

COUNCIL MEETING

AGENDA

17th October 2023

Red Kite Room,
New Shire Hall,
Alconbury Weald,
Huntingdon
PE28 4YE

Cambridgeshire County Council Notice of Meeting

The meeting of the County Council will be held in the Red Kite Room, New Shire Hall, Alconbury Weald, Huntingdon PE28 4YE on Tuesday 17th October 2023 at 10.30a.m.

Agenda

Apologies for Absence

1. Minutes – 18th July 2023 and Motions Log (pages 10-23)
[available at [County Council meeting 18/07/2023](#)]
2. Chair’s Announcements (oral)
3. Declarations of Interests (oral)
[\[Guidance for Councillors on declaring interests is available here\]](#)
4. Public Question Time (oral)

To receive and respond to questions from members of the public in accordance with Council Procedure Rule 9.3.
5. Petitions (oral)

To receive petitions from the public in accordance with Council Procedure Rule 9.4.
6. Item for determination from Adults and Health Committee (oral)

Ombudsman Report on Prescribing in Drug and Alcohol Services

To consider the following recommendation arising from the Adults and Health Committee on 5th October 2023:

Recommend referral to Full Council to consider the report.

Note: a copy of the report discussed by the Adults and Health Committee is available via the following link:
[Adults and Health Committee - 5 October 2023](#)
7. Health and Wellbeing Board / Integrated Care Partnership Annual Report 2022-23 (pages 24-37)

8. Constitution and Ethics Committee recommendations – Proposed Changes to the Constitution (pages 38-59)
9. Committees – Allocation of seats and substitutes to political groups in accordance with the political balance rules (page 60)
10. Appointments to Outside Organisations (pages 61-64)
11. Motions submitted under Council Procedure Rule 10
 - a) Motion from Councillor Steve Count

Core Purpose: To help bring together speedily those able to decide on how to proceed to a new transport solution, not dependent on revenue derived from road charging.

The Council notes that:

- the Sustainable Travel Zone, which included an element of road charging often referred to as a congestion charge, is not being progressed by the Greater Cambridge Partnership (GCP).
- the Cambridgeshire and Peterborough Combined Authority (CPCA) has not been able to progress the Local Transport and Connectivity Plan, proposed by the Mayor, which included road charging.
- some future plans at the GCP and the CPCA are now stalled due to having insufficient revenue to proceed.
- the GCP and CPCA have some overlap in desired outcomes, and geography but separate governance, funding, and prioritisation.
- there is no plan B at the GCP or the CPCA for how to proceed with a short term and a longer term integrated and comprehensive transport solution, without the injection of the revenue previously assumed to come from road charging.
- significant time, money and resource has been expended by the GCP and the CPCA, without achieving significant progress to a transport solution to current and predicted requirements.
- Cambridgeshire County Council and Peterborough City Council as both the current highways authorities and previous transport authorities, have the skills, expertise, and some necessary powers to examine and deliver many transport solutions that could be proposed.

The Council agrees that:

- the current situation is unsustainable.

- this situation is deficient for the daily needs of our residents, and harmful to the confidence, investment decisions and growth of businesses as well as damaging to the confidence necessary in Government to secure any further funding.
- short-term improvements have become increasingly necessary, due to time spent without progress to a long-term integrated solution.
- a long-term sustainable solution also remains a key requirement as an outcome.

The Council therefore asks:

- the Chief Executive to invite the Mayor of the CPCA and political leaders of both strategic and all five second tier authorities, together with the Chief Executives of their organisations, and the Chief Executive of the GCP, as well as the chair of the CPCA business board, to an initial meeting to discuss how to arrive at potential solutions that do not rely on any element of road charging.
- the leaders of the Joint Administration at Cambridgeshire County Council to consider whether any further influential decision makers should be invited.

[The Monitoring Officer advises that the motion relates to a matter for the Council to determine and that the motion is therefore in order as drafted]

b) Motion from Councillor Alan Sharp

Core purpose: To ensure the County Council's current reported interpretation of the National Planning Policy Framework (NPPF) does not perpetuate a war against the private motorist and damage the wider economy.

This Council notes that:

- Cambridgeshire is the fastest growing County in Great Britain with the ability of Cambridge and its surrounding areas to innovate and deliver growth for the economy recognised by Government in financial terms.
- the City Deal, now the Greater Cambridge Partnership (GCP), and the Cambridgeshire and Peterborough Combined Authority (CPCA) secured deals worth £500m and £770m, from central Government under previous Conservative led administrations, to primarily deliver improvements in infrastructure and growth in Gross Domestic Product (GDP).
- the GCP and the CPCA were awarded transport infrastructure funding required to facilitate existing and predicted growth.
- Cambridgeshire County Council, as the highways authority, also has various duties and responsibilities set out in the Highways Act 1980, with due regard to the NPPF.
- in some areas the County Council is using 'Monitor and Manage' and trip budget principles. These may be appropriate in some areas (i.e., large new town/employment developments in congested urban settings).

- 'Monitor and Manage', looks at the available highway capacity and limits the number of car trips that can be accommodated.
- there are some development locations/forms where car use will remain key to the success of the development. The County should not seek to impose restrictive measures (where networks capacity allows or can be provided through planning obligation) if this would undermine the success of the development.
- some officers had reported that the County Council had recently moved from predict and provide on a blanket countywide basis to 'Monitor and Manage'.

This Council expresses concern that:

- the Sustainable Travel Zone proposed at the GCP, and the Local Transport and Connectivity Plan proposed by the Mayor of the CPCA, appeared to be a war against the private motorist, causing congestion and creating a massive negative effect on businesses.
- if monitor and manage is the only solution imposed, developments, residential and commercial, could be built with an inbuilt flaw inherent at the outset, causing them to fail.

The Council therefore resolves to ask:

- that a report be prepared for Highways and Transport Committee for approval, setting out guidance on how growth will be facilitated, and where trip budgets and other restrictive measures will and will not be applied to new developments.
- that officers are trained in the correct application of this guidance.
- that this new guidance be published and made available to update developers from previous advice given.

[The Monitoring Officer advises that the motion relates to a matter for the Council to determine and that the motion is therefore in order as drafted]

c) Motion from Councillor Steve Criswell

Core purpose: For the Council to embark on an immediate multi-point plan of action, to address the poor and failing condition of peat soil affected roads in Cambridgeshire.

This Council recognises that the condition of peat soil affected roads across parts of rural Cambridgeshire is a serious safety issue and that doing nothing and allowing delay is not an option.

The Council therefore resolves to ask the Highways and Transport Committee to prepare a clear plan for publication, this calendar year, detailing the delivery of:

- emergency repair work to immediately identify and correct high-risk faults, particularly near waterways and steep banks.
- short-term road safety measures to reduce the risk of road accidents. These could include the temporary lowering of speed limits or introduction of weight restrictions.

- a medium-term programme to identify and systematically rebuild the worst sections of road that residents and businesses rely on to safely travel every day.
- the estimated cost and forward plan for the capital investment required to undertake this essential work.

[The Monitoring Officer advises that the motion relates to a matter for the Council to determine and that the motion is therefore in order as drafted]

d) Motion from Councillor Bill Hunt

The Council notes that:

- the A1421 runs from Haddenham crossroads to Witcham Toll which is a distance of about 2.48 miles. This short A road links the A1123 at Haddenham to Witcham Toll which is on the A142.
- the villages of Wicken, Stretham, Wilburton and Haddenham suffer from vehicles (some Heavy Commercial Vehicles (HCVs)) "rat-running" from Stretham to Witcham Toll to avoid the congestion on A10 and A142 at Ely.
- the parish councils along the A1123 and A1421 are supportive of any moves by this Council to reduce volume and speed of traffic through their villages.
- parked vehicles have been hit, houses have been damaged and parents are often forced to drive their children to school (and other activities) because of safety worries. The A1421 starts in Haddenham and Station Road is steep downhill with a very narrow and unsafe foot path. It is not uncommon for large vehicles to get "wedged" as they join Station Road in opposite directions. The footpath actually crosses Station Road at its most dangerous point half way down the hill.
- over the last 20 years, parish councils have worked with District and County Councillors to introduce crossing points, new speed restrictions, illuminated signs, Speedwatch action groups etc. Working from home has helped but the need for more volume/speed reduction measures remains.
- a motion to re-classify the A1421 and A1123 from "A" to a "B" was passed in December 2020. The new administration rescinded this motion in 2021 despite all the relevant parish councils supporting the move.
- this proposed motion would have minimum cost. It is believed that reduced traffic would reduce wear and then cost.
- the re-classification of the A1421 would be noted by Sat Nav systems and a reduction of Stretham to Witcham Toll "rat runners" would logically follow.
- residents rely on their elected Councillors to speak up for them and the case of making the roads safer and the villagers more pleasant is a constant desire.

This Council therefore resolves to ask:

- the Executive Director for Place and Sustainability to present a report to the next meeting of Highways and Transport Committee to pursue the reclassification of the A1421 from "A" to "B".

[The Monitoring Officer advises that the motion relates to a matter for the Council to determine and that the motion is therefore in order as drafted]

e) Motion from Councillor Chris Boden

Core Purpose: To draw attention to and reverse this Council's decision to halt weedkilling under all but the most extreme circumstances.

This Council notes the Liberal Democrats, Labour and Independent Group as the Joint Administration voted at Council in February to remove cyclic weedkilling based on the following points in the business case:

- the delivery of a permanent saving of £125k a year.
- the trialling by the Highways and Transport Service, in partnership with Cambridge City Council, to cease cyclic weed clearing to reduce chemical use.
- the removal of only weeds causing an immediate safety hazard.
- implementation will require investment in community engagement to gain buy in from town and parish councils. This will need to take place in the first quarter of 23/24. Estimated of cost of engagement work is £40k in the first year.

This Council recognises the following:

- the findings of this pilot have not been reported to members generally or the Highways and Transport Committee.
- evidence shows that a failure to stop weed growth will lead to increased path and road hazards for users and create an ongoing cost growth for future repairs to the council's infrastructure.
- there has been no engagement with parishes and towns as outlined in the business case proposed to council.
- residents, parishes, and towns have directly and indirectly complained about the state of the roads, cycleways and pathways.
- the Joint Administration's decision to halt cyclic weedkilling should have taken place following the outcome of the pilot and community engagement was known.
- cycleways and pathways are less likely to be used for active travel, when overgrown with weeds.
- cycleways and pathways, in many areas, are unsuitable for active travel directly due to the decision by the Joint Administration to change the weedkilling policy.

