

COMMUNITIES AND PARTNERSHIP COMMITTEE



Date: Thursday, 06 July 2017

Democratic and Members' Services

Quentin Baker

LGSS Director: Law and Governance

10:00hr

Shire Hall

Castle Hill

Cambridge

CB3 0AP

Room 128

Shire Hall, Castle Hill, Cambridge, CB3 0AP

AGENDA

Open to Public and Press

1. Appointment of Chairman and Vice Chairman

The Council meeting on 23rd May appointed Councillor Steve Criswell as the Chairman and Kevin Cuffley as the Vice Chairman for the Municipal year 2017-18

2. Apologies for absence and declarations of interest

Guidance on declaring interests is available at
<http://tinyurl.com/ccc-conduct-code>

3. Petitions and Public Questions

4. Communities and Partnership Committee Terms of Reference

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5.	Innovation Fund Refresh	11 - 18
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10.	Suggestions for Additional Training - Discussion Item	
11.	Communities and Partnership Committee Agenda Plan	59 - 64
12.	Date of Next Meeting	

The next Committee meeting will be held on 24th August. It will be preceded by a Member only workshop commencing at 9.30 a.m. The public Committee meeting is due to start at 11a.m.

The Communities and Partnership Committee comprises the following members:

Councillor Steve Criswell (Chairman) Councillor Kevin Cuffley (Vice-Chairman)

Councillor Lorna Dupre Councillor Lis Every Councillor Lina Joseph Councillor Ian Manning
Councillor Elisa Meschini Councillor Simone Taylor Councillor Steven Tierney and Councillor David Wells

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

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Clerk Telephone: 01223 699181

Clerk Email: rob.sanderson@cambridgeshire.gov.uk

The County Council is committed to open government and members of the public are welcome to attend Committee meetings. 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/ccf-film-record>.

Public speaking on the agenda items above is encouraged. Speakers must register their intention to speak by contacting the Democratic Services Officer no later than 12.00 noon three working days before the meeting. Full details of arrangements for public speaking are set out in Part 4, Part 4.4 of the Council's Constitution <https://tinyurl.com/CCCprocedure>.

The Council does not guarantee the provision of car parking on the Shire Hall site and you will need to use nearby public car parks <http://tinyurl.com/ccf-carpark> or public transport

Agenda Item No: 4.

COMMUNITIES AND PARTNERSHIP COMMITTEE TERMS OF REFERENCE

To: Communities and Partnerships Committee

Meeting Date: 6 July 2017

From: Councillor Steve Criswell: Chairman Communities and Partnership Committee
Sue Grace: Director Corporate and Customer Services

Electoral division(s): All

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

Purpose: To ask Committee Members to consider the Terms of Reference for the Communities and Partnership Committee.

Recommendation: Communities and Partnership Committee is asked to:

- a) Consider the Terms of Reference set out in Appendix One;
- b) Recommend any changes to these Terms of Reference to the Constitution and Ethics Committee.

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1. BACKGROUND

- 1.1 The Communities and Partnership Committee was established at the Annual Meeting of Council on 23 May 2017.
- 1.2 The purpose of the Committee is to deliver the County Council's ambition to build stronger, self-sustaining communities. This ambition is expressed in Stronger Together, the County Council's Strategy for Building Resilient Communities. This strategy was endorsed by the General Purposes Committee in October 2015.
- 1.3 It is recognised that the County Council can only achieve this ambition by working closely with its partners to design and deliver services that best meet the needs of our communities.

2. COMMUNITIES AND PARTNERSHIP COMMITTEE: TERMS OF REFERENCE

- 2.1 The Terms of Reference for this Committee are attached at Appendix One. Members of the Committee are asked to consider these Terms of Reference and to recommend any changes to these Terms of Reference to the Constitution and Ethics Committee.
- 2.2 Questions for consideration by the Committee include:
 - Is the Summary of Functions for the Committee sufficient to cover all aspects of its work?
 - Does the scope of the Delegated Authority enable the Committee to carry out its role?
- 2.3 The workshop with the Communities and Partnership Committee on 15 June 2017 identified two areas to be included in the work of the Committee – Community and Safety and Public Sector Reform.
- 2.4 The Terms of Reference state that the Committee has “authority to advise the County Council”. The use of “County Council” here as a general term allows the Communities and Partnership Committee to make recommendations to any of the Policy and Service Committees including the General Purposes Committee.

3. ALIGNMENT WITH CORPORATE PRIORITIES

3.1 Developing the local economy for the benefit of all

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

- Involving statutory and non-statutory partners in this work will ensure that all resources available to support this work can be harnessed;
- Skills developed by individuals participating in their community will help them within the workplace.

3.2 Helping people live healthy and independent lives

The following sets out implications identified by officers:

- There is evidence that community engagement and resilience supports the adoption of a healthy lifestyle and builds engagement in health improving initiatives.

3.3 Supporting and protecting vulnerable people

The following bullet point sets out details of implications identified by officers:

- The County Council's commitment to build community capacity and to invest in supporting places and communities that are safe, and good places to live, is a cornerstone of our early help and preventative strategies for vulnerable people.

4. SIGNIFICANT IMPLICATIONS

4.1 Resource Implications

The following bullet point sets out details of significant implications identified by officers:

- There are no direct resource implications related to the consideration of the Terms of Reference.

4.2 Statutory, Risk and Legal Implications

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

- There is a continuing legal duty on local authorities to ensure that vulnerable people are not exposed to additional or unreasonable levels of risk as a result of the implementation of the strategic objectives of this Committee.

4.3 Equality and Diversity Implications

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

- Evidence indicates that some services delivered by local people within local communities can be more successful than statutory services at reaching people who may need support. Building capacity within local communities to help people help each other should therefore support more equal and diverse accessible local provision;
- We anticipate that some of our services will become increasingly more localised, so that we can meet local and individual need within each specific community context.

4.4 Engagement and Consultation Implications

The following bullet point sets out details of significant implications identified by officers:

- Successful delivery of all aspects of the Committee's work will only be possible with significant community engagement and engagement with our partners and with County Council staff.

4.5 Localism and Local Member Involvement

The following bullet point sets out details of significant implications identified by officers:

- The role of Members helps in contributing towards the success of the Council's ambition in engaging communities and in acting as community advocates. The establishment of the Communities and Partnership committee is an indication of the Council's commitment to this ambition.

4.6 Public Health Implications

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

- Building Community Resilience supports individuals and communities to take responsibility for their health. It can engage them in taking steps to adopt a healthy lifestyle and other health improving activities;
- Building community resilience will impact on many of the needs identified in different Joint Strategic Needs Assessments (JSNAs), including the following:
 - Long term conditions;
 - New communities;
 - Homelessness and at risk of homelessness;
 - Vulnerable children and adults;
 - Carers;
 - Older people's mental health.

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	N/A
Has the impact on Statutory, Legal and Risk implications been cleared by LGSS Law?	Yes Name of Legal Officer: Quentin Baker
Are there any Equality and Diversity implications?	Yes Name of Officer: Sue Grace
Have any engagement and communication implications been cleared by Communications?	Yes Name of Officer: Christine Birchall
Are there any Localism and Local Member involvement issues?	Yes Name: Councillor Criswell, Chairman of Communities and Partnership Committee

Have any Public Health implications been cleared by Public Health

Yes
Name of Officer: Val Thomas

SOURCE DOCUMENTS GUIDANCE

Source Documents	Location
NICE Guidelines NG44 Community Engagement	https://www.nice.org.uk/guidance/NG44
JSNAs	http://www.cambridgeshireinsight.org.uk/jsna
Stronger Together Strategy for building resilient communities	http://www.cambridgeshire.gov.uk/download/downloads/id/4176/community_resilience_strategy.pdf

Appendix One

TERMS OF REFERENCE: COMMUNITIES AND PARTNERSHIP COMMITTEE

Agreed by Council 23 May 2017

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

Membership

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

Summary of Functions

The Communities and Partnership Committee is authorised by Full Council to deliver the County Council's ambition to build stronger self-sustaining communities as expressed in its Community Resilience Strategy, and to work together with the Mayor, combined authority, district councils and other partners to design and deliver services which best meet the needs of those communities.

The committee will develop plans, in this regard, with the Mayor, combined authority, district councils and other partners to deliver or jointly commission services for communities where it makes sense to do so, aligning resources and expertise around an agreed set of outcomes in order to make the most of public sector funds.

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

Delegated Authority	Delegation/ Condition
<p>Authority to deliver the Community Resilience Strategy and services working with the Mayor, the combined authority, district councils and other partners and in particular to -</p> <ul style="list-style-type: none"> • develop and implement joint plans with the combined authority, district councils and other partners for the delivery 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 services in accordance with the agreed outcomes; • develop and approve business case and plans to devolve services, budgets and assets, and implement subject to Council's approval of the associated business case in accordance with the agreed outcomes; • decide on funding to be made available for community initiatives through the Innovation Fund. 	<p>Subject to confirmation from the S.151 of the availability of sufficient resources.</p>
<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>	

INNOVATION FUND REFRESH

To: Communities and Partnerships Committee

Meeting Date: 6 July 2017

From: Sue Grace: Director Corporate and Customer Services

Electoral division(s): All

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

Purpose: To set out the development to date of the Innovation Fund and the plans to refresh how this fund is allocated.

Recommendation: The Committee is asked to comment on and agree to:

- a) The plans to refresh the Innovation Fund.
- b) That the Committee Chairman and Vice Chairman be appointed to the Bid Assessment Panel.

