the review of corporate capacity staff from across the Council who work in roles related to supporting resilient communities have been brought together into one team which will take responsibility for delivering the community resilience strategy and action plan.
- 7.2 The Committee has overseen the launch of the Innovation Fund, which draws from the Council's Transformation Fund, to invest in community groups and organisations that wish to increase community resilience and achieve savings for the Council by meeting needs better locally.
- 7.3 Notably the Council and its partner's work on Time Credits won a national MJ (Management Journal for local authority business) award for Excellence in Community Engagement. The scheme is now in use across the county with 49% of Time Credit members who were not previously regular volunteers.

8 TREASURY MANAGEMENT

- 8.1 The General Purposes Committee oversees the management of the Council's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.
- 8.2 During the year the Committee ensured the Council operated within the Treasury limits and Prudential Indicators set out within the Treasury Management Strategy Statement (TMSS) and in compliance with the Council's Treasury Management Practices. Additionally recommending the TMSS strategy for 2017/18 to the Council.

Source Documents	Location
Agenda and Minutes General Purposes Committee	https://cmis.cambridgeshire.gov.uk/ccclive/Committees/tabid/62/ctl/ViewCMISCommitteeDetails/mid/381/id/2/Default.aspx