- failure to spray weedkiller prior to laying new surfaces such as footway slurry is a costly mistake.
- failure to have a preventative approach has led to an explosion of locations of ragwort concentrations throughout the county, which is dangerous to members of the horse family.
- the decision the Joint Administration made that “Only weeds causing an immediate safety hazard would be removed” was a mistake.
- there is a prescribed list of weedkillers available that are safe to use by operatives, with appropriate health and safety measures in place.

This Council therefore recommends that:

- the Highways and Transport Committee receive a report at its next meeting to immediately reintroduce the practice of removing all weed growth from paths and roads to be resurfaced.
- the Highways and Transport Committee be asked to allocate sufficient resource to spray existing weeds in urban environments countywide.
- a factual statement on the actual biodegradable state of the products used be published to counter the incorrect perceptions of carcinogenic and dangerous and environmentally harmful products.
- City, District, Town and Parish councils and the public be informed that cyclic and preventative weedkilling will be reintroduced.

[The Monitoring Officer advises that the motion relates to a matter for the Council to determine and that the motion is therefore in order as drafted]

12. Questions

(a) Cambridgeshire and Peterborough Combined Authority (pages 65-80)
and Overview and Scrutiny Committee
(Council Procedure Rule 9.1)

(b) Questions on Fire Authority Issues (pages 81-87)

Report of the Cambridgeshire and Peterborough Fire Authority.

(c) Written Questions (Council Procedure Rule 9.2) (oral)

To note responses to written questions from Councillors submitted under Council Procedure Rule 9.2.

Dated 9th October 2023

Emma Duncan
Monitoring Officer

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

The Council does not guarantee the provision of car parking on the New Shire Hall site. Information on travel options is available at: [Travel to New Shire Hall](#)

This meeting is streamed to the Council's website: [Council meetings Live Web Stream - Cambridgeshire County Council](#)

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

Full Council Motion Log

This is the updated Motion Log as of 9 October 2023. It captures the actions arising from motions agreed at meetings of Full Council and updates Members on the progress in complying with delivery of the necessary actions.

Motions from Full Council on 19 July 2022					
Minute No.	Motion	Responsible Officer	Action	Update	Status
87 d)	Councillor Ros Hathorn (travel infrastructure)	Executive Director of Place and Sustainability	<p>The Highways and Transport service to:</p> <p>Prioritise developing active travel specific maintenance measures within the Highways Operational Standards (HOS) and explore ways in which ongoing maintenance requirements can be removed as a barrier to good scheme design.</p> <p>Undertake a review of the highway hierarchy used to deliver the asset management maintenance programme to ensure it reflects active travel growth and the ambitions of the Council.</p>	<p>Update: 9 October 2023</p> <p>Work on an active travel network maintenance hierarchy is progressing. Work commenced in late May 2023 and is expected to be completed by November 2023. The active travel maintenance hierarchies will enable maintenance activities to better support active travel across the road, footway and cycleway networks and associated highways assets.</p> <p>Proposed changes to any sections of the Highway Operational Standards will be undertaken following the hierarchy development work and will be presented for consideration at the Highways and Transport Committee meeting in December 2023. A member workshop will take place prior to the committee meeting to appraise members of the proposals.</p>	Ongoing

87 e)	Councillor Alex Beckett (Pavement parking)	Executive Director of Place and Sustainability	Prepare a paper for Strategy and Resources Committee proposing a group of pilot areas in Cambridge City for TRO implementation, outlining the costs required to implement.	Update: 9 October 2023 A response on pavement parking was received from the Secretary of State, which confirmed that the Department for Transport (DfT) is reviewing the consultation on pavement parking, although it did not provide any clarification of timescales. Further clarification has been formally requested from the DfT on progress and anticipated timescales for the outcome of its consultation, as well as any anticipated guidance legislation relating to pavement parking. The DfT's response will inform a future paper to the Highways and Transport Committee, which will set out pavement parking within the wider parking enforcement policy context and budget planning process. A paper is scheduled for the Highways and Transport Committee meeting in March 2024 to set out options in light of the Secretary of State's response.	Ongoing
		Executive Director of Place and Sustainability	Strategy and Resources Committee to assess this paper and provide a budget for implementation and enforcement of this work to prevent informal pavement parking within the city.	Please see above.	Ongoing
		Executive Director of Place and Sustainability	Highways and Transport Committee to assess the impact of this trial upon its implementation.	Please see above.	Ongoing

		Executive Director of Place and Sustainability	If successful, the highways department should expand this work and bring a further paper to Highways and Transport Committee for all urban areas within Cambridgeshire with informal pavement parking, when it is appropriate to do so (mindful that Civil Parking Enforcement powers are needed to locally enforce the TRO).	Please see above.	Ongoing
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Motions from Full Council on 13 December 2022

Minute No.	Motion	Responsible Officer	Action	Update	Status
108 c)	Councillor Alex Bulat (Asylum seekers and migrants)	Executive Director of Strategy and Partnerships	Encourage the Council's partners not to participate in maintaining a 'hostile environment' by providing data to the Home Office that may be used for detention and deportation purposes, (except where this is a legal obligation).	Update: 9 October 2023 The report presented to the Communities, Social Mobility and Inclusion Committee outlined that a letter would be sent to key partners to request that they do not participate in creating or maintaining a hostile environment. The letter was sent to the district and city councils in Cambridgeshire by the Executive Director of Strategy and Partnerships on 16 August 2023.	Complete

Motions from Full Council on 16 May 2023

Minute No.	Motion	Responsible Officer	Action	Update	Status
150 a)	Councillor Firouz Thompson (Childcare)	Executive Director for Children, Education and Families	Make a recommendation to the District Councils that on strategic new developments, a condition of planning is that such restrictive covenants which are to be put in place state explicitly that childcare on domestic premises will be exempt, where there is an identified need which can be demonstrated.	<p>Update: 9 October 2023</p> <p>A briefing note outlining this recommendation has been sent by the Education and Planning teams to all district councils. This has been adopted by South Cambridgeshire District Council and is proceeding through that authority's democratic process. Updated information on demand for childminders is being provided to district councils based upon the feedback received.</p> <p>In August, the Education Minister wrote to housing associations, social landlords and developers in England to urge them to review restrictive clauses in tenant contracts. Further national guidance is expected.</p>	Complete
		Executive Director for Children, Education and Families	Highlight the importance of such changes with developers and house builders to ensure that they are aware of the barrier that these covenants can cause.	<p>Update: 10 July 2023</p> <p>This will be undertaken and adopted as business as usual in ongoing conversations with developers and house builders.</p>	Ongoing
		Executive Director for Children, Education and Families	Signpost childcare providers, and residents, to the appropriate support within the local authority when concerns are experienced.	<p>Update: 10 July 2023</p> <p>This will be undertaken and adopted as business as usual in ongoing conversations with childcare providers and residents</p>	Complete

150 c)	Councillor Bryony Goodliffe (Care experience)	Executive Director for Strategy and Partnerships	Future decision, services and policies made and adopted by the Council should be assessed through Equality Impact Assessments to determine the impact of changes on people with care experience, alongside those who formally share a protected characteristic.	Update: 9 October 2023 Work is underway with the IT team to review the Equalities Impact Assessment (EqIA) tool to create a more user-friendly and accessible format for officers. Once the revised version is ready, care experience will be incorporated into the new format. Additional guidance will be produced to help officers completing EqIAs.	Ongoing
		Executive Director for Strategy and Partnerships	In the delivery of the Public Sector Equality Duty, include care experience in the publication and review of Equality Objectives and the annual publication of information relating to people who share a protected characteristic in services and employment.	Update: 9 October 2023 The Council's Equality, Diversity and Inclusion (EDI) Strategy was approved by Full Council at its meeting on 18 July 2023. This includes referencing care experience as a protected characteristic. Work is underway to produce a comprehensive action plan to support the ambitions set out in the Strategy for consideration by the Communities, Inclusion and Social Mobility Committee in December 2023.	Ongoing
		Executive Director of Strategy and Partnerships	Treat care experience as if it were a Protected Characteristic.	Update: 9 October 2023 As well as adding 'Care Experience' to its Equality Impact Assessment process, the Council is exploring additional steps it can take as an employer and service provider. A working group has been established bringing people together from different teams across the Council who have experience and skills to develop this work including in HR, Recruitment and Children's Services. A temporary Project Officer has been appointed for one year within Children's Services to help deliver meaningful progress in this area.	Ongoing

150 d)	Councillor Ros Hathorn (Cycle network)	Executive Director of Place and Sustainability	Call for joint work with the Combined Authority and Greater Cambridge Partnership to develop a clear action plan to make information about our cycle network and its links with public transport easily accessible and well used.	<p>Update: 9 October 2023</p> <p>The Active Travel Strategy was approved by the Highways and Transport Committee on 7 March 2023. An associated action plan is under development and will be considered by the committee at its meeting in March 2024. The action plan will form part of the Centre of Excellence service plan and will be circulated in October 2023. A briefing note on current activities relating to active travel information will also be circulated to members in October 2023.</p> <p>The Council has established a new Centre of Excellence and team to lead on the Active Travel agenda as a priority, working with partners at the Combined Authority and Peterborough City Council. As well as leading on the development of the network and representing the Council as a national leader in this area, the team will work with and co-ordinate with other teams in the Council, as well as the Greater Cambridge Partnership and other partners, to deliver clear and accessible information on its active travel network, and on the opportunities and benefits of active travel. This will include the development and update of online and printed information on walking and cycling networks, and the opportunities for integration with public transport referred to in the motion.</p>	Ongoing
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		Executive Director of Place and Sustainability	Work with officers and members with expertise in communities and communication alongside those with cycling expertise when developing the action plan.	<p>Update: 10 July 2023</p> <p>As part of the development of the Active Travel strategy and other transport strategies and action plans, as well as the design of schemes and interventions, officers engage with local members and relevant stakeholder groups, and offer wider opportunities to engage through consultation processes. For more complex and sensitive schemes, scheme development can also involve co-design of proposals with local stakeholders. These practices will continue.</p>	Ongoing
		Executive Director of Place and Sustainability	Consider way marking signage and systems to create an easily identifiable way of following cycle routes.	<p>Update:10 July 2023</p> <p>The Council seeks to provide high quality signage to allow for the easy navigation of the pedestrian and cycle networks as schemes are delivered, and the Active Travel team will consider how this could be improved as part of its work. However, the Council's ability to significantly enhance existing provision will depend on the sourcing of funding for such work.</p> <p>The Council is in early discussions, with a view to participating in a multi-authority national exercise to develop a toolkit to support active travel wayfinding.</p>	Ongoing