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

- 1.1 Following a motion to full Council by Councillor Criswell in February 2016, Cambridgeshire County Council launched the Cambridgeshire Communities Innovation Fund at the Parish Council Conference in November 2016. Initially worth £1 million the fund is to help community organisations with big ideas for transformative preventative work that will make a positive impact on Council expenditure. Applications were invited for funding for projects which demonstrably make an impact on County Council priority outcomes – particularly in relation to working with vulnerable people, thereby diverting children and adults from needing high-cost Council services. Applicants have been asked to show:
- Increased capacity within communities to help others, so helping people and communities to become more resilient;
 - Reduced need for people to use Council services
 - Clear social value in the actions undertaken, and the impact on outcomes for the most vulnerable people in our communities.
- 1.2 The monies for the Fund have been drawn from the Council's adjusted debt defrayment, and as such, a return on investment is a requirement of any funding request.
- 1.3 The Fund is being managed in partnership with Cambridgeshire Community Foundation (CCF), a local philanthropic organisation which manages grants for a range of organisations across the county. This has the added benefit of being able to link other sources of funding to the desired outcomes. It also provides the means to generate input from community partners (e.g. businesses, other statutory agencies, charities, sole benefactors).
- 1.4 A panel of Members and Officers, with expert advice provided by service leads and local businesses, consider the proposals. Advice is given on strengthening the proposal or signposting to alternative contacts for project or community support or suitable alternative funding. There is a minimum of one elected member on the panel and a maximum of two. This gives Member oversight and allows for any local conflict of interest to be mitigated.
- 1.5 Applications are invited from the voluntary, community and social enterprise sectors, based in and outside of Cambridgeshire. We also accept proposals from public sector organisations in Cambridgeshire.
- 1.6 We have promoted the opportunity for organisations to apply for projects which aim to make positive impacts for our most vulnerable people, by delivering one or more of the following outcomes:
- Promoting independence for older people or adults with disabilities;
 - Reducing or delaying the need for home care or residential care;
 - Reducing social isolation amongst older people;
 - Increasing the capacity of communities to support their more vulnerable residents;
 - Ensuring young people with learning disabilities or autism are well prepared for adulthood.

- 1.7 The outcomes listed in paragraph 1.6 represent some of the areas where the Council spends a significant proportion of its budget and where external organisations are likely to be best placed to make an impact. Direct project deliverables could be, for example:
- Greater community resources, in particular in rural areas;
 - People with personal budgets planning together;
 - Increased volunteers and mentors working with vulnerable groups;
 - Increased opportunities for older people to take part in group activities;
 - Better support for carers;
 - Help for young people with learning disabilities to become more independent;
 - Local level practical support for older people, including personal care.
- 1.8 The Fund aims to encourage new and innovative thinking, and any proposals which have a significant positive impact are encouraged. Applicants may propose the delivery of a product, for example, a website or a piece of equipment, or the delivery of an activity, for example, a Time Bank or a lunch club for older people. Success of projects will be judged by predicted outcomes, and social and economic benefit.
- 1.9 The Fund has already received 47 applications. Five projects were funded in the first round, committing £170,483 of funds. Appendix 1 sets out summaries of the five funded projects.

2. MAIN ISSUES

- 2.1 Following the first round the opportunity was taken to review the fund. Feedback was invited from the lead Member, Councillor Criswell, applicants and key County Council officers.

2.2 Summary of key feedback

- The focus on innovation, whilst really positive, could exclude potentially good projects that would otherwise achieve the desired outcomes of the fund.
- Applicants would like greater clarity on County Council service provision gaps and challenges where bids would be particularly welcome;
- The process for receiving/reviewing applications is time consuming for County Council officers;
- The two-stage application process is onerous for small grant bids and has resulted in bidders withdrawing from the second stage of the application process;
- The project proposal forms do not provide sufficient information on budgets/ finance and project sustainability;
- Applicants find the requirement to demonstrate savings difficult as information and data on County Council spending and costs are difficult for applicants to interpret.

2.3 Taking this feedback into account, the following is proposed:

- Separate out a small grants (£2k- £10k) strand within the overall Fund. These small grants would focus on capacity building and developing and strengthening networks on the ground. Small grants will go through a separate, simpler application process with a single panel decision.

- Retain a large grants scheme (up to £50k) with a focus on projects that are innovative. The large grants would continue to go through a two-stage application process. Large grants could be used for activities which would be commissioned longer term by the County Council.
- Develop timelines for small and large grants with set application deadlines, rather than the current open process with no deadlines. Two rounds for large grants and three rounds of small grants up to Autumn 2018.
- Service leads to identify gaps and challenges within their service areas where bids would be most welcome and communicate these to applicants via workshops and promotional campaigns/materials. The workshops would also involve Business Intelligence colleagues and include plenary sessions and surgeries for potential bidders to help them source information and develop their applications.
- Large grant bids will need to robustly demonstrate potential savings with assistance offered by the Business Intelligence and Finance teams. Small grant bids will also need to demonstrate savings but this could be achieved by demonstrating that the activity proposed will lead to savings, or cost avoidance, through community capacity building and bidders then being held to account to deliver those activities. Applicants would need to show:
 - The number and type of beneficiaries;
 - The number of connections that are being made in the community;
 - How the 'prevention agenda' is being met.
- It is suggested that the new look and feel of the fund is signalled by renaming it the 'Innovate and Cultivate' fund to reflect the two separate segments of the fund – community capacity building and innovation. If agreed, the Communications team will support publicity around the new focus of the fund, and will also assist in developing promotional materials to help bidders understand County Council priorities, how the Council works, what it spends its money on now and where bids to develop additional support might best be aimed.
- A colleague from the Transformation Team will join the steering group for the Fund during the transition period to provide guidance and to support implementation.
- Bidders will be encouraged to involve their County Councillor in local projects and they will have the opportunity to provide written representation.

3. ALIGNMENT WITH CORPORATE PRIORITIES

3.1 Developing the local economy for the benefit of all

There are no significant implications for this priority.

3.2 Helping people live healthy and independent lives

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

- The focus of the Fund is supporting people to live healthy and independent lives.
- It focuses upon the most vulnerable groups who are most likely to experience health inequalities
- One of the aims of the review is to ensure we are delivering as effectively as possible against this priority.

3.3 Supporting and protecting vulnerable people

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

- The review of the Fund aims to enhance delivery against this priority e.g. by our Service Leads outlining key gaps and challenges where the support of the voluntary and community sector could make a real difference to the lives of vulnerable people.

4. SIGNIFICANT IMPLICATIONS

4.1 Resource Implications

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

- The review aims to ensure that the Fund makes most efficient use of resources. Implications of the recommendations include more effective use of officer time. The finance team have agreed all recommendations

4.2 Procurement/Contractual/Council Contract Procedure Rules Implications

There are no significant implications within this category.

4.3 Statutory, Legal and Risk Implications

Legal advice has been taken in the setting up of this Fund and in the creation of the grant application and monitoring process.

4.4 Equality and Diversity Implications

The focus of this Fund on supporting the most vulnerable, see paragraph 1.6, will mean this investment will make a positive contribution to issues of equality.

4.5 Engagement and Communications Implications

The plans for engagement and communication of this Fund are set out in this report.

4.6 Localism and Local Member Involvement

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

- Community empowerment sits at the heart of the Innovation Fund. The recommendations for the refreshed Fund will enhance the opportunity for local community organisations to bid for projects which harness the energy of their community.
- Bidders will be encouraged to engage with their local Member. If agreed, the Chairman and Vice Chairman of the Communities and Partnerships Committee will be members of the Selection panel.

4.7 Public Health Implications

There are no significant implications within this category.

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	Yes Name of Financial Officer: Tom Kelly
Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by Finance?	N/a
Has the impact on statutory, legal and risk implications been cleared by LGSS Law?	Yes Name of Legal Officer: Fiona McMillan
Have the equality and diversity implications been cleared by your Service Contact?	Yes Name of Officer: Sue Grace
Have any engagement and communication implications been cleared by Communications?	Yes Name of Officer: Christine Birchall
Have any localism and Local Member involvement issues been cleared by your Service Contact?	Yes. Councillor Steve Criswell Name of Officer: Wendy Lansdown
Have any Public Health implications been cleared by Public Health	Yes Name of Officer: Val Thomas

Source Documents	Location
See: https://www.cambscf.org.uk/ccif.html	Cambridgeshire Community Foundation website

APPENDIX 1

Successful applicants to the Cambridgeshire Communities Innovation Fund as at June 2017

Carers Trust Cambridgeshire - Caring Communities in Later Life Project

Awarded: up to £49,999

Carers Trust will use their expanding network of carer-friendly Community Hubs in Cambridgeshire to offer a Health and Wellbeing activity programme and training targeted at older people. They will develop a support network for elderly carers to offer them short respite breaks from their caring responsibilities and increase local volunteering and employment opportunities in social care.

Cambridge Housing Society Group – Timebanking

Awarded: £49,984

This initiative will promote and expand the Timebanking and Time Credits schemes in Littleport and Cambourne. It will increase the number of older people involved in Timebanks and support people with mental health needs and/or low self-esteem to become active members of Timebanks. CHS will recruit new befrienders to support socially isolated people and run social events in the villages to enhance community cohesion. It will develop best practice for Timebanks and facilitate the development of sustainable Timebank schemes across the county.

Little Miracles CIO

Awarded: £35,000

Supports families with children who have additional needs, disabilities or life limiting conditions. The Innovation Fund grant will cover the costs of providing administrative support to their programmes and recruit volunteers to free up specialists' time to further develop front line services at their branches in Ramsey, St Neots, Ely, March and Wisbech. They also intend to extend their services into South Cambridgeshire and Cambridge.

Somersham Parish Council

Awarded: up to £25,000

This project will develop activities to improve the quality of life for local area residents with neurological conditions such as dementia, Parkinson's, Multiple Sclerosis and stroke, supported by new and existing members of the local Timebank. The project will also make Somersham Nature Reserve more accessible for people with neurological conditions and develop a programme of natural health interventions at the reserve. These initiatives will benefit the mental and physical wellbeing of beneficiaries and increase volunteering and community support networks.

Switch Now CIC

Awarded: £10,500

To train, support and mentor young adults with learning difficulties/ disabilities (aged 16-30) to progress toward voluntary, paid or self-employment. The grant will fund the development of a fit for purpose vocational training and enterprise centre in Eaton Socon, and a programme of support including training and mentoring, work placement matching, and personal and social skills development. The initiative will also support local businesses to employ young adults with additional needs.