Motions from Full Council on 18 July 2023

Minute No.	Motion	Responsible Officer	Action	Update	Status
161 a)	Councillor Alex Bulat Rural Communities	Chief Executive	Look at, subject to ensuring compliance with procurement and changes to procurement rules, and confirm that the council could actually measure the outcomes, targeting that at least half the food procured for council funded events is sourced locally and encouraging our partners to do the same.	Update: 9 October 2023 All procurements valued over £25,000 are published so are available for local suppliers to tender for. In addition, the Council ensures that its processes are proportionate, fair, transparent and non-discriminatory in order to support smaller or local suppliers to bid. The Council is holding a small and medium-sized enterprises (SME) supplier event on 9th November 2023 to ensure that local SMEs understand what it procures and what its processes are. The Council will also continue to work across services to encourage that specifications push the importance of local delivery (e.g. response times, route minimisation, local social value delivery).	Complete
		Executive Director of Finance and Resources	Support the National Farmers' Union "Back British Farming" campaign.	Update: 9 October 2023 The Rural Farms team continues to work with its tenants in conjunction with organisations such as the NFU.	Ongoing
		Executive Director of Finance and Resources	Promote, in partnership with our relevant education partners and organisations working with farmers, pathways and opportunities for young people, including young people from non-farming families, to develop their own businesses in farming locally.	Update: 9 October 2023 The Rural Farms team is engaging a range of education partners to promote young farmers.	Ongoing

		Executive Director of Strategy and Partnerships	Consider, when assessing our policies against the socio-economic duty we adopted as a council, rural-proofing our policies to mitigate disproportionate impact on rural communities.	Update: 9 October 2023 The Council will consider how best to incorporate 'rural-proofing' through the refresh of its corporate policy framework that is due to be undertaken in Quarter 4 of 2023/24.	Ongoing
		Executive Director of Finance and Resources	Ask the Combined Authority to include specific training to support and encourage future agricultural, agritech and related employment.	Update: 9 October 2023 The Rural Farms team continues to seek out support for rural farms and agriculture, and is in contact with the CPCA.	Ongoing
		Chief Executive	The Chief Executive to write to the Minister of State at the Department for Environment, Food and Rural Affairs to call for protecting UK food standards under all existing and future free trade agreements, calling for protection of workers' rights in the agricultural sector and expressing concern about labour shortages locally and nationally, calling for a more flexible seasonal worker scheme at a minimum for our agricultural sector.	Update: 9 October 2023 The Chief Executive sent a letter to the Minister of State on 4 September 2023, and the response was circulated to members on 19 September 2023.	Complete
161 b)	Councillor Lorna Dupre	Chief Executive	Write to the Secretary of State for Levelling Up, Housing & Communities to formally endorse the representations of	Update: 9 October 2023	Ongoing

	Infrastructure Levy		the County Councils Network, whilst noting that Cambridgeshire is a 'three-tier' authority.	A letter was sent to the Secretary of State on 20 July 2023, although a response has not yet been received.	
			Offer to join other local authorities in working with the Department for Levelling Up, Housing & Communities to fully explore how Section 106 and the existing Community Infrastructure Levy could be retained, improved and strengthened.	Update: 9 October 2023 The offer to join other local authorities in working with the Government was included in the letter referenced above.	Ongoing
			Urge the Government to carry out further research across different geographies, including different socio-economic areas and areas with different governance structures like Cambridgeshire where a 'three-tier' structure is in place, to demonstrate that the new system will create more affordable homes and bring in at least as much funding as the current system for upper and lower tier authorities.	Update: 9 October 2023 The urge to the government to carry out further research was included in the letter referenced above.	Ongoing
			Provide the CPCA with a copy of the letter for their awareness.	Update: 9 October 2023 The letter referenced above was emailed to the Mayor and Chief Executive of the Combined Authority on 16 August.	Complete

161 c)	Councillor Michael Atkins School Uniform Costs	Director of Education	<p>Write to all school headteachers and governing bodies to:</p> <ul style="list-style-type: none"> - Remind them of the new statutory guidance. - Gather data as to the current impact of uniform policies on families in the county, in particular: <ul style="list-style-type: none"> a. the number of branded items required by the policy, and whether sew-on badges or equivalent are available; b. an estimate of the total cost of a full set of school uniform to attend the school; c. whether the uniform has been changed in the past five years, and if so whether existing pupils were permitted to continue wearing the previous uniform; and d. support offered to families on low income. 	<p>Update: 9 October 2023</p> <p>A letter was sent to schools at the start of October 2023, which outlined the statutory guidance in relation to school uniform. The letter also invited them to respond to a survey on how schools operate their uniform policies. The survey will close at the end of October 2023.</p>	Ongoing
			<p>Analyse the data returned by schools in a report to the Children and Young People Committee -where information is not returned, it may be complemented by a desktop exercise based on public information. The report should highlight examples of best</p>	<p>Update: 9 October 2023</p> <p>It is planned to present the data to the Children and Young People Committee at its meeting in January 2024.</p>	Ongoing

			practice, and be shared with school governors.		
			Ensure that school governors are briefed on the new statutory guidance.	Update: 9 October 2023 Briefings were held with school governors on 28 September 2023 and 3 October 2023, and these included an outline of the statutory requirements for uniform.	Complete
161 d)	Councillor Bryony Goodliffe Access and funding for childcare and early years education	Executive Director for Children, Education and Families	Work with the education unions, early years organisations, Private, Voluntary and Independent providers, schools, and parent organisations to call for a significant increase to funding free hours, no increase in ratios and the funded upskilling of the early years' workforce.	Update: 9 October 2023 The Council has highlighted the sector funding issue in response to the recent Department for Education (DFE) consultation on new entitlements and signposted to the House of Commons Education Committee Report regarding the upskilling of workforce. The Council has flagged the unworkability of current statutory guidance (due to a funding shortfall) in submissions to the Local Government Association and feedback to the government's policy advisor.	Ongoing
			Include in any funding campaign, a need to increase Early Years Foundation Stage (EFYS) inclusion funding and EYFS specific SEND training to support students with SEND in accessing their entitlement to funded hours allowing staff to identify those who may have additional needs and assist in their getting the right help at the right time in the right location.	Update: 9 October 2023 Special Educational Needs and Disability (SEND) funding issues were highlighted in the response to the DFE's consultation. The Early Years service has completed an assessment of the impact of new entitlements on Early Years SEND and started to identify how to modify training to support early identification in younger children with SEND, and how to adapt strategies to support. There is ongoing work to raise awareness of importance of early identification and support.	Ongoing

			<p>Ensure the diversity of every community is catered for and Local Authorities have powers to fully manage the early years and childcare market, supporting the right provider offer in the right place at the right time, recognising that some communities require different models of early years and childcare.</p>	<p>Update: 9 October 2023</p> <p>A working group has been formed to develop a targeted response to workforce shortages, beginning with a focus on recruiting childcare professionals in Northstowe.</p> <p>The Council is continuing to audit providers on their offer, including ensuring appropriate charges are levied. It is planned to use the September 2023 funding uplift to seek a better deal for parents.</p>	Ongoing
			<p>Prioritise funding to support the individual settings to be fully inclusive and ensure that funding for SEND matches growth in the market through an uplift to SEND funding. Identify an early year's complex need funding stream to ensure the needs of our youngest children with complex needs are met.</p>	<p>Update: 9 October 2023</p> <p>The DfE has indicated the likely requirement of special education need including funding (SENIF) for all children accessing funded entitlement with additional needs. This is likely to have a significant impact on locally held funds and will need to be considered alongside funding uplifts.</p> <p>The Council has delayed its review of complex needs funding whilst it awaits the announcement of the DfE's requirements as to how SENIF/complex needs funding is assigned and spent.</p>	Ongoing
			<p>Produce a report to Children & Young People's Committee with specific regard to the new early years policy changes including, funding rates, access, feasibility, staffing, sufficiency, and barriers to quality, and review the potential impacts of this policy with particular focus on the impact of Funded 2's place availability and the current</p>	<p>Update: 9 October 2023</p> <p>A report will be presented to the Children and Young People committee at its meeting on 10 October 2023.</p>	Ongoing

			universal offer with a focus on the county's disadvantaged areas, children, and families.		
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Health and Wellbeing Board / Integrated Care Partnership Annual Report 2022-23

To: County Council

Meeting Date: 17th October 2023

From: Chair of the Health and Wellbeing Board

Outcome: The Health and Wellbeing Board / Integrated Care Partnership presents an annual report to Full Council, outlining the work the board has undertaken throughout the year.

Recommendation: Council is requested to review and comment on the Annual Report of the Health and Wellbeing Board / Integrated Care Partnership for 2022-23.

Officer contact:

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Foreword From Joint Chairs

As Co-Chairs of the Cambridgeshire and Peterborough Health and Wellbeing Board and Integrated Care Partnership, we are delighted to present this first annual report of our work. From the start of our work together, we have been united in our determination to focus on the wider population health of all the communities that we serve. Our concern is to combat inequalities in people's access to and experience of services, put a real emphasis upon the prevention of ill health as well as the treatment of it and recognise the indispensable link between health and care services, as well as the wider health economy and the social and economic development that lies at the heart of our shared ambitions for Cambridgeshire and Peterborough. We have sought to keep those imperatives and the needs of our communities at the front of our minds as we have evolved our partnership during this first phase of our work. It is what lies behind the development of our shared ambitions for 2030 and the four priority areas that we have agreed to pursue. It is also what has underpinned our commitment to try and develop new ways of listening to and working with communities, patients and service users. Both of those activities feature in this report.

Our work, however, is taking place in a really challenging environment. The wider impact of the pandemic as well as sharp rises in the cost of living are impacting significantly on people and their health and their demand for services. The financial climate for public services remains difficult and there are widespread workforce challenges across both health and social care. These factors make it ever more important that we combine our work, across local government, health, the voluntary and community sector, wider public services and with those representing communities, service users and patients, to tackle those complex issues. Our shared focus on the use of the Better Care Fund, described in this report, is an example of how more integrated approaches can help us tackle some of these challenges.