Cambridgeshire and Peterborough Domestic Abuse and Sexual Violence Partnership

To: **Community and Partnership Committee**

Meeting Date: **6th July 2017**

From: **Sarah Ferguson: Service Director, Community & Safety Services**

Electoral division(s): **All**

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

Purpose: **The purpose of the paper is to:**

- **Brief Members on the work of the Domestic Abuse and Sexual Violence Partnership;**
- **Ask Members to consider holding a Members briefing or seminar on domestic abuse and sexual violence in order to raise awareness.**

Recommendation: **To seek Members agreement to present a revised Strategy with recommended commissioning priorities in early Autumn 2017.**

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1. BACKGROUND

- 1.1 Domestic abuse and sexual violence (DASV) can be described as any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to: psychological, sexual, emotional, physical, financial.
- 1.2 The impact of DASV can be profound, and have a lasting impact on children who witness it, as well as the adults who are victims. It affects all of our communities, irrespective of where people live, their socio-economic circumstances or their ethnicity. It is a significant factor for families in cases open to our Children's Services. Tackling the root causes and consequences of DASV is complex, and requires a considerable amount of partnership work. It is essential that in our collective approach we focus on how we prevent domestic abuse through, for example, the promotion of healthy relationships with young people. This needs to be done alongside a clear and explicit strategy about how we protect victims through a robust response in the criminal justice system.
- 1.3 There are well established partnership arrangements across Cambridgeshire and Peterborough which support the development of a joint strategy for DASV. The Cambridgeshire and Peterborough Domestic Abuse and Sexual Violence Partnership (DASV Partnership) works across the county to support victims and to reduce the risks, harms and costs associated with these crimes. The DASV Partnership is part of the county wide Community Safety structure in Cambridgeshire – please see current draft structure which sets out the recently developed partnership governance arrangements for this work in appendix 1.
- 1.4 The current partnership DASV Strategy (2014 – 2018) focusses on four core themes:
 - **Preventing** people from becoming perpetrators or victims of domestic abuse
 - **Protecting** victims of domestic abuse and their children, whether or not they choose to report crimes to the police
 - **Pursuing** perpetrators of domestic abuse through the criminal justice system and ensure that they face up to the implications of their actions
 - Supporting victims to **recover** from the consequences of domestic abuse.
- 1.5 Since 2016 the government has moved the DASV violence into a broader Violence Against Women and Girls (VAWG) agenda, with the publication of the 2016-2020 Violence Against Women and Girls Strategy. This aims to highlight the importance of improving prosecutions and supporting victims, along with recognition of the United Nations, Council of Europe and End Violence Against Women Campaign initiatives as part of the cross-government VAWG strategy. In spite of its title, this includes boys and men as well girls and women, but recognises that there is often a gender bias to the crime. Crimes covered under VAWG include:
 - Domestic violence
 - Sexual violence
 - Pornography

- So called ‘Honour Based Violence’
- Forced Marriage
- Prostitution
- Trafficking
- Female Genital Mutilation
- Child abuse

- 1.6 Whilst recognising that VAWG is a nationally described and driven agenda, within Cambridgeshire and Peterborough, there is an assumption that when we describe Domestic Abuse and Sexual Violence’ we are incorporating all of the issues identified in 1.5.
- 1.7 Cambridgeshire County Council alongside Peterborough City Council employ a core team who work closely with key agencies including Police, Probation, Health, Children’s Services and specialist third sector providers to ensure a multi-agency approach, supporting the delivery of the Strategy. The Team is led by Vickie Crompton and Si Kerrs (Domestic Abuse and Sexual Violence Partnership Managers). It consists of a small management team and the Independent Domestic Violence Advisory Service which provides direct support to victims (see below).
- 1.8 The team is funded primarily through Cambridgeshire County Council and Peterborough City Council, but includes funding from the Office of the Police and Crime Commissioner and public health, as well as one off grant funding. The total budget for the team for 2017 – 2018 is £1.9m, however this includes a DCLG grant of £700k for this year only. The vast majority of this is spent on front line services.

2. DEVELOPING A REVISED STRATEGY AND PRIORITIES FOR 2017 ONWARDS

2.1 *Need and Demand*

There were almost 7,900 crimes recorded across Cambridgeshire and Peterborough in 2015/16 that fell into the category of Domestic Abuse and Sexual Violence. Data for 2016/17 has not yet been released by the Crown Prosecution Service.

Peterborough and Fenland have notably the highest rates of domestic abuse incidents within Cambridgeshire, with both areas having significantly high rates in comparison to the average for Cambridgeshire Constabulary. All the other districts in Cambridgeshire have significantly low rates in comparison. However, Cambridge City has a significantly high rate compared to the Cambridgeshire County Council rate.

- One in ten of all crimes across Cambridgeshire and Peterborough are domestic abuse related, and 80% of cases go un-reported to the police
- There were 1,260 sexual offence crimes in 2015/16. The highest prevalence is in 16-24 year old females.

Table 1: increase in domestic abuse referrals by agency

Agency	2014-15	2015-16	2016-17
Cambs IDVA Referrals	913	1203	1198
Cambs Police Incidents	7038	7529	8368
P'boro IDVA Referrals	553	764	884
P'boro Police Incidents	4660	4627	5162
Adult S/G DA cases Referrals	79	83	531*
Bobby Scheme	158	187	164

*Figures prior to 2016-17 are completed investigations but can now capture referral numbers

2.2 *Specialist Service Response*

The Cambridgeshire and Peterborough Independent Domestic Violence Advisory Service (IDVA), deals with all high risk cases of domestic abuse.

There are three main providers of specialist domestic abuse services in Cambridgeshire and two for sexual violence. Cambridge Women's Aid and Refuge are contracted by Cambridgeshire County Council to provide refuges for women and any accompanying children in three locations across Cambridgeshire and Peterborough Women's Aid provide a refuge service in Peterborough. Outreach services support victims who do not meet the high risk threshold.

For Sexual Violence, Cambridge Rape Crisis Centre and Peterborough Rape Crisis Care Group provide a countywide service for victims and joined together as Cambridge and Peterborough Rape Crisis Partnership as a contracted service to the Office of the Police and Crime Commissioner.

- 2.3 In addition, practitioners across services in Children's and Adults service provide a daily response through core teams to supporting victims and perpetrators, working to safeguard children and other victims, mitigate the impact of the abuse and divert behaviour where possible.

2.4 *Revising the strategy and future commissioning priorities*

The Office of the Police & Crime Commissioner commissioned a countywide Violence Against Women and Girls Needs Assessment for Cambridgeshire and Peterborough in late 2016, in response to government guidance. This will form the basis of a revised DASV strategy and inform a future set of clear priorities for the Partnership, and within that, core actions for Cambridgeshire County Council. The Needs Assessment is in the final stages of being drafted, and will be finalised in early August 2017 after further consultation with partners.

Members will be invited to consider the final strategy and priorities later in 2017.

3. ALIGNMENT WITH CORPORATE PRIORITIES

3.1 Developing the local economy for the benefit of all

There are no significant implications for this priority.

3.2 Helping people live healthy and independent lives

The report above sets out the implications for this priority in paragraph 2.3

3.3 Supporting and protecting vulnerable people

The report above sets out the implications for this priority in paragraph 2.3

4. SIGNIFICANT IMPLICATIONS

4.1 Resource Implications

The following bullet point sets out details of significant implications identified by officers:

- Work with partners will continue to identify how specialist resources and services can be sustained as the financial context for all public services becomes increasingly challenging

4.2 Procurement/Contractual/Council Contract Procedure Rules Implications

There are no significant implications within this category.

4.3 Statutory, Legal and Risk Implications

There are no significant implications within this category.

4.4 Equality and Diversity Implications

There are no significant implications within this category.

4.5 Engagement and Communications Implications

There are no significant implications within this category.

4.6 Localism and Local Member Involvement

Given the importance and prevalence of domestic abuse and sexual violence, and the new administration formed in Cambridgeshire, Members are asked to consider holding a Members briefing in order to raise awareness of the issue and Cambridgeshire's response with its partners.

4.7 Public Health Implications

There are no significant implications within this category.

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	Yes Name of Financial Officer: Martin Wade
Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by Finance?	Yes/ N/A Name of Financial Officer: Martin Wade
Has the impact on statutory, legal and risk implications been cleared by LGSS Law?	Yes Name of Legal Officer: Fiona McMillan
Have the equality and diversity implications been cleared by your Service Contact?	Yes Name of Officer: Sarah Ferguson

Have any engagement and communication implications been cleared by Communications?	Yes Name of Officer: Matthew Hall
Have any localism and Local Member involvement issues been cleared by your Service Contact?	Yes Name of Officer: Sarah Ferguson
Have any Public Health implications been cleared by Public Health	Yes Name of Officer: Val Thomas

Source Documents	Location
Cambridgeshire and Peterborough Violence Against Women and Girls Needs Assessment 2016/17 Cambridgeshire and Peterborough Domestic Abuse and Sexual Violence Annual Report 2016/17 (not yet published)	Simon Kerss Babbage House, Shire Hall, Cambridge

Responsible Authorities

Responsible Authorities all have a duty under the 8 Crime and Disorder Act (1998) to work with each other to formulate and implement a strategy to reduce crime and disorder in their area.

Cambridge City Council

Cambridgeshire County Council

East Cambs District Council

Fenland District Council

Huntingdonshire District Council

Peterborough City Council

South Cambs District Council

Cambridgeshire Constabulary

Cambridgeshire & Peterborough Clinical Commissioning Group

Cambridgeshire and Peterborough fire and Rescue Service

BeNCH Community Rehabilitation Company

National Probation Service

Key Community Safety Boards & Partnerships

The Responsible Authority's discharge their authority primarily through Community Safety Partnerships. In Cambridge and Peterborough the Responsible Authorities recognise the importance of the wider links between Community Safety and the Public Health agenda. Consequently there are a number of key Boards and Partnerships that identify and action cross-cutting priorities.

Cambs and P'borough Countywide Community Safety Strategic Board

Community Safety Partnerships

Cambs & P'borough Health & Wellbeing Boards

Cambs & P'borough Safeguarding Boards (Adult and Children)

Criminal Justice Board

Youth Offending Board

Crisis Care Concordat Round Table

Countywide Delivery Groups

These groups co-ordinate effective delivery of cross-cutting safeguarding and community safety and public health priorities. Each Delivery Group acts as an identified lead for a countywide priority, and reports to a key Board or Partnership

Prevent

Re-offending / IOM

Road Safety Partnership

Serious Organised Crime

Youth Offending

Domestic Abuse, Sexual Violence & VAWG

Substance Misuse

Child Exploitation

Mental Health

Gang Activity / County Lines

The Colours of each Countywide Delivery Group are linked to the Board that they report to.

Yellow boxes offer context to the groups and their links to the Countywide Community Safety Strategic Board

COMMUNITY RESILIENCE STRATEGY AND DELIVERY PLAN

To: Communities and Partnerships Committee

Meeting Date: 6 July 2017

From: Councillor Steve Criswell: Chairman Communities and Partnership Committee

Sue Grace: Director Corporate and Customer Services

Electoral division(s): All

Forward Plan ref: N/A

Key decision:
No

Purpose: To provide an update on progress with the delivery of Stronger Together, Cambridgeshire County Council's Strategy for Building Resilient Communities.

Recommendation: Communities and Partnership Committee is asked to:

- a) Note the achievements to date from the delivery of Stronger Together;
- b) Identify priorities for the future delivery this strategy.

Officer contact:	
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1. BACKGROUND

- 1.1 Stronger Together – our strategy for building resilient communities was endorsed by the General Purposes Committee (GPC) in October 2015. The full strategy can be accessed at the following link:

<https://ccc-live.storage.googleapis.com/upload/www.cambridgeshire.gov.uk/residents/working-together-children-families-and-adults/Community%20resilience%20strategy.pdf?inline=true>

- 1.2 Our vision for building resilient communities is for a stronger future for our communities where strengths are recognised and where people can easily find the information and advice they need to be happy and healthy citizens. Cambridgeshire will be a place where people are part of well-networked communities and where they get the right help to play an active role within their neighbourhoods.
- 1.3 This report summarises the officer activity and the partnership engagement that has taken place so far.

2. STRONGER TOGETHER: DELIVERY PLAN PROGRESS

- 2.1 If we are to be successful with this Strategy there needs to be a fundamental shift of emphasis from a focus on need and service provision to a focus on mobilising the energies and strengths within communities to improve people's lives thus reducing need. To help us to plan our activity we set out a framework within which decisions and actions could be taken. This framework focuses on the following key themes:

At the heart of the Strategy is,

- People helping people;

This is supported by,

- Communication;
- Council Members;
- Our workforce;
- Community spaces;
- Partnerships.

- 2.2 The following sections of this report highlights some of the work we have achieved to date and invites members of the committee to reflect on our future actions and priorities for the coming year.

3. People Helping People

3.1 *Aim*

An increase in people helping other people within their communities.

3.2 *Success to date*

- The establishment of Support Cambridgeshire a new partnership of the Hunts Forum of Voluntary Organisations, Cambridgeshire Council for Voluntary Services and Cambridgeshire ACRE (Action with Communities in Rural England) commissioned to build the capacity of Cambridgeshire's community groups, voluntary organisations and Parish and Town Councils;
- The development of Community Resilience learning sites. Examples include Barnwell where the health visitor recommends community activities to clients and the local fitness instructor links with the youth club to promote family fitness sessions. Brampton with a village hub for older and disabled people, a community library, IT mentoring and a good neighbour and befriending scheme. Histon and Impington where adult social care staff train community representatives as trusted advisors for assistive technology;
- Continuing work with Time Credits, which won a national MJ (Management Journal for local authority business) award for Excellence in Community Engagement in 2016. The scheme has been expanded to include Cambridge, Ely & Littleport, St Neots, Huntingdon, March & Chatteris as well as the forerunner in Wisbech;
- Innovation Fund launched in November 2016 to support capacity building and the development of innovative solutions to local needs delivered by local people and voluntary sector and community groups.
- A 3 to 1 volunteer to staff ratio with 680 volunteers and 200 staff across the Library Service plus Friends Groups in libraries who fund raise, stage events and enable out of hours access;
- A range of healthy lifestyle initiatives that are organised and run by local communities.

3.3 *Future Actions*

- Neighbourhood Cares, a new way of delivering local, community-based care for older people in two areas of Cambridgeshire will be piloted in the coming year through adult social care;
- Recruitment of more Library volunteers to provide digital assistance to others, particularly in anticipation of the introduction of Universal Credit applications online

4. Communication

4.1 *Aim*

An honest conversation between the Council and local communities, where we support citizens so they can step up to become active designers and deliverers of provision in their local community.

4.2 *Success to date*

- The refresh of the Council's brand, with a focus on our brand values and how we communicate more effectively with our communities;
- The development and launch of a new website for the Council so that information, advice and guidance can more easily be found;

- The development and launch of a new intranet for Council employees so support for working with communities will be easier to find and so employees can share ideas about their work with communities;
- Launch of the Community Highways Volunteering Scheme.

4.3. *Future Actions*

- Improvements to the content of our website and intranet to ensure it is relevant and up to date;
- The launch of the Public Health website “Be Well in Cambridgeshire” hosted on the County Council site and providing people with information about the actions they can take to remain fit and healthy;
- Working with partners to improve access to community networks and support via our website;
- A revised consultation and engagement plan, which is being discussed in this Committee, so that all the Council’s major decisions can be informed by the views and opinions of residents and key stakeholders;
- Development of the campaigns plan for the Council including celebrating the activity within communities;
- Planned engagement with service users and communities in relation to changes in Libraries and Children’s Centres, so that the models for the future are co-designed with them and include greater community participation;
- Improved use of insight and market segmentation tools so that we can better target information to those who will benefit from it most;
- Development of regular news updates for key audiences such as Town and Parish Councils and Neighbourhood Forums so that they get consistent and concise information to help them in their work with local communities.

5. **Council Members**

5.1 *Aim*

Members play an active role in community engagement and as community advocates.

5.2 *Success to date*

- Councillors as Community Connectors’ programme focussed on practical ways that Members can help to build community capacity within their divisions. Examples, in Warboys and Upwood where the Member worked with Parish Councils to support the creation of the Warboys Timebank. In Melbourn where the Councillor encouraged the local school to apply to the Cultivating Communities fund to set up an Edible Garden project, which is a continuing success.

5.3 *Future Actions*

- The development of the Communities and Partnerships Committee which will provide opportunities to build on this activity through raising the profile of this work, through the development of the Area Champion roles and through working with our partners to develop our joint working.

6 Our Workforce

6.1 *Aim*

Our workforce is equipped with the skills needed for new ways of working.

6.2 *Success to date*

- 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, the Strengthening Communities Service, which will now take responsibility for delivering the Community Resilience strategy and Action Plan.
- This service aims to expand what it can offer, exploiting new technologies and working more closely with volunteers. Examples include Library at Home volunteers, helping people access Council services online but also spotting where their users need extra help, Trading Standards helping local communities to create good neighbour schemes and Youth and Community Services, supporting adults to deliver activities for young people in their own local communities.
- County Council workforce trained to support behavioural change interventions with community members and clients to help them make healthy lifestyle choices and to initiate activities in their communities;
- County Council Workforce Health Programme which provides staff with the information and training for them to improve their lifestyles.

6.3 *Future Actions*

- Considering how our workforce structures can be aligned to community based models of delivery with officers championing community-based provision and proactively linking with local partners around a defined understanding of the strengths and needs of the communities that they serve;
- Staff development that will include skills to help others problem solve and find solutions to local needs;
- Investment in training and development to ensure the digital proficiency of our workforce.

7 Community Spaces

7.1 *Aim*

We will maximise the use of our buildings as shared spaces with our own teams working alongside partners, voluntary sector organisations, community groups and volunteers. We will network with local communities and where possible deliver our services in buildings that are already well used by local people.

7.2 *Success to date*

- More than half of our thirty-two libraries share the building with other services and partners and there are plans to increase this way of working. In addition the Service has opened three micro libraries within community buildings;
- Partners delivering services from library spaces include District Councils, Children's Services, Adult Learning and Careers Services, Citizens Advice Bureaux, Credit Unions, the Police;
- Libraries also provide a Public Health Resources where users can access information about how they can improve their health;
- Children's Centre services are now delivered out of 120 additional locations on top of the original 40 designated buildings. These are in a variety of community buildings that have been identified in partnership with local families including health centres, sports centres, libraries and village halls.
- Midwifery services including clinics and antenatal classes are now routinely delivered from our Children's Centres, with all community midwives from Addenbrookes now based from our centres.

7.3 *Future Actions*

- There are plans to increase the number of library buildings sharing space with Children's Services and District Council services. Plans for the future envisage joined up community facilities in areas of growth and in new towns.
- A Public Consultation on the future development of Cambridgeshire Children's Centres this summer will include a priority theme of making the best use of our buildings and building on community capacity.

8 **Partnerships**

8.1 *Aim*

We will build our partnerships with the statutory, voluntary, community and private sectors to define and deliver our joint ambitions for resilient communities.