We are trying to ensure that our work is both informed by and informs the wider activity of all the groups represented around the partnership. For example, we identified senior responsible officers from a range of partner organisations to take the lead on one of each of the four Health and Wellbeing Integrated Care Strategy priorities.

There is much to do and many challenges lie ahead. We hope, however, that in reading this report you will see the shared commitment that exists across many partners and sectors to work together, to come together to make a positive difference for communities and individuals across Cambridgeshire and Peterborough. We hope you enjoy reading the report.

Councillor Susan van de Ven (Cambridgeshire County Council)
Councillor Ishfaq Hussain (Peterborough City Council)
John O'Brien (Chair of the Integrated Care Board)

Health and Wellbeing Board and Integrated Care Partnership Annual Report 2022-23

1. Background

1.1 Under the Health and Social Care Act 2012 Upper Tier Local Authorities have a statutory function to have a Health and Wellbeing Board (HWB) as a formal committee of the local authority. Health and Wellbeing Boards have a vital role in promoting greater integration and partnership between bodies from the NHS, public health and local government. They have a statutory duty, with the former clinical commission groups (now the Integrated Care System) to produce a joint strategic needs assessment and a joint health and wellbeing strategy for their local population.

1.2 The landscape for HWBs has changed dramatically with the formation of the Integrated Care System nationally. Consideration was therefore given to how existing arrangements can provide the opportunity to build greater alignment between different system partners locally. Formal joint working relationships between Peterborough City Council and Cambridgeshire County Council were already in place in 2019 and in 2022 the establishment of a Joint Cambridgeshire and Peterborough Health and Wellbeing Board was agreed by both Upper Tier Local Authorities.

1.3 Development and Relationship with the Integrated Care Partnership

The White paper on Integration and Innovation: Working together to improve health and social care (published in 2021) establishes Integrated Care Systems (ICSs) on a statutory footing through both the NHS Integrated Care Board and an Integrated Care Partnership (ICP). Guidance from the DHSC issued in September 2021 made it clear that HWBs cannot act as ICPs because they are separate legal entities however, they may work in alignment allowing for continued focus on the wider determinants of health. It was agreed through the revised Terms of Reference that the Cambridgeshire & Peterborough Health and Wellbeing Board and the Cambridgeshire & Peterborough Integrated Care Partnership would be independent boards with shared agendas, aligned membership and meeting together. This approach reflects a genuine ambition across our local health and care system to develop innovative ways of working together.

2. Development of the Health and Wellbeing Integrated Care Strategy

2.1 The Integrated Care Partnership (ICP) is accountable for the delivery of the Integrated Care Strategy. The Health and Wellbeing Board is required to produce a health and wellbeing strategy. Following a series of workshops in late 2021/22 with system partners a decision was made to use the Health and Wellbeing Strategy to form the basis of the Integrated Care Strategy, namely a Health & Wellbeing Integrated Care Strategy for Cambridgeshire & Peterborough.

2.2 Guidance published by the Department of Health and Social Care (DHSC) in November 2022 states HWBs will need to consider the integrated care strategies when preparing their

own strategy to ensure they are complementary. Conversely, HWBs should be active participants in the development of the Integrated Care Strategy as this may also be useful for HWBs to consider in their development of their strategy. Our local approach to a Joint Health and Wellbeing Integrated Care Board has enabled a strong active participation from a range of organisations that have an interest in the health, care and wellbeing of people and communities across Cambridgeshire and Peterborough.

2.3 Locally, system partners agreed they will have a shared Cambridgeshire and Peterborough Health and Wellbeing Integrated Care Strategy, owned by the whole system, that is based on the needs identified from the Joint Strategic Needs Assessments (JSNAs). The overarching goals and four contributing priorities were identified at development days in late 2021 and early 2022 with system partners, including HWB members, the Combined Authority, Clinical Commissioning Group and other emerging ICP membership. Subsequent events were held with District Council representatives in June and October 2022.

2.4 Work was undertaken with colleagues in the Integrated Care System to join up the engagement around the Health & Wellbeing Strategy priorities (July – Sept 2022) with the process around the wider Let's Talk: Your health and care campaign (Oct – Nov 2022).

2.5 Let's Talk: Your health and Care

Our "let's Talk: Your Health and Care" campaign was launched on 7th October 2022 to inform the content and ambitions of the Health and Wellbeing Integrated Care Strategy. It was the first large scale engagement campaign launched since the ICS was formed on the 1st July 2022. The aim was to reach a wide cross section of our community and to focus on hearing from communities whose voices we hear less often.

2.6 Feedback through the various events and workshops, including district council meetings, resulted in the importance of developing and identifying a shared leadership of the health and wellbeing priority areas. Our HWB priorities were developed during the engagement phase and to demonstrate the value of working at a system level senior responsible officers (SROs) from across the Cambridgeshire and Peterborough system were identified as leading on specific priority areas. Feedback from the various events including the district council workshops resulted in clarity around the ambitions and priority areas.

2.7 The HWB / Integrated Care Partnership identified three ambitions and four priority areas:

Our ambitions for 2030:

1. We will increase the number of years that people spend in good health.
2. We will reduce inequalities and preventable deaths before the age of 75.
3. We will achieve better outcomes for our children.

Priority areas and Senior Responsible Officers (SROs)

- **Priority 1:** Ensure our children are ready to enter education and exit, prepared for the next phase of their lives
SRO: Matthew Winn (CEO) Cambridgeshire Community Services with Jonathan Lewis (Service Director Education) Cambridgeshire County Council and Peterborough City Council

- **Priority 2:** Create an environment to give people the opportunities to be as healthy as they can be.
SRO: Jyoti Atri (Director of Public Health) Cambridgeshire County Council and Peterborough City Council with Louis Kamfer (Deputy CEO) Integrated Care System
- **Priority 3:** Reduce poverty through better employment, skills and better housing.
SRO: Jo Lancaster (MD)* Huntingdonshire District Council and Liz Watts (CEO) South Cambs District Council **with** Fliss Miller Associate Director of Skills, C&P Combined Authority

*Oliver Morley (Interim MD) Huntingdonshire District Council has taken on this role since Feb 2023.

- **Priority 4:** Promote early intervention and prevention measures to improve mental health and wellbeing.
SRO: Vicki Evans (Assistant Chief Constable) Cambridgeshire & Peterborough Constabulary with Stephen Legood, Director of People and Business Development, Cambridgeshire and Peterborough NHS Foundation Trust.

The diversity of leadership across a broad range of organisations is reflective of our Integrated Partnership. It also ensures the strategy development is truly integrated across Cambridgeshire and Peterborough, with shared ownership amongst healthcare and wider sectors. SROs roles and responsibilities were drawn up and each priority was allocated a senior public health lead to support the priority development of action plans.

2.8 HWB Priority Action Plans – Progress

Year 1 has largely been about scoping the priorities. This involved initial work on understanding what was already in place, current needs and areas for development. This work led to the development of plans for each of the priorities with the identification of early wins. The HWB ICP board received action plans from each of the priorities at their meeting in March 2023. The priority groups have now begun to deliver some progress against identified early wins, however more time is needed to deliver against some of our long-term ambitious outcomes. Some examples of achievements to date are provided below.

Priority 1: Ensure our children are ready to enter education and exit, prepared for the next phase of their lives.

Entering Education

- Healthy Start Vitamins are now available in Child and Family Centres, this will support families who are struggling with the cost of living and improve nutritional intake for children in their early years.
- Start for Life offer has been published which sets out the services and support available to families from pregnancy to their child's second birthday [Family Hubs - Start for Life offer - Cambridgeshire County Council](#); [Family Hubs - Start for Life offer - Peterborough City Council \(contensis.cloud\)](#). These will support families in improving health and development outcomes, laying the foundations for a good start to education.
- Procurement is underway for "Community Infant Feeding and Emotional wellbeing

Peer support service”

- A 4-week antenatal education programme “Pathway to Parenting” has been rolled out across all districts and Peterborough.
- In South Cambridgeshire the ‘#Free to Feed’ encouraging breast feeding across all hospitality venues has been established and roll out is underway in East Cambridgeshire and Peterborough.
- In July 23 a website to enable families to find appropriate infant feeding community support in their area is due to launch

Exiting Education

- New School Aged Health Transformation Board is being set up ready for September 2023, the aim of this is to draw together resources in order to improve outcomes for school aged children and prepare them for their onward journey.
- Commissioning with VCSEs for additional preventative programmes has been undertaken e.g. Acorn, Fullscope, Red Hen, Romsey Mill, the Kite Trust and Branching Out.
- Focus of increasing apprenticeships in Anchor Institutions has been included in the Cambridgeshire and Peterborough Joint Forward Plan (Anchor institutes are: Councils, Combined Authority, NHS, Commissioned services)

Priority 2: Create an environment to give people the opportunity to be as healthy as they can be.

The HWB ICP agreed to focus on tackling obesity in the first couple of years of the strategy. It is our ambition to use the opportunity afforded by the Joint Health and Wellbeing Integrated Care Strategy of incorporating ‘systems thinking’ into the approach.

- A delivery group for this work has been established with identified leads for the main areas of delivery e.g. schools, children's services, planners in local authorities and other voluntary services.
- A summit is planned from October / November and will bring evidence from national experts and from our local research along with local leaders and services to plan year 2 activity.
- Procurement is underway for behavioural insights research with the contract award expected at the end of July 2023. This will give us the information we need to shape our interventions to be effective.

Develop Improvements in the internal and external food environment

- Evidence review of environmental factors has been completed along with the school food survey which will be used as part of the local evidence for the summit (see above)

Increasing physical activity in schools

- A new safer street project to promote active travel and no-car zones around schools has been commissioned in Cambridgeshire.
- A schools fund has been established for schools to bid into and secure incentives if

successful with projects to increase physical activity in schools and healthy eating practices

Develop integrated evidence-based interventions for the behavioural and clinical treatment/management of obesity and associated clinical risk factors.

- A Local Enhanced Service specification has been developed for GPs to routinely with patients and identify / manage patients with hypertension and hyperlipidaemia.
- Increased access to weight management services through additional commissioning of adult and childhood weight management services.
- Uptake of adult weight management has increased significantly for 2022-23. For Cambridgeshire 2788 which was 140% of the target and 49% of completers achieved a 5% weight loss (national target is 30%). For Peterborough 851 started on a programme which was 121% of the target and 45% of completers achieved a 5% weight loss.