8.2 *Success to date*

- Our first countywide parish council conference 'Stronger Together' held in November 2016 and attended by one hundred and sixty people. Organised by a working group comprising of Cambridgeshire ACRE (Action with Communities in Rural England), CaPALC (Cambridgeshire and Peterborough Association of Local Councils), SLCC (Society of Local Council Clerks), Parish Councillors, Clerks, District Councils and the County Council;
- Early conversations with new, potential future partners including faith group representatives and business representatives who are interested in making the most of their corporate social responsibility;
- Partnership programmes through Public Health that focus on people improving their own health – Let's Get Moving and Healthy Fenland Fund – and work with partners across the Health System to offer a range of non-medical interventions to support healthy lifestyles;

- Countywide Community Partnership Board that brings together senior officers from public sector partners in Cambridgeshire to drive our shared ambitions in relation to community resilience. The network will maximise opportunities to collaborate, seeking countywide and local opportunities to jointly commission, and aligning resources and expertise where it makes sense to do so.

8.3 *Future Actions*

- Peer learning sessions for Parish Councils to continue to showcase their good work;

9. ALIGNMENT WITH CORPORATE PRIORITIES

9.1 Developing the local economy for the benefit of all

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

- Skills developed by individuals through participating in their community will help them within the workplace;
- Involving statutory and non-statutory partners in this work, such as local businesses, will ensure that all resources available to support this work can be harnessed.

9.2 Helping people live healthy and independent lives

The following sets out implications identified by officers:

- There is evidence that community engagement and resilience supports the adoption of a healthy lifestyle and builds engagement in health improving initiatives.

9.3 Supporting and protecting vulnerable people

The following bullet point sets out details of implications identified by officers:

- The County Council's activity to build community capacity and to invest in supporting places and communities that are safe, and good places to live, is a cornerstone of our early help and preventative strategies for vulnerable people.

10. SIGNIFICANT IMPLICATIONS

10.1 Resource Implications

The following bullet point sets out details of significant implications identified by officers:

- The Innovation Fund is council investment intended to contribute to cost avoidance and reduction in council expenditure on some services over time. When the Innovation Fund is allocated to projects where appropriate there will be a plan to show how the savings will be made and which budgets will be reduced. This strategy will also help to establish how we best use our property assets to achieve the most value for Cambridgeshire residents.

10.2 Statutory, Risk and Legal Implications

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

- There is a continuing legal duty on local authorities to ensure that vulnerable people are not exposed to additional or unreasonable levels of risk as a result of the implementation of these strategic objectives;
- The establishment and delivery of the Innovation Fund will involve ongoing consultation with LGSS Law Ltd to ensure that any relevant legal implications have been addressed.

10.3 Equality and Diversity Implications

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

- Evidence indicates that some services delivered by local people within local communities can be more successful than statutory services at reaching people who may need support. Building capacity within local communities to help people help each other should therefore support more equal and diverse accessible provision locally;
- Some of our services will become increasingly more localised, so that we can meet local and individual need within each specific community context;
- Additional support to access the Innovation Fund will be provided in disadvantaged areas or those areas with less social capital.

10.4 Engagement and Consultation Implications

The following bullet point sets out details of significant implications identified by officers:

- Successful delivery of all aspects of the delivery plan will only be possible with significant community engagement and engagement with our partners and with County Council staff.

10.5 Localism and Local Member Involvement

The following bullet point sets out details of significant implications identified by officers:

- The role of Members helps in contributing towards the success of the Council's community resilience ambitions in engaging communities and in acting as community advocates. Since community resilience is an integral part of the Council's new business planning model and service delivery plans, all County Councillors will be informed and supported to be able to operate in a way that supports resilient communities, as reflected in the latest approved Member's role description and through the establishment of the Communities and Partnership committee.

10.6 Public Health Implications

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

- Building Community Resilience supports individuals and communities to take responsibility for their health. It can engage them in taking steps to adopt a healthy lifestyle and other health improving activities;
- Building community resilience will impact on many of the needs identified in different Joint Strategic Needs Assessments (JSNAs), including the following:
 - Long term conditions;
 - New communities;
 - Homelessness and at risk of homelessness;
 - Vulnerable children and adults;
 - Carers;
 - Older people's mental health.

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	Yes Name of Financial Officer: Chris Malyon
Has the impact on Statutory, Legal and Risk implications been cleared by LGSS Law?	Yes Name of Legal Officer: Virginia Moggridge
Are there any Equality and Diversity implications?	Yes Name of Officer: Sue Grace
Have any engagement and communication implications been cleared by Communications?	Yes Name of Officer: Christine Birchall
Are there any Localism and Local Member involvement issues?	Yes Name: Cllr Criswell, Chairman of Communities and Partnership Committee
Have any Public Health implications been cleared by Public Health	Yes Name of Officer: Val Thomas

Source Documents	Location
<p>NICE Guidelines NG44 Community Engagement</p> <p>JSNAs</p> <p>Stronger Together Strategy for building resilient communities</p>	<p>https://www.nice.org.uk/guidance/NG44</p> <p>http://www.cambridgeshireinsight.org.uk/jsna</p> <p>http://www.cambridgeshire.gov.uk/download/downloads/id/4176/community_resilience_strategy.pdf</p> <p>https://ccc-live.storage.googleapis.com/upload/www.cambridgeshire.gov.uk/residents/working-together-children-families-and-adults/Community%20resilience%20strategy.pdf?inline=true</p>

TOWN & PARISH COUNCIL SURVEY AND IMPROVEMENT PLAN

To: Communities and Partnership Committee

Meeting Date: 6 July 2017

From: Councillor Steve Criswell: Chairman Communities and Partnership Committee

Diane Lane: Community Engagement Manager

Electoral division(s): All excluding Cambridge City

Forward Plan ref: Not applicable Key decision: No

Purpose: To present the findings of the Town & Parish Council Survey and the intention to produce a 5 year Improvement Plan in partnership with Parish Councils, District Councils and Support Organisations.

Recommendation: Communities and Partnership Committee is asked:

- a) To consider the findings of the survey and the implications for Cambridgeshire County Council.**
- b) To consider key actions the Committee would like to commit to as part of the Improvement Plan**

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

- 1.1 Meaningful and successful working with Parish Councils is an essential element of the County Council's future. Parishes hold some of the closest relationships with the communities that we need – and are banking on – to do more to help people stay independent and healthy for longer. The [Localism Act 2011](#) and the [Cities and Local Government Devolution Act 2016](#), gives Town and Parish Council new opportunities for their communities.
- 1.2 As a Council, it has been recognised that our relationship with the 238 Town and Parish Councils in Cambridgeshire can be patchy and needs to be strengthened. We see our work with Parishes as an important relationship. To that end, over the last year:
- Members have begun to initiate activity in their own divisions, sometimes in relation to the Councillors as Community Connectors programme, others of their own accord. For example, bringing together Parishes to buy Speedwatch equipment, developing TimeBanks, Health and Wellbeing Networks and Village Hubs.
 - Support Cambridgeshire, a partnership between Hunts Forum, Cambridge Council for Voluntary Service and Cambridgeshire ACRE (Action in Communities in Rural England), has been commissioned to build the capacity of community groups, voluntary organisations and Parish Councils.
 - The first countywide Parish Council Conference was held in November 2016 to explore how all tiers of government and the voluntary sector could work better together for the good of Cambridgeshire residents, around the conference theme of 'Stronger Together'. Nine projects were showcased by Parish Councils in the workshops and eighty-five ideas were shared between participants. 159 people attended and feedback showed that 94% of people would attend again.
 - The conference was led by Cambridgeshire ACRE, as part of Support Cambridgeshire, in partnership with Cambridgeshire and Peterborough Local Council Association (CAPALC) and Cambridgeshire and Peterborough Society for Local Council Clerks (SLCC), Parish Councils and District Councils. This event really helped cement this Stakeholder Partnership, which has since developed a joint service directory, supported two peer learning events and shaped the Parish Council survey. Organisations are working together to align support and engagement so it is clearer for Parish Councils. The National Association of Local Councils believe this is the first partnership of its kind in the country.

2. KEY SURVEY FINDINGS

- 2.1 In order to understand the current position of the Town and Parish Council Sector in Cambridgeshire, two parallel surveys – one for Clerks and the other for Councillors – were run during early 2017. A total of 130 responses were received from Clerks, accounting for 55% of the 238 Town and Parish Councils or Parish Meetings invited to take part. A total of 372 surveys from Councillors were returned with responses being received from 130 of the

Councils invited to take part, giving a Council return rate of 55% too. The results have given much insight to the issues faced by Town and Parish Councils.

2.2 The key findings from the Town and Parish Councillors survey were:

- Councillors are mostly from an older age range with concerns about finding younger people to take their place.
- Not all Councillors have read and understood their clerks' job description and a quarter state they understand the role of the clerk 'very poorly'.
- Half of Councillors say there are gaps in their knowledge and there are sometimes challenges with the decisions they are asked to make.
- Fewer than half of Councillors received a formal induction into their role and a quarter have received no formal training.
- Over a quarter of Councillors have never received any training.
- 86% of Councillors would be prepared to undertake training or further training to better equip them for their role.
- Councillors are unsure which support organisations they are members of.
- Councillors have low use of social media which is increasingly used to communicate.
- Councillors see limited value in the Local Council Award Scheme with many showing lack of awareness of the scheme.

2.3 The key findings from the Clerks survey were:

- Just over half of Clerks feel they have gaps in their knowledge and sometimes feel challenged by tasks asked of them.
- Fewer than half of Clerks received a formal induction into their role and only half of the Clerks received a regular performance review.
- Over half of the Clerks feel Councillors do not have a particularly good understanding of the role they perform.
- Over half of the Clerks are not members of SLCC and lack knowledge and understanding of what SLCC does.
- Clerks have low usage of social media which is increasingly used to communicate.
- Clerks see limited value in the Local Council Award Scheme and feel the work it involves gives no longer term benefit.
- Half of the Clerks feel their contracted hours are not sufficient to carry out the work required of them.
- Just over half of the Clerks are not CILCA (Certificate in Local Council Administration) Qualified but, of those not qualified only half would consider undertaking the necessary training.

2.4 The final part of each survey sought to identify the future challenges local councils face and explored the readiness of the local council sector to address these challenges. Some common themes have emerged, including:

- Devolution of services from County and District Councils versus lack of resources within Parishes and also devolution without adequate support.
- Budget savings at other local authorities which have an impact on parish life, lack of funding, the challenge of balancing budgets and keeping precepts down.

- Lack of support from District and County Councils due to budget savings and change of policies.
- Planning and Local Plan concerns including pressure for more housing, meeting government building targets and associated infrastructure. Neighbourhood planning and large scale housing development alongside the infrastructure implications of development. Loss of the rural nature of communities due to over-development.
- Issues with Councillors including understanding of the role, the quality of Councillors, training, a sense that people have hidden agendas, pressure on filling vacancies and retaining members, apathy and unwillingness from people to stand for the position of Councillor, finding people prepared to stand as Parish Councillors and the Councillor workload.
- Relationship building and engagement with wider (seemingly apathetic and uninvolved) community and engaging the public and finding volunteers.
- Increased demands from members of the public.
- Communications with County and District Councils.
- Highways issues including road safety, speeding, traffic control and street lighting.

2.5 The full results for each survey, along with district-based reports, are available to download from the Cambridgeshire Town and Parish Council website:
<http://www.cambsparishes.wordpress.com>

2.6 Town and Parish Councils are aware of the greater responsibility for delivering improvements in their own communities. There is an unquestionable need to strengthen support, engagement and collaboration between Local Authorities, sector-specific organisations and the voluntary sector to support Town and Parish Council ambitions for their communities.

3.0 **NEXT STEPS - PRODUCING AN IMPROVEMENT PLAN**

3.1 In order to address the findings from the surveys, the Stakeholder Partnership is drafting an improvement plan, the first of its kind in Cambridgeshire that sets out our collective aspirations for Cambridgeshire's Town and Parish Council Sector. This will help support the aspirations of the National Association of Local Councils (NALC) and the National Improvement Strategy for Parish and Town Councils (2017 – 2022) by providing a focus for the support for all Cambridgeshire Town and Parish Councils, drawing upon the national expertise, training and programmes offered through NALC, the Society of Local Council Clerks (SLCC) and the Department for Communities and Local Government (DCLG).

3.2 The Town and Parish Council Surveys of both Clerks and Councillors will be repeated every two years to measure improvement and change and to allow us to evaluate the impact and success of our overall collaborative approach. A 'How will we know we have been successful?' element of the improvement plan will set social impact measurements across all areas of improvement agreed by partners.

3.3 Increased engagement with the sector will help with the development of better datasets that will provide a more in-depth understanding of successes and the targeting of advice and support. A measure of success will be the increased reach of all Town and Parish Councils and their ability to be proactive and to engage with those not currently engaging in the support available. Other measures of success include the monitoring of the use of powers

given under the Localism Act 2012 such as Neighbourhood Planning, Community Rights and devolved services.

3.4 The improvement plan will be resourced through:

- A part-time Town and Parish Council Development Officer, employed by Cambridgeshire ACRE, who facilitates the Stakeholder Partnership funded by Cambridgeshire County Council through Support Cambridgeshire.
- Cambridgeshire ACRE membership fees and a Defra grant to improve and sustain rural services through Rural Community Council with funding until August 2019 in the first instance.
- Aligning resources already available and increasing their effectiveness by working in partnership. For example, a comprehensive training programme for Councillors and Clerks is already established and delivered by CAPALC; District Councils often hold advice, training and networking meetings at a District level; SLCC supports Clerks through training; and Cambridgeshire ACRE has connected community-based programmes and runs a neighbourhood planning service. Many other locally and nationally based voluntary organisations, working in Cambridgeshire, offer useful practical advice across a range of specialisms that support community well-being. By aligning these existing partner resources the aim is to improve the overall effectiveness and efficiency in Town and Parish council support as well as to provide clarity as to what provision is available and how it can be accessed.

3.5 The improvement plan will also include new untested work which is currently not funded. Partners will work together to seek further funding to support this and to increase the overall support available.

3.6 A new website (<http://www.cambsparishes.wordpress.com>) has been launched to give improved access to information, resources and a calendar for events and training that all partners are running. Social media (Twitter @cambsparishes and Facebook) will be used to drive forward a better networked online community of Town and Parish Councils.

3.7 The County Council will be committing to a number of actions in the improvement plan, including work to:

- Improve communications through a bi-monthly e-newsletter that will promote this work and relevant County Council news- timescales and content to be reviewed with Parishes after 6 – 8 months.
- Improve communications with regard to supporting improvement in health and ensure that they have access to appropriate health related information and resources.
- Strengthen relationships between County Councillors and Parish Councils through the Councillors as Community Connectors programme.
- Join up our Parish Council engagement work with District Councils wherever possible.

- 3.8 It is intended that the final draft of the Improvement Plan is presented to this Committee prior to the launch at the Cambridgeshire Town and Parish Council Conference on 17 November 2017.

4. ALIGNMENT WITH CORPORATE PRIORITIES

4.1 Developing the local economy for the benefit of all

The following bullet point sets out details of implications identified by officers:

- A number of Town and Parish Councils already have links with local businesses and support schemes that help people develop their skills. This work will support those Town and Parish Councils who are keen to do the same.

4.2 Helping people live healthy and independent lives

The following sets out implications identified by officers:

- A number of Town and Parish Councils already deliver work that supports people to lead healthy and independent lives. This work will support those Town and Parish Councils who are keen to do the same.

4.3 Supporting and protecting vulnerable people

The following bullet point sets out details of implications identified by officers:

- A number of Town and Parish Councils already deliver work that supports and protects vulnerable people. This work will support those Town and Parish Councils who are keen to do the same.

5. SIGNIFICANT IMPLICATIONS

5.1 Resource Implications

The report above sets out the implications of this in paragraph 3.4. County Council resources for this work are already identified in the Council's budget for 2017/18.

5.2 Statutory, Risk and Legal Implications

The following bullet point sets out details of significant implications identified by officers:

- There is a continuing legal duty on local authorities to ensure that vulnerable people are not exposed to additional or unreasonable levels of risk as a result of the implementation of these strategic objectives;

5.3 Equality and Diversity Implications

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

- Evidence indicates that some services delivered within local communities can be more successful than statutory services at reaching people who may need support. Building capacity within local communities to help people help each other should therefore support more equal and diverse accessible provision locally;
- Some of our services will become increasingly more localised, so that we can meet local and individual need within each specific community context;
- This work will help to address issues of rural isolation.

5.4 Engagement and Consultation Implications

The following bullet point sets out details of significant implications identified by officers :

- Successful delivery of all aspects of the delivery plan will only be possible with significant community engagement and engagement with our partners and with County Council staff.

5.5 Localism and Local Member Involvement

The following bullet point sets out details of significant implications identified by officers:

- The role of Members is crucial to help build relationships with Town and Parish Councils.

5.6 Public Health Implications

The following bullet point sets out details of significant implications identified by officers:

- A number of Town and Parish Councils already deliver work that supports the adoption of a healthy lifestyle and builds engagement in health improving initiatives. This work will support those Town and Parish Councils who are keen to do the same.

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	Yes Name of Financial Officer: Tom Kelly
Has the impact on Statutory, Legal and Risk implications been cleared by LGSS Law?	N/A
Are there any Equality and Diversity implications?	Yes Name of Officer: Sue Grace
Have any engagement and communication implications been cleared by Communications?	Yes Name of Officer: Christine Birchall

Are there any Localism and Local Member involvement issues?	Yes Name: Cllr Criswell, Chairman of Communities and Partnership Committee
Have any Public Health implications been cleared by Public Health	Yes Name of Officer: Val Thomas

Source Documents	Location
Town and Parish Council Survey Results Report 2017	http://www.cambsparishes.wordpress.com
The Localism Act 2011	http://www.legislation.gov.uk/ukpga/2011/20/contents/enacted
Cities and Local Government Devolution Act 2016	http://www.legislation.gov.uk/ukpga/2016/1/contents/enacted/data.htm
The National Improvement Strategy for Parish and Town Councils (2017 – 2022)	http://www.nalc.gov.uk/library/our-work/2192-draft-improvement-strategy-consultation-october-16/file

**CAMBRIDGESHIRE COUNTY COUNCIL APPROACH TO PUBLIC CONSULTATION
ON THE BUSINESS PLAN AND OTHER KEY DECISIONS**

To: Communities and Partnerships Committee

Meeting Date: 6 July 2017

From: Sue Grace: Director of Corporate and Customer Services

Electoral division(s): All

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

Purpose: To provide an overview of a range of approaches to consultation and to seek a steer from the Committee on the preferred options for consultation on business planning and other Council key decisions.

Recommendation: The Committee are asked to;

- a) Provide initial consideration of the consultation options outlined and advise as to the approach(es) they would like to see adopted for the 2018/19 business planning cycle;
- b) Advise as to the consultation activity and approach they would like to see developed for the longer term.

<i>Officer contact:</i>	
Name:	Tom Barden
Post:	Head of Business Intelligence
Email:	Tom.barden@cambridgeshire.gov.uk
Tel:	01223 699705

1. BACKGROUND

- 1.1 The County Council has used a range of different consultation methodologies as part of business planning and to inform other key decisions in recent years. Consultation has informed our strategic priorities and planning around outcomes. Consultation can focus on a specific proposed change or transformation to a service, but is also embedded in annual processes such as setting out our intentions for the Council's budget and the associated level of taxation.
- 1.2 At this early point in both the current Council term and the 2018/19 business planning cycle there is an opportunity to review our approach to consultation. Responsibility for this review and determining the methodologies looking forward has been delegated to the Communities and Partnerships Committee, reporting back to General Purposes Committee as appropriate.
- 1.3 Getting our consultation framework right will make services and decisions better by ensuring they are designed together with communities. Equally it will ensure compliance with legal duties, avoid judicial challenge and help maintain positive public perceptions and relationships.