Priority 3: Reduce poverty through better employment, skills and housing

Reduce Poverty through Housing

- A Housing and Health summit was held in early 2023 with a range of stakeholders resulting in the production of a 2 year action plan.
- To inform the need for key working housing for staff working across the integrated care system (ICS) a key worker housing survey is underway.
- The ICS is working with District and City Councils on NHS infrastructure needs for NHS estates across Cambridgeshire and Peterborough.
- Investigations into digital connectivity is in progress.
- From July/ August 23 a check list for front line workers to identify cold, damp, mouldy homes will be trialled in Cambridge City.

Reduce Poverty through Employment and Health

- Primary care and employers have been consulted regarding the integration of services and their role in the development of a new integrated pathway to employment.
- Across Cambridgeshire and Peterborough mapping of services and hubs has been completed and funding has been secured to pilot an integrated model in two locations using existing hubs.
- Pilots have been progressed in Cambridge City and Fenland using a logic model, engagement with partners a project plan is in place.
- Development of an alternative model to pilot in Peterborough is underway.
- A marketplace event is planned for Autumn 2023 for employers to meet NHS and Local Authority leads to explore workplace models.
- Agreement to develop tools to support Small Medium Employers to adopt process to support and help employees experiencing health and disability.

Priority 4: Promote early intervention and prevention measures to improve mental health and wellbeing.

- A mental health summit was attended in early 2023 with attendance from a range of groups and organisations across our system of care. There was strong representation from the community and voluntary sector organisations working in mental health and wellbeing. The summit began the process of mapping and scoping each of our four-priority themed areas; communications and information, enhancing relationships, motivation and wider mental health determinants.
- Preventative programmes to improve children and young people’s mental health and wellbeing are being expanded e.g. Nessie (support for families of children and young people with mental health issues, self-harm or school avoidance), PSHE (anti-bullying training for primary schools), PEDs (eating disorders training)
- Commissioning with VCSEs for additional preventative programmes has been undertaken e.g. Acorn, Fullscope, Red Hen, Romsey Mill, the Kite Trust and Branching Out.
- Small grant funding programme has been set which funds a range of community activities linking to the four themed workstream areas in the mental health priority. These will help to explore and grow the evidence base for what works and what can be done locally to promote better mental health wellbeing and support children, young people and families.
- Exploring links to ensure that the HWB/ICS mental health prevention priority has recognition and equal positioning within the ABU structures as the other mental health boards. This also includes setting up steering group that will govern the progress of the workstreams.

2.9 The above examples illustrate good progress over the last year in not only producing a joint Health and Wellbeing Integrated Care Strategy for Cambridgeshire and Peterborough but also starting to deliver on the ambitions. More work is required in 2023/24 to agree what measures are appropriate for the HWB Integrated strategy. The Public Health Intelligence team will be working on agreeing targets for improvement over the duration of the strategy.

3. Better Care Fund

3.1 The Better Care Fund (BCF), operating since 2014-15, is the government’s national vehicles for driving health and social care integration integrating health and adult social care. Spanning the NHS and local government the BCF seeks to join up health and care services, so that people can manage their own health and wellbeing and live independently in their communities for as long as possible. It requires integrated care boards (ICBs) and local government to agree a joint plan, owned by health and wellbeing board (HWB). These are joint plans for using pooled budgets to support integration governed by the agreement under section 75 of the NHS Act (2006)

3.2 Adult Social Care Discharge Fund

In September 2022, the Department of Health and Social Care (DHSC) announced its plans for patients committing £500m of funding to support timely and safe discharge from hospital into the community by reducing the number of people delayed in hospital awaiting social

care. The focus on the Adult Social Care Discharge fund is on but not limited to a 'home first' approach and discharge to assess.

In addition to national requirements, Cambridgeshire and Peterborough ICS and the local authorities agreed a set of principles for using the funding as set out below:

- Provide additionality beyond what is already in place.
- Be feasible / deliverable in the short term.
- Deliver sustainable impact, beyond the initial investment.
- Underpinned by data / evidence of need.
- Support system priority areas.
- Enable system to apply learning from previous initiatives.

3.3 Better Care Fund & Adult Social Discharge Fund Outputs

- The Adult Social Care Discharge invested an additional £7m into discharge support over the winter months 2022/23 which included:
 - £1M in the voluntary sector to commission a single point of access for discharge.
 - **Increased staffing capacity** in several areas, including transfer of care teams and brokerage:
 - **Community equipment;** 124 same day orders to support discharges (99% of same day deliveries met)
 - Additional 1,544 hours of broker capacity to place care when people are discharged.
 - Additional 2,454 reablement staffing hours
 - Increase by 6.8% in reablement hours of care delivered in Jan-Mar (compared to previous quarter)
 - **Rapid Incentive Payment:** 5 care home discharges (within 48hrs) and 8 home care discharges (within 24 hours) facilitated with rapid incentive scheme payments.
 - **Spot purchasing of care to support discharges** 24 care home beds and 2,733 spot purchased to support discharges in Peterborough
 - **Additional Patient Transport:** 339 journeys supporting discharge and A&E
- Between January and May 2023 a 22% reduction in numbers of patients with a Length of Stay >14 days post clinically fit date as well as a 21% reduction in stranded patients during the same period.
- The disabled facilities grant resulted in 644 people having a home adaptation and were supported to stay in their own home. (See Case study)
- Development of community and voluntary sector
 - £2m Healthier Future Funds
 - £275k Care Together grant funding distributed.
- BCF 2022/23 funded reablement delivered:
 - In Peterborough – 19,707 care hours were delivered, 29,098 visits made and 731 clients supported. There was no ongoing care for 78.8% of cases
 - In Cambridgeshire – 202,282 care hours were delivered, 345,906 visits made and

5,577 clients supported. There was no ongoing care for 72.57% of cases.

Case Study

Adaptations to Facilitate Discharge from PJ Care Neurological Centre

Mr. B had a right sided brain haemorrhage in March 2019. This had a significant effect on his cognition and since his initial brain injury, his ability to engage further, deteriorated. Mr B is in a minimally aware state. He does not communicate, respond to any auditory or visual stimulus, initiate any activity, or have any active movement. He is considered to have a significant cognitive impairment.

Mr. B is a full-time wheelchair user, is unable to weight bear and is fully hoisted for all transfers. He requires tilt and space seating and shower chair. He was discharged from hospital into PJ Care Neurological Centre, but his mother had secured a 2-bedroom bungalow from Cross Keys Homes and was desperate for him to be at home and cared for by her.

A feasibility visit took place and it was agreed to replace the existing low level shower tray with a level access shower; widen the bathroom doorway and install a sliding door to maximise space within the shower room for his tilt and space shower chair; widen both the living room doorway and bedroom doorway; re-site the radiator in the hall and reduce the size of the meter cupboard to maximise hallway space, install an internal threshold fillet at the front door to improve wheelchair access and install a ceiling track hoist in the bedroom. This work amounted to approximately £10,000 and was funded through the mandatory Disabled Facility Grant.

The application for grant funding was made on the 7th March 2022 and the work was completed on the 7th April 2022. In just 4 weeks, Mr B was able to be cared for at home by his mother in a full wheelchair accessible property. Mr B's mother commented "We want to thank your amazing team. You made a very nice bungalow for J to return home. Your work was done perfectly".

Case study

An 87 year old woman with multiple LTC's recently moved and when contacted as part of the Winter Pressures Project said she would like some support. The personalised conversation about what mattered to her flagged that:

Her new housing better met her physical needs but she was still very lonely and worried about the future

- She was sleeping in her chair at night which raised concerns around her COPD and respiratory compromise
- She had previously refused a wheelchair because she was scared of going out which also meant she had not received her COVID-19 vaccination

Bringing together partners at the Central Health and Wellbeing Hub allowed a different conversation to take place, flagging that:

- while she did not meet the financial thresholds of social care there were other options to support her
- she had not had a COPD review in a while and needed one
- a COVID-19 vaccination was needed but it was recognised that the root cause was that she was fearful of going out and not easily able to access the community which needed to be addressed
- voluntary and community sector partners identified a range of support to help reduce her social isolation and focus on what mattered to her – i.e. mobile library, warden scheme, befriending, and how to support her with accessing the community and
- a personal budget can now be used to provide a wheelchair to help improve her access to the community and support/services

What was different and how we want to work differently:

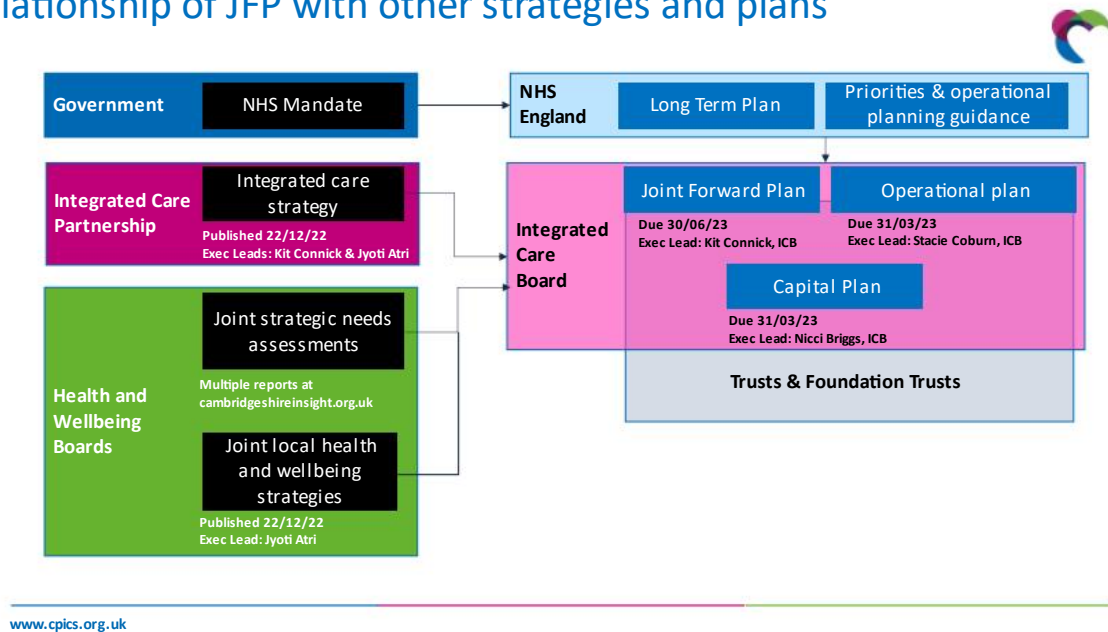
- Facilitating open conversations and focusing on what mattered to the person
- Health, social care and voluntary and community sector professionals came together having a different discussion and identified gaps and opportunities for support that no one organisation could have done alone
- Preventative support could be put in place around LTCs and vaccination and wider health and wellbeing support could be put in place before the point of crisis.