2. LEGAL DUTIES

- 2.1 The duty for a public authority to consult on its plans is expressed through a number of different acts but the overarching framework forms part of the Local Government and Public Involvement in Health Act.2007 and requires local authorities to 'inform, consult and involve' people if we plan to make changes to our services. In February 2016 the Cabinet Office published guidelines on consultation "the Cabinet Office Principles" which are to be treated as expectations for local government too. The governing principle is "proportionality of the type and scale of consultation to the potential impacts of the proposal decision being taken, and thought should be given to achieving real engagement rather than following bureaucratic process". These principles augment the common law principles known as the "Gunning principles" which are that:
 - Consultation should occur when proposals are at a formative stage;
 - Consultations should give sufficient reasons for any proposal to permit intelligent consideration;
 - Consultations should allow adequate time for consideration and response
 - There must be clear evidence that the decision maker has considered the consultation responses, or a summary of them, before taking its decision
- 2.2 This should be interpreted as the need to carry out a meaningful consultation during the formative stage of a decision and take account of consultation findings when finalising that decision. The Government recognises that the activities authorities undertake to meet the duty will depend on local circumstances and the specific context and impact of the decision. Broadly, the more serious the impact then the more likely that fairness requires a consultation to take place and be able to demonstrate thorough engagement in decision making. Although the duty to consult is clear a public authority has a broad discretion as to how that consultation should be carried out.

- 2.3 The Local Authority must be able to demonstrate, through evidence gathered in the normal course of business, that:
- we understand the interests and requirements of the local community;
 - we use our understanding of the area to ensure information, consultation and involvement opportunities are provided on the right issues, targeted at the right people, and accessible to those we are trying to reach;
 - we have an appropriate corporate approach to providing information, consulting and involving in other ways that flows throughout their organisation – from strategic policies into individual service delivery – and our work with partners where appropriate;
 - local people feel that the authority provides relevant and accessible engagement opportunities and they will know how to get involved, either directly or through their elected representative;
 - local people will recognise that the authority's policies reflect this involvement and services are tailored.
- 2.4 A further key consideration is the requirements of the 'Public Sector Equality Duty', found at S.149 of the Equality Act 2010, which means that the public body should be aware of and consider the Equality Duty when they reach decisions. The Act focuses on ensuring equality of opportunity between people who have relevant protected characteristics and the broader population as a whole and emphasises the importance of specific consultation with people in these groups.
- 2.5 In addition to the broad duties and expectations described above there are a range of areas where additional specific consultation duties exist – for example in relation to changes to children's centre provision.
- 2.6 A failure to deliver against the duties and expectations of appropriate consultation will miss the opportunities to work positively together with communities to design the best possible services. It also clearly leaves the local authority open to legal challenge and across the public sector we are seeing a growing number of cases where a successful legal challenge has been made for not consulting properly and it is this case law that provides the backdrop for policy around when and how to consult.

3. BUSINESS PLANNING CONSULTATION METHODOLOGIES

- 3.1 Consultation on the Council's Business Plan has been carried out in a variety of ways in recent years, these are described below to inform consideration of the best approach for the coming period.
- 3.2 Household survey
For a number of years the Council has conducted a household survey with a stratified, random survey of the county's population. The most recent example surveyed 1,327 residents during September 2016, with a range of questions designed to better understand resident views on council priorities and on a proposed increase in council tax. The survey is generally commissioned from an external market research agency, and conducted

according to a robust methodology. This means that the results can be considered statistically representative of the views of Cambridgeshire's residents.

3.3 Online survey

For a number of years, the consultation for each Business Plan has included an online survey of residents, promoted through a variety of routes, including via the front page of the Council's website; via mailing lists to organisations such as parish councils; and via social media. The questions have generally mirrored the questions used in the household survey; in recent years residents have been asked to view an animation providing context for the budget before completing the survey.

- 3.4 The online survey is important in raising visibility of the Business Planning process and offering anyone who wishes to the chance to respond. However, response rates are comparatively low (201 responses in 2016); and the sample is self-selecting – so the results are not statistically significant.

3.5 YouChoose

One specific online consultation tool trialled in previous years was the 'YouChoose' budget simulator tool. The tool was developed by the London Borough of Redbridge as a way of consulting local people about their spending priorities. They have made it available free of charge to other local authorities to use through the Local Government Association. People participating are presented with a budget that is overspent, and are asked to balance the budget through a combination of tax increases and changes to service budgets. Once compiled, the results of this exercise give an indication of people's priorities for spending.

- 3.6 This approach helped to raise awareness of the business planning consultation and gave participants more insight into the budget setting process; however it may take more time to complete than a standard survey. Again, the sample is self-selecting and the results are not statistically significant.

3.7 Pop-up Consultation Stands

In 2016, the Community Engagement Team coordinated a consultation that was taken to a number of community events across the county. Selections was made as a matter of convenience, due to their timing (during September) and spread across each of Cambridgeshire's five districts. Members of staff from across the organisation volunteered to talk to members of public. In advance a briefing document and a set of consultation questions were prepared. Display boards were also used at each event so show the breadth of County Council services. In addition members of the public were shown a series of tubes in which to place their 'vote' for their preferred level of council tax increase. Each option was communicated in detail and people's opinions recorded. This methodology required extensive officer time, but significantly increased the visibility of the Council's consultation process. It is likely that it may have driven further responses to the online survey.

3.8 Strategic Partner and Stakeholder Engagement

A range of workshops and discussion fora have been organised with our key partners, including sharing plans with the health system leaders, engagement with District Councils, business stakeholder groups, Voluntary Sector panels and the like.

3.9 Email Submission

Alongside each of the consultations above, an email address is provided that allows members of the public to submit further comments. This allows for richer information to be submitted by interested members of the public, but is the least representative approach, with a self-selecting sample.

4. CONSULTATION FRAMEWORK

- 4.1 In addition to the discrete consultation activity associated with the business plan as a whole, the Council has a wider consultation framework and rolling programme of specific consultations in individual topic areas. Our approach and values are set out in 'Working Together with Cambridgeshire County Council: the Council's commitment to supporting the voice of local people to be heard' a set of information which was co-produced with partners and communities and is regularly reviewed (most recently in May 2017).
<https://www.cambridgeshire.gov.uk/residents/working-together-children-families-and-adults/>
- 4.2 Whenever we consult with the public on a proposed change to a service, the details of the consultation are published on the County Council website:
http://www5.cambridgeshire.gov.uk/site/custom_scripts/cons_search.aspx. This normally accompanies information regarding the subject matter (proposed change, issue that the council would like views on etc.), the start date and end date of the consultation and how the person can contribute their views. The ways in which somebody can contribute their views differ depending on the issue that is being consulted on.
- 4.3 As well as one-off consultations, this framework programme includes a number of consultations which take place regularly, providing further rich sources of information. Examples of these recurring activities include;
- Adult Social Care User Survey
 - Health Related Behaviour Survey
 - Bi-annual Carer's Survey
 - Independent Domestic Violence Advisor Survey
 - Sensory Services Feedback Questionnaires
 - Adults and Children' Social Care Complaints Survey
- 4.4 Formal set-piece consultation is complimented with an ongoing dialogue through a range of participation forums. These primarily focus on specific groups of service users who we engage regularly on issues, outcomes and proposals. The appendix to this paper provides a list of these forums.
- 4.5 Community impact assessments also form a core part of our approach to undertaking and evidencing appropriate consultation. For each business planning proposal we undertake a dedicated assessment of impact – looking at the overall impact we expect for residents and also highlighting in particular and differential impact on specific or vulnerable groups. For 2018/19 we have committed to embedding these impact assessments from the early stages of proposal development and to including evidence of consultation within them wherever possible. Ideally we should be consulting on the impact assessment as well as the proposal itself, giving stakeholders the opportunity to inform our thinking about how they will be affected. Community impact assessments are particularly important in responding to the equalities duty described in section 2.

5. ISSUES

- 5.1 A key difficulty in the business planning consultation is that we are trying to engage people on a plan which is still being formed. This makes it difficult to engage meaningfully at the outset and that we have asked residents to comment on elements such as the priority objectives and potential tax increases without being able to provide much detail about the specific proposals or implications of their views. For example, previous consultations have tended to suggest a lot of support for raising Council tax levels when residents are presented with the possibility of reductions to support levels for vulnerable people, but we have, at the point of asking, been unable to provide full detail on exactly what those reductions might look like or the associated impact assessment.
- 5.2 The discrete consultation on business planning and the more detailed consultation on specific proposals or with key participation groups have sometimes been disconnected. The business planning consultation work has perhaps not drawn in information from the existing range of consultation sufficiently and has been viewed as a standalone element rather than part of an overall approach to consultation and engagement. This means that Business Planning consultation is not as representative and meaningful as it could be and to some extent duplicates or repeats work done elsewhere.
- 5.3 The business planning cycle and timeline can also leave insufficient time for full and meaningful consultation with residents. In order for a meeting of Full Council to sign off the business plan in February we need to have our proposals essentially fully formed by the end of the previous calendar year – meaning that we need to squeeze consultation activity into this truncated timeframe. Where consultation is undertaken in very short timeframes it is much more difficult to secure substantial engagement and to offer the opportunity for genuine co-production and developmental work – it limits us to seeking comment at the margins on proposals we are already committed to – rather than taking communities with us in the process of service design.

6. APPROACH FOR 2018/19 BUSINESS PLAN

- 6.1 Given the issues described above it is recommended that the consultation activity commissioned for business planning is more fully embedded in a wider framework of consultation, participation and the development of ideas and responses to local needs and challenges in collaboration with communities and other stakeholders – sometimes referred to co-production. We will then need to bring all of this material together.
- 6.2 We are already able to predict a number of significant consultation areas and we will begin to plan for these. The outcome of these consultations (and others commissioned as the business plan takes shape) should be combined with the overarching consultation. These areas are:
- Special Educational Needs Inclusion;
 - Children's Centres;
 - Library Transformation Programme;
 - Children's Change Programme, later phases;

- Adults Transformation Programme.

6.3 For the consultation on the business plan as a whole, the Committee should consider a number of options, which could be used by themselves or in combination:

- A simple web survey – this is quick and inexpensive to administer but doesn't give a representative sample and can be limited in terms of how much contextual information and specific proposal detail it can provide;
- A representative household survey – this is more expensive, costing around £25k to deliver but does give a statistically significant and unbiased result – thereby potentially providing a much stronger evidence of mandate to key decisions;
- A community focussed approach – with pop up stalls and based on face to face dialogue. This gives richer and more diverse responses but cannot be as easily aggregated into summative judgements;
- A YouChoose (or similar) model – which has the potential to give powerful insight into public views on spending priorities and plans but which requires significant development lead time and is most useful when specific options are available to compare and contrast. This might be most applicable therefore at the end of the business planning process in late 2017 when we will need to finalise the decisions on Council tax and should have draft proposals/options in detail for a balanced budget.

7. FURTHER DEVELOPING OUR CONSULTATION FOR THE LONGER TERM

7.1 Beyond the 2018/19 business plan, this review point is also a good opportunity to think about how we might want to use consultation differently, for different purposes over the longer term – specifying where we see the likely focus of consultation and which tools we might use in each instance. Some of the key areas are summarised below for consideration.

7.2 Alongside consultation activity we are increasingly looking to co-produce or co-design services with residents and service users. People who use services are 'experts by experience' and therefore a valuable asset when deciding the most effective and efficient way to deliver. We already co-produce service in a number of areas, for example through self-directed support in adult social care and we want to build on this to develop greater opportunities for resident and service users to have their opinions heard and help shape those services at every stage.

7.3 Beginning shortly, the Council has committed to deliver a systematic review of all of its service areas, examining fundamentally whether we are delivering the right things and delivering them in the right way. We anticipate this work identifying a number of service areas where we think the existing service model should be changed and these represent an ideal opportunity to genuinely co-produce a new approach alongside residents.

7.4 Members have signalled the intention to move away from planning and budgeting as a single organisation and instead to look to plan against shared outcomes as a public sector. This is likely to begin with a conversation and consultation about the strategic needs, challenges, priorities and outcomes that should be our collective focus. For this we are

likely to need to deploy a range of consultation methodologies to engage strategic partners, other organisations and residents.

- 7.5 Building on a shared outcome framework, the devolution programme and establishment of the Combined Authority have given further impetus to the public sector reform agenda with the potential for significant organisational transformation. Residents clearly need to be a big part of that conversation and this would represent an opportunity to engage the public more fundamentally in the major challenges and opportunities which present themselves in Cambridgeshire. Again this should be a co-production initiative rather than a more traditional consultation exercise.
- 7.6 The intention is that a final paper will be presented to the August meeting of this Committee with firm proposals based on the initial steer provided.

8. ALIGNMENT WITH CORPORATE PRIORITIES

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

8.1 Developing the local economy for the benefit of all

- Robust and meaningful consultation and co-production will provide a benefit to the local economy by ensuring that we support and promote local economic activity that has been identified by citizens themselves

8.2 Helping people live healthy and independent lives

- Citizens and service users are 'experts by experience' and are therefore best placed to decide what kind of support is going to make them more healthy and independent. Therefore, this improved framework of co-production and consultation activity will ensure that we have a meaningful input from citizens into decisions about how the council's budget is spent and how services should be delivered.

8.3 Supporting and protecting vulnerable people

- Consultation and co-production is a vital factor in how we support and protect vulnerable people. Without truly listening to people's views and concerns, it is not possible for us to support them and protect them adequately. This is most apparent at a service delivery level, ensuring that practitioners adopt an approach whereby the person is at the centre of everything they do, but is also true when shaping strategic direction and policy.

9. SIGNIFICANT IMPLICATIONS

9.1 Resource Implications

There is a resource implication if members wish to administer a full household survey as part of the consultation framework. The average cost of this has been around £25k for previous surveys. Existing officer capacity will be utilised to implement the other activities described, albeit that some are more resource intensive than others.

9.2 Statutory, Legal and Risk

The report sets out details of statutory, legal and risk implications in section 2.

9.3 Equality and Diversity

Adopting a more thorough and representative approach towards consultation and co-production will foster a decision making process that has been informed by a more diverse group of people. However, the need to ensure that all engagement and consultation activity is carried out in a way that is accessible to all people will be paramount to its success. The specifics of the equality duty are described in sections 2.4 and how we manage these through the impact assessment process at section 4.4

9.4 Engagement and Communications

The report sets out details of significant implications relating to engagement and communications throughout

9.5 Localism and Local Member Involvement

Localism and member involvement are at the heart of effective consultation with members acting as the champions and advocates for communities and playing a lead role in consultation activities. Community Impact Assessments should give consideration to specific geographically local impacts when they exist.

9.6 Public Health

There are no significant implications relating to public health.

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	Yes Name of Financial Officer: Sarah Heywood
Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by Finance?	Yes Name of Financial Officer: Sarah Heywood
Has the impact on statutory, legal and risk implications been cleared by LGSS Law?	Yes Name of Legal Officer: Fiona McMillan
Have the equality and diversity implications been cleared by your Service Contact?	Yes Name of Officer: Tom Barden
Have any engagement and communication implications been cleared by Communications?	Yes Name of Officer: Christine Birchall

Have any localism and Local Member involvement issues been cleared by your Service Contact?	Yes Cllr Steve Criswell Name of Officer: Sue Grace
Have any Public Health implications been cleared by Public Health	Yes Name of Officer: Val Thomas

Source Documents	Location
None	n/a

APPENDIX – LIST OF EXISTING PARTICIPATION FORUMS

Stakeholder Group	Participation Forum
Carers	Carers Partnership Board
Learning Disability	Learning Disability Partnership Board
Physical disability and sensory impairment	Physical Disability and Sensory Impairment Partnership Board
Older People	Older People's Partnership Board
Adult Social Care	Adult Social Care Forum
Mental Health	Mental Health SUN network
Service users – Drugs and Alcohol Services	Link Up and Feedback REACH
Parents with disabled children	Pinpoint
Teenage parents	Romsey Mill Young Parents Programme
Parents with young children	Children's Centres Partnership Boards
Families with a CAF	CAF Project Board
Children who are looked after	Just Us Voices Matter Panel
Young offenders (and those at risk of offending)	Cambridge City Girls Group

	Others through YOS
Children and young people with disabilities	Papworth Trust Youth Inclusion, Disabled Children Service Voiceability
Young people on the Child Protection register	National Youth Advocacy Service Talk N Change Group Child Protection conference participants
Young Carers	Centre 33 Crossroads Young Carers Project
Young people out of school	Through locality teams
Young people at risk of NEET	Through locality teams
Children and young people in poverty	Through schools and locality teams Health-Related Behaviour Survey
Children and young people from minority ethnic backgrounds	Through CREDS
Young people with a CAF	CAF Project Board
Young people with drug or alcohol problems	Through DAAT team
LGBT young people	SexYOUality
Young People's Health Services	Health Watch Young People's Ambassador

COMMUNITIES AND PARTNERSHIP COMMITTEE AGENDA PLAN

Published 15th June 2017
Update 28th June



Cambridgeshire
County Council

Notes

Committee dates shown in bold are confirmed.

Committee dates shown in brackets and italics are reserve dates.

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

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

+ indicates items expected to be confidential, which would exclude the press and public.

Additional information about confidential items is given at the foot of this document.

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

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

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
06/ 07/17	Review of Terms of Reference and reporting arrangements	Wendi Ogle-Welbourn /Sue Grace	Not applicable	Friday 23/06/17	Wednesday 28/06/17 (Five working days for this initial meeting)
	Innovation Fund Refresh	Elaine Matthews / Wendy Lansdown	Not applicable		

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
	Cambridgeshire and Peterborough Domestic Abuse and Sexual Violence Partnership (will include a short presentation)	Sarah Ferguson	Not applicable		
	Community Resilience Strategy and Action Plan – review and refresh	Sue Grace	Not applicable		
	Engagement with Parish and Town Councils	Elaine Matthews / Diane Lane	Not applicable		
	County Council Consultation Strategy	Mike Soper / Tom Barden	Not applicable		
	Suggestions for additional Training - discussion item		Not applicable		
	Agenda Plan	Wendi Ogle-Webbourn/ Sue Grace R Sanderson	Not applicable		
24/08/17 11 a.m. Committee (To be preceded by a private workshop from 9.30 a.m.)	Update on County Council Consultation Strategy	Mike Soper / Tom Barden		10th August	15th August
10 a.m. 28/09 /17	Update on Community Safety Partnerships	Sarah Ferguson		14th September	19th September

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
	Opportunities for addressing Deprivation	Wendi Ogle-Webourn/ Val Thomas / Kate Parker /Tom Barden			
	Training Plan	Wendi Ogle-Webourn/ Sue Grace	Not applicable		
	Agenda Plan	Wendi Ogle-Webourn/ Sue Grace R Sanderson	Not applicable		
2.00p.m. 26/10/17	Communications Plan	Christine Birchall		12/10/17	17/10/17
2.00p.m. 30/11/17				16/11/17	21/11/17
2.00p.m. 21/12/17				08/12/17	12/12/17
10 a.m. 24/01/18				10/01/18	15/01/18
2.00p.m. 15/02/18				01/02/18	06/02/18

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
10.a.m. 15/03/18				01/03/18	06/03/18
10a.m. 17/04/18				03/04/18	06/04/18
2.00 p.m. 31/05/18				17/05/18	22/05/18

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

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

Forward plan reference	Intended date of decision	Matter in respect of which the decision is to be made	Decision maker	List of documents to be submitted to the decision maker	Reason for the meeting to be held in private
.../...	[Insert Committee date here]		[Insert Committee name here]	Report of ... Director	The decision is an exempt item within the meaning of paragraph ... of Schedule 12A of the Local Government Act 1972 as it refers to information

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

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

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

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