4. Joint Forward Plan (JFP)

- 4.1 The Integrated Care Boards (ICBs) and their partner NHS Trusts and Foundation Trusts are required to prepare a five-year Joint Forward Plan (JFP). Systems have flexibility to determine the scope of their JFP but as a minimum the JFP should describe how the ICB and partner trusts intend to arrange and / or provide NHS services to meet their population's physical and mental health needs. The plan and its delivery sits with the ICB and its partner trusts.
- 4.2 The five year Joint Forward Plan is part of the overall strategic framework within which the ICB operates. It addresses the specific NHS operational priorities as well as contributing to wider system priorities. This means that JFP should outline how the NHS partners will contribute to the delivery of priorities in the Joint Health and Wellbeing Integrated Care Strategies and nationally defined NHS priorities.
- 4.3 The Cambridgeshire & Peterborough Joint Forward Plan was developed with significant engagement of partners across the system. The Joint HWB Integrated Care Partnership had a key role in this engagement and was involved in providing input into the development of the JFP during the past few months. Update reports were received by board members at regular intervals, and it was agreed that an interactive development session would benefit all members. This was held on 6th June 2023 (see Section 6.1) and provided the opportunity to examine the plan and how it related to the HWB Integrated Care Strategy. Following the development session the JFP was signed off with delegated authority to the HWB/ICP chairs on the 6th June 2023. The JFP was formally ratified by the ICB on 30th June.
- 4.4 The complex integrated relationships of the JFP with the Health and Wellbeing Board and

Integrated Care strategies is demonstrated in the diagram below. Our current arrangements for a Joint Health and Wellbeing Integrated Care Partnership have enabled a more integrated approach to developing local strategies and plans.

Relationship of JFP with other strategies and plans



5. Pharmaceutical Needs Assessment (PNA)

5.1 Under Section 128A of the NHS Act 2006 each HWB has a statutory duty to assess the needs for pharmaceutical services in its area and publish a statement of its first assessment and of any revised versions. This statement is referred to as the Pharmaceutical Needs Assessment (PNA).

The PNA is a statutory requirement every three years but in Cambridgeshire and Peterborough like many other places the process was paused during the Covid-19 pandemic. In June 2022 the PNA went out for public consultation for 60 days, seeking the views on whether the public agree that no more pharmacies are needed over the next three years, how often and what times people prefer to access pharmacy services, what services people use pharmacies for and how do people normally travel to pharmacies.

5.2 Outcomes from the Cambridgeshire & Peterborough Pharmaceutical Needs Assessment

The main outcome of the consultation with a range of stakeholders, residents and pharmacy providers was that there was no need for additional pharmacies in Peterborough and Cambridgeshire. With 88% of respondents think pharmacy services are available at convenient opening hours. However, it was concluded that there had been a reduction in opening hours of pharmacies which may lead to reduction in access in future years.

The full report can be found on the link below:

[Joint Cambridgeshire & Peterborough Health & Wellbeing Board/ICP | CPICS Website](#)

Since the PNA was approved by the HWB Integrated Care Partnership there have been some national changes. In January 2023 it was announced that Lloyds pharmacy is to shut down 237 branches within Sainsbury's supermarkets. More recently on the 28th June 2023, Boots has announced that it will close 300 locations in the UK explaining that it plans to consolidate a number of stores in close proximity to each other. Details of locations are currently not available. Therefore we do not know the impact on Cambridgeshire and Peterborough of these closures and this will have to be considered carefully over the next year.

6. Areas Of Development and Future Focus

6.1 As a newly formed joint HWB and Integrated Care Partnership consideration over the last year has been given to ensuring that the members of the board build effective working relationships and work together effectively towards common goals across a single footprint. An initial development session was held in October 2021 to set out this ambition. Member feedback has positively promoted the use of development sessions to facilitate wider understanding of the system issues for board members which have continued alongside formal meetings to build on our work together.

6.2 We have had a number of well attended development sessions which started in 2022 with the wider engagement of our District and City Council colleagues in Cambridgeshire. The first event in May 2022 was part of the initial engagement around the HWB Integrated Care Strategy four priorities. The second event in June 2022 included representation from the ICS accountable business units (ABUs) and focused on the development of the four priority areas in the strategy.

6.3 A number of development sessions have been provided to board members and these included in January 2023 a discussion on universal and targeted approaches to the Health and Wellbeing priorities led by the Director of Public Health. In March colleagues in the ICS provided an online session on the ICB governance strategy and decision making processes.

6.4 Following completion of the HWB ICP Priority action plans a workshop with the SROs, Public Health leads and representatives from the Accountable Business Units (ABUs) was held to examine the areas of crossover themes emerging from the defined four priority action plans. The workshop started the process of ensuring a co-ordinated approach to working with stakeholders across the system.

6.4 Plans for 2023 / 2024

In September 2023 a Joint Strategic Needs Assessment (JSNA) development session is being planned to demonstrate our new web-based interactive approach to an overarching JSNA for Cambridgeshire and Peterborough. This will help us gather insight into what is most useful for business planning and decision making but will also help us shape the further development of the HWB Integrated Care Strategy.

Section 2.9 has described some of the work needed to measure how we know we are making progress and what expected areas of improvement we should start to see in the next few years.

7. Source Documents

7.1 HWB Integrated Care Partnership Key Documents

Joint Health & Wellbeing Integrated Care Strategy

[Joint Health and Wellbeing Integrated Care Strategy - Cambridgeshire County Council](#)

Health and Wellbeing Board agendas and minutes

[Joint Cambridgeshire & Peterborough Health & Wellbeing Board/ICP | CPICS Website](#)

Let's Talk Engagement Campaign

[Let's Talk: Your Health & Care | CPICS Website](#)

Guidance Documents

White Paper on Health and social care integration

[Health and social care integration: joining up care for people, places and populations - GOV.UK \(www.gov.uk\)](#)

Health & Wellbeing Board Guidance

[Health and wellbeing boards: draft guidance for engagement - GOV.UK \(www.gov.uk\)](#)

Better Care Fund

[2022 to 2023 Better Care Fund policy framework - GOV.UK \(www.gov.uk\)](#)

Constitution and Ethics Committee recommendations - Proposed Changes to the Constitution

To: County Council

Date: 17th October 2023

From: Service Director: Legal and Governance and Monitoring Officer

Purpose: To present to Full Council for consideration and approval proposed changes to the Council's Constitution recommended by the Constitution and Ethics Committee.

The current Constitution is on the Council's website at [Constitution](#).

Recommendation: Full Council is asked to approve the following changes to the Constitution, as set out in Section 2 of the report:

- a) Clarification on the consultation process for decisions delegated to officers.
- b) Additional provision for local members participating in committee meetings.
- c) Restrictions on public questions or petitions that have been put in the past six months.
- d) Removal of references to named social media companies.
- e) Amendments to the Terms of Reference for the Assets and Procurement Committee.
- f) Changes to the media protocol.
- g) Authorise the Monitoring Officer to take all steps necessary or incidental to implement the changes to the Constitution detailed in this report.

Officer contact:

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1. Background

- 1.1 The Local Government Act 2000 requires all local authorities to have a constitution that covers standing orders, delegation processes and a code of conduct for councillors. Changes to the Council's Constitution are considered by the Constitution and Ethics Committee before being recommended to Full Council for approval.
- 1.2 In order that the Constitution remains updated, the Constitution and Ethics Committee previously agreed to an annual review, which has resulted in the proposed changes set out in Section 2 of this report.

2. Constitutional Changes

- 2.1 The Constitution and Ethics Committee, at its meeting on 13 September 2023, considered and recommended to Council the changes set out below, following the annual review of the constitution.

Consultation for delegated decisions

- 2.2 Chapter 3D (Scheme of Delegation to Officers) of the constitution states that where an officer takes a decision under delegated authority on a matter which has significant policy, service or operational implications or is known to be politically sensitive, the officer shall first consult with the appropriate committee chair and vice-chair before exercising the delegated powers.
- 2.3 The absence of either the chair or vice-chair could result in a delay to such a decision being made. It is therefore proposed to amend paragraph 6.1 of the Scheme of Delegation as follows (addition in bold):

- 6.1 Where an officer takes a decision under delegated authority on a matter which has significant policy, service or operational implications or is known to be politically sensitive, the officer shall first consult with the appropriate committee chair and vice-chair before exercising the delegated powers. **In either Member's absence, consultation with either the chair or vice-chair will be sufficient.**

Attendance of other county councillors at committee meetings

- 2.4 Section 22 of Chapter 4-4 (Procedure Rules for Committee and Sub-Committee Meetings) of the constitution sets out Members' rights to attend committee meetings when they are not a member of the committee as follows:

22. Attendance of Other County Councillors

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

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

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

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

- 2.5 Contributions from local members can add value to a committee's consideration of a matter, and on occasions when local members have previously been unable to attend a committee meeting to speak on such issues, chairs have used their discretion with the consent of the meeting to allow written statements from local members to be read out. The following addition is proposed for inclusion in Section 22 of the committee procedure rules:

If a county councillor is unable to attend a committee meeting to speak on a matter affecting their electoral division or its inhabitants, a written statement may be read out on their behalf by another member of the committee.

Public questions or petitions in the past six months

- 2.6 To avoid repetition of questions and answers at Full Council or committee meetings, public questions and petitions are currently not allowed if they are substantially the same as a question or petition that has been put to Full Council (in the case of Full Council) or a committee (in the case of committees) in the past six months. However, there is no restriction on questions or petitions being put if they have been put to Full Council (in the case of a committee) or a committee (in the case of Full Council).

- 2.7 It is proposed to amend Section 9.3 of Chapter 4.1 (Council Procedure Rules) as follows (addition in bold):

A question which is substantially the same as a question which has been put at a meeting of the Council **or one of its committees** in the past six months will not be allowed.

- 2.8 It is proposed to amend Section 9.4 of the Council Procedure Rules as follows (removal in strikethrough, addition in bold):

Petitions will not normally be considered within six months of another petition on the same matter having been considered by ~~a committee~~ of the Council **or one of its committees**.

- 2.9 It is proposed to amend Section 9.1 of Chapter 4-4 (Procedure Rules for Committee and Sub-Committee Meetings) as follows (additions in bold):

Permission to speak may be refused if the anticipated contribution:

- (a) Is not relevant to the agenda items of the meeting;
- (b) Is substantially the same as a question which has been put at a meeting of **the Council**, a committee, or **a** sub-committee in the past six months;

Social Media Channels

- 2.10 Section 20 of Chapter 4-1 (Council Procedure Rules) and Section 21 of Chapter 4-4 (Procedure Rules for Committee and Sub-Committee Meetings) emphasise the

Council's support for the principle of transparency, including the use of social networking and micro-blogging websites to communicate with people about what is happening, as it happens during meetings. Examples of such social media channels are then listed, and following the change of name of one of these companies it is proposed to remove references to specific companies in order to future-proof the constitution.

- 2.11 It is therefore proposed to amend the identical sections in Chapter 4-1 and 4-4 as follows (removal in strikethrough):

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

Terms of Reference for the Assets and Procurement Committee

- 2.12 The summary of functions listed in Chapter 3B-13 (Assets and Procurement Committee), states that the committee has delegated authority to take decisions or delegate decisions around contract award / land and property decisions where the value exceeds £175k. This figure reflects the Council's financial limit for revenue virement, when it should actually reflect the key decision threshold and other property thresholds across the constitution, which is £500k.
- 2.13 The reference in this delegated authority to decisions around contract award is also not in line with the Council's process of seeking approval from committees only to commence procurement, with the award and execution of contracts usually delegated to a relevant officer.
- 2.14 It is therefore proposed to amend function (c) as follows (removals in strikethrough, additions in bold):

(c) Take decisions or delegate decisions around ~~contract award~~ **procurement** / land and property decisions where the value exceeds ~~£175k~~ **£500k**.

Media Protocol

- 2.15 A planned two-year review of the media protocol has been undertaken by the Head of Communications and the Service Director of Legal and Governance, in consultation with Group leaders. While the main elements of the protocol remain unchanged, some revisions are proposed to improve the way the Council manages its communications operation, to update where technological advances have rendered earlier points obsolete, to provide greater clarity and support for Members relating to communications activities, and to ensure the Council fully meets the guidance of the Code of Recommended Practice on Local Authority Publicity.
- 2.16 The main proposed changes, set out fully in Appendix 1 to this report, include:
- (i) Comments on national issues which relate to the Council's operation or services will set out the local authority's views and reasons for holding those views, but should avoid anything likely to be perceived by readers as constituting a political statement,

- (ii) Officers will clear all external communications from a technical point of view, but Members will continue to approve any direct quotes / be advised of highly sensitive issues,
- (iii) Members should advise the communications team of any media approaches, in order to ensure consistency and accuracy of response as well as to ensure that they remain within the Member Code of Conduct requirements,
- (iv) An agreed protocol for dealing with shared media activities with the Combined Authority.

3. Source documents

3.1 [The Council's Constitution](#)

3.2 [Constitution and Ethics Committee - 13 September 2023](#)

Principles and Protocols for Proactive Communications with Media and Social Media Outlets

1. Background and Introduction

- 1.1 Cambridgeshire County Council is committed to effective communications so that citizens of the County are well informed about the services that affect their lives every day and how these services are organised, led and developed. The local media, both traditional and increasingly well-followed social media platforms, play a valuable role in Cambridgeshire life, as they have the ability to reach large numbers of local residents.
- 1.2 The Council's Communications team aims to provide an efficient and timely response to media enquiries and raise the positive public profile of the authority by actively promoting accurate and balanced coverage of its work and activities.
- 1.3 The proactive communications and marketing of the authority is led by the Head of Communications and Information, working with a team of senior communications managers responsible for overseeing News and External Affairs, Campaigns and Projects, Web and digital, and Internal Communications.
- 1.4 To manage the demands of a 24-hour rolling news agenda, the Council's news desk is available from 9:00am to 5:00pm every working day, but provides an on-call emergency communications service for the media, senior officers and Members at other times.
- 1.5 The Communications team will maintain a rolling, forward grid of media and campaign opportunities which are reviewed on a regular basis and are able to be adapted at short notice. This will be based on suggestions from across all service areas and committees linked to the Council's priority outcomes.
- 1.6 ~~It is recognised that the authority wants to speak on issues of relevance in its community leadership role on behalf of the people of Cambridgeshire, and where national issues or developments in other organisations arise on which the authority has relevant knowledge and experience.~~ **Local authorities should ensure that publicity relating to policies and proposals from central government is balanced and factually accurate. Such publicity may set out the local authority's views and reasons for holding those views but should avoid anything likely to be perceived by readers as constituting a political statement, or being a commentary on contentious areas of public policy.** It is the role of senior officers, as well as the Communications team where possible, to maintain an awareness of forthcoming potential external developments which have relevance to the Council's operations or priority outcomes (e.g. the publication of research reports and national Government announcements), and to ensure the authority is ready to react in advance or is able to respond as quickly as possible.

2. The Legal Framework

2.1 The unit operates within the terms and spirit of a legal framework set out in the Local Government Act 1986, which states that:

A local authority shall not publish any material which in whole, or in part, appears to be designed to affect public support for a political party.

2.2 The Act defines publicity as:

any communication, in whatever form, addressed to the public at large or to a section of the public.

2.3 The unit operates within the national Code of Recommended Practice on Local Authority Publicity, first published by the Government in August 1988 and revised in 2001 and 2011. The revised code states that publicity issued by local authorities should be lawful, cost effective, objective, even-handed, appropriate, have regard to equality and diversity and be issued with care during periods of heightened sensitivity.

2.4 In the event of any potential conflict, the Monitoring Officer will be involved.

3. Principles

A number of fundamental principles underpin the work of the Communications team.

3.1 No surprises / Members first

3.1.1 All Members quoted or named on a release (e.g. Leader or Deputy Leader of the Council, Committee Chairs, opposition Spokes, Local Members, etc.), will be sent news releases, statements or responses before they are sent to the media, so that they have time to digest and consider the issue prior to them responding to any follow-up media enquiry.

3.1.2 For the majority of news releases, the team aims to give named Members 12 – 24 hours' notice of the issue of a release, on the understanding that these are not shared in advance of publication time.

3.1.3 Where this is not possible, on urgent news items linked to serious issues, releases will still be sent to Members a minimum of 30 minutes before they are issued to the media, and a communications officer will ~~telephone~~ **contact** the relevant Member(s) **in the most appropriate way** to check receipt.

3.1.4 All other Members will be sent links to news releases at the same time that they are issued to the media. Every attempt will be made to make sure Members should not hear critical Council information first from other sources.

- 3.1.5 It is recognised that the urgency of dealing with news stories at short notice will sometimes require telephone contact and out-of-hours contact to ensure a timely response. In order to ensure due respect for Members and officers involved, account will be taken to the level of seriousness of the story and the potential impact of the communication.
- 3.2 Members actively involved
- 3.2.1 The content of all ~~principal~~ news releases **relating to strategic issues or changes to Council policy** will be shared and developed in draft stages with the Leader and/or appropriate Committee Chair.
- 3.3 Staff informed
- 3.3.1 Media releases will be agreed with the lead officer or service director and approved by them prior to release. Staff should not learn of changes to their services or employment from the media, and so information about such changes will be shared with them in advance of, or at the same time as media issue. The Council's news releases will also be posted on the internet as soon as they are published.
- 3.4 Honest
- 3.4.1 The team will never knowingly mislead the media on a story or issue. Communications staff are in a long-term relationship with the local media in particular and they must trust the team's counsel and respect its honesty of approach.
- 3.5 Accessible and timely
- 3.5.1 Staff are firm, friendly but polite in dealings with the media, always ensure contact numbers are accurate and appropriate, and return calls efficiently to recognise competing pressures on deadlines. The timeliness of the response rate to media enquiries is recorded and a media officer is available to the media (and key departmental and political contacts) on a 24-hour basis, seven days a week.
- 3.6 Fair
- 3.6.1 The Team does not routinely favour one media source over another. Where appropriate, staff will identify the relative importance of media sources and be able to clearly justify any strategy that promotes one over another. Where concerns are raised about the impartiality of a particular media source, these will be raised with the media outlet concerned initially, and if unresolved, advice will be sought from the Chief Executive and the Monitoring Officer.
- 3.7 Prompt and courteous rebuttal

- 3.7.1 Where there is a threat that inaccurate stories could damage the reputation of the Council, the Communications team will challenge the story at source, rather than waiting for it to be published. If inaccurate and damaging stories are published, the team will contact the source concerned and seek redress.
4. Work with Meedia
- 4.1 General
- 4.1.1 One of the most important aspects of dealing with and managing the media is being able to provide a prompt response to a query, question or interview request. The sooner the Council can respond and involve itself in the story, the greater the chance it has to influence it. This is especially important where the Council's reputation might be affected.
- 4.1.2 The team also wishes to influence the news agenda proactively by offering people for interview or providing case studies to illustrate topical issues.
- 4.1.3 The team will use links with departments and Council committees, as well as the forward plan to identify opportunities in advance, but still want/have to exploit on-the-day stories, particularly when there is breaking news or developing stories.
- 4.2 Answering media enquiries
- 4.2.1 The team will answer relevant media enquiries as soon as possible, especially as stories are now posted online quickly. If an issue does not involve the Council, or the Council has no comment to make, the reporter will be advised promptly. If the Communications team believes that a deadline is too tight, it will negotiate an extension if it can. Members and officers are encouraged to respond to the Communications unit as quickly as possible, as missing deadlines and being 'unavailable for comment' can harm the Council's reputation.
- 4.2.3 The team will not respond to media outlets posting questions to the Council on social media platforms, but will direct them to make their enquiries through the normal communications route (in or out of hours), where both the questions and answers can be logged and monitored, and appropriate Member or senior officer approval can be sought **oversight can be obtained**.
- 4.3 Approach to aggressive enquiries
- 4.3.1 The Communications team will answer journalists' enquiries courteously and will expect this to be reciprocated. However, if journalists are aggressive or rude, the team reserves the right to politely end a phone conversation and request that the enquiry is made by email.
- 4.4 Use of Freedom of Information requests (FOIs)

- 4.4.1 The team will encourage the media to submit enquiries, rather than FOIs, and remind them that FOIs are answered within a formal timescale, which can be slower than submitting an enquiry through the usual communications route. **All FOIs from media outlets or concerning contentious issues** will be sent to the Communications team's leads for FOI enquiries, who will sense check proposed responses, ~~especially those to requests submitted by the media,~~ and prepare statements where necessary. The team works with the FOI team and departments to reduce the number of FOI requests by encouraging the proactive publication of key information to regular schedules.
- 4.5 Press releases
- 4.5.1 The team will email press releases to all relevant local, regional and national media contacts and will update the distribution list when it becomes aware of new outlets or journalists. It will ~~also post releases online on the day of publication and, for most,~~ will also post links to the story on the most appropriate social media channels ~~(such as the Council's Facebook, Twitter, Instagram or TikTok sites).~~
- 4.6 Briefings
- 4.6.1 The team will always attempt to accommodate journalists' requests for briefings with key Members or officers, provided there are no issues around confidentiality or sensitivity. Briefings can add important context and detail to stories, helping to achieve a more balanced result for the Council.
- 4.7 Council meetings
- 4.7.1 The Communications Team will work closely with departments in the development of relevant committee papers, and even if this is not required, departments will pass reports to main committees through the key Communications contacts for information as early as possible to reduce the risk that there will be insufficient time to prepare proactive communications or context around sensitive information. ~~The team will seek to ensure a relevant Communications officer will participate in Chair/Vice Chair pre-meetings with officers prior to all service committee meetings, to identify relevant issues for media releases and for use on social media channels.~~
- 4.7.2 The media and public are free to film, record or photograph Council meetings, provided that they do not disrupt proceedings. The team encourages broadcasters, as a courtesy, to inform the communications unit in advance of any meetings they intend to record or film, due to the size of their equipment, so that it can suggest which part of the room they can film from. ~~Full Council meetings are broadcast live and the ambition is for more meetings to be live streamed, and the communications unit will publicise these broadcast meetings on the Council's YouTube channel.~~ **All Full Council and committee meetings held at the New Shire Hall offices are broadcast live and stored on the Council's YouTube channel.**

4.8 Campaigns/Consultations

4.8.1 The team will work with departments and Council committees to develop an annual campaigns and communications service plan to market and promote the Council's key objectives. It will also provide communications support to consultation and engagement related to major Council projects. These activities will use market segmentation to reach the most appropriate audiences and will be based on Citizen First: Digital First principles wherever possible.

4.9 Strategic issues

4.9.1 It is recognised that the Council faces a number of strategic issues across the authority as a whole, and the Communications team will maintain regular consultation with the administration to ensure that these are fully integrated in the communications strategy on a continuing basis.

5. Organisation

Information from the Council is organised in the following distinct ways.

5.1 News Releases

5.1.1 News releases deal with substantial news matters that the Council wants to promote, publicise or explain. They will often arise from items being raised or considered by Members, Member decisions, important visits, and matters of policy, or a wide range of external matters. These will always carry contacts for comment from all groups represented on committees in order of Member responsibility (Chair, Vice-Chair, other administration Spokes, opposition Spokes).

5.1.2 The Council's releases are targeted to the most relevant media outlets covering the geographical area or specialism, or to the channel most appropriate to the audience. The team will avoid issuing releases to all media outlets regardless of content, as this form of blanket issue leads to loss of credibility.

5.2 Public Information Notices

5.2.1 Public information notices provide important, factual information about normal day-to-day activities of the Council and are both issued to the media proactively and published on the Council's website to share advice and provide data. They include matters such as road works and closures, minor emergencies (such as the temporary closure of offices, schools or other premises to which the public normally have access), and basic event information. These will carry officer or communications contacts only.

5.3 News Statements

- 5.3.1 Written statements are principally used in respect of sensitive issues to be sure that the Council's position cannot be open to possible misinterpretation or misrepresentation. These will carry communications contacts only.
- 5.4 Reactive Comments
- 5.4.1 On reactive communications, the team still works on the principle of 'no surprises' but will also look to be proportionate. Therefore, if approached for comment on a significant issue affecting the Council it will liaise with the most appropriate officer to develop the answer and ~~seek comment or approval~~ **highlight to relevant members. Approval will only be sought on the most politically sensitive issues** from the most appropriate Councillor (usually the Leader or Deputy Leader, or the most appropriate Committee Chair/Vice-Chair).
- 5.4.2 Reactive statements will not usually be circulated to all Members, but where a written response is made linked to a significant issue or to Council policy it will be sent to Committee Chairs/Vice-Chairs, opposition Spokes or Local Member(s) where appropriate.
- 5.4.3 If the team is approached for comment on an ongoing issue where previous statements have been approved, or on a purely operational matter (dates, times, confirmation of issues, confirmation of responsibilities, follow up on proactive media releases or campaigns, etc.), it will not usually involve Members.
- 5.5 Campaigns
- 5.5.1 Behaviour change is one of the primary functions of local government communications, helping to improve the quality of life for Cambridgeshire people, and helping the Council to deliver its services or to run more effectively, as well as save taxpayer's money.
- 5.5.2 The Communications team will develop an annual plan of proactive campaigns to support the Council delivering its ambitions through behavioural change campaigns, which it will support in detail. These will be agreed with the appropriate service department and committee Chair/Vice-Chair, or the Leader/Deputy Leader of the Council and the Chief Executive.
- 5.5.3 These campaigns will be based on behavioural science insight and will be appropriately resourced, targeted and monitored. In order to run these successfully, they will be limited to areas of greatest priority for the Council. They may be constant (e.g. fostering or social work recruitment), annual (e.g. vaccination uptake), or related to specific issues (e.g. publicising the census or elections).
- 5.5.4 Other campaigns throughout the year may be supported by the team in a 'light touch' manner (e.g. retweeting/sharing materials on the Council's social media platforms from organisations whose aims support those of the Council, or highlighting these campaigns to Council staff and stakeholders through internal routes).

- 5.5.5 The Leader, Deputy Leader, Committee Chairs or Vice-Chairs will act as the lead spokes for any campaign launch, or will be quoted in campaign review materials. Professional comment (e.g. around the specific need for more foster carers) may come from the lead officer.
- 5.6 Political quotes and named media contacts
- 5.6.1 Any quotes on matters relating to the development of Council policies will always come from the Leader or Deputy Leader of the Council ~~on a 2:1 ratio basis across the year~~, or the most appropriate Committee Chair / Vice-Chair. This principle will also apply to any letters written for publication.
- 5.6.2 Where appropriate, quotes from other members will be included in a news release. This may be the Chair of the Council on civic matters, or the Leader / Deputy Leader of the Council on matters which relate to the leadership of the Council, but will most often be the Chair or Vice-Chair of the relevant committee with responsibility for the area concerned.
- 5.6.3 Where a news release specifically relates to an issue affecting a particular area or geographical division, the Communications unit will advise the Local Member(s) early, their contact details will be added to the release, beneath those of the political leads, and they will be sent the release prior to or simultaneously with distribution to the local media.
- 5.6.4 Where the release is non-controversial, and concerns a local issue that a Local Member is particularly connected or involved with, they may be invited to include a quote in addition to, but not supersede, a quote from the Committee Chair.
- 5.6.5 **All Senior officers will approve the technical content of the release, but any quotes should be cleared with the named person before use.**
- 5.6.6 In the event of situations where an appropriate Member's quote is needed and the Member is unavailable, the appropriate Group Leader will be contacted for clearance. Officers will not normally approve Members' quotes except where a time constraint makes this inevitable, in which case at least one member of the Council's Corporate Leadership Team (CLT), in addition to the Communications team, must approve the quote.
- 5.6.7 In all cases, the names and contact details for the Spokes of all political groups on the committee will be included on press releases, in order of committee responsibility (Chair, Vice-Chair, other administration Spokes, opposition Spokes).
- 5.6.8 The relevant departmental/officer contact will also be included, followed by that of the Communications team's main number and out of hours contacts.

- 5.6.9 The Chair of the Council (and in their absence, the Vice-Chair) has an important part to play in ceremonial events carried out on behalf of the Council. Their activities will be published and publicised as appropriate.
- 5.6.10 Officers will respond to media requests for interviews/information on matters involving the giving of background technical or practical operational information, non-policy matters, matters involving the implementation of policies or matters of professional responsibility. Officers can be used as lead spokes when the Council's reputation can be enhanced by use of an expert, such as the Director of Public Health talking about health issues.
- 5.6.11 In both cases above, ~~approval will be sought in advance from the~~ **Communications team will make** the appropriate Chair/Vice-Chair **aware**, ~~or where there are urgent requests or in an emergency situation from the Chief Executive or the appropriate member of CLT.~~
- 5.7 Speaking on behalf of the Council
- 5.7.1 Officers who are directly approached by a member of the media for a comment on Council activities should not answer questions themselves. The journalist should be referred to the Communications team, which will manage the response and gain political sign off where appropriate.
- 5.7.2 Councillors who are directly approached by a member of the media ~~may wish to~~ **should** refer the enquiry on to the Communications team, ~~or make use of the guidance contained in this protocol to answer the enquiry themselves~~ **alternatively highlight the approach to the team before they answer to discuss their response. This will enable support to be given around providing accurate and up to date information, and will guard them against breaching any ongoing proceedings.** ~~It is helpful, if~~ **If they plan to answer directly, for them to they should make use of the guidance contained in this protocol about ensuring accuracy, confidentiality constraints, logging and recording both the approach and their answer. They should then** advise the Communications unit **at the earliest opportunity** in case of media follow-up, **to ensure consistency in providing answers to other media outlets.**
- 5.7.3 Officers and Councillors who have contact with the media in a personal capacity or as members of non-Council related organisations must not refer to their Council posts and must make it clear to the journalist concerned that they are speaking in a personal capacity or on behalf of the non-Council related organisation.
- 5.7.4 Trade union officers, who are employees of the Council and who have contact with the media in their trade union or political capacity, must make clear that they are speaking as a union or political group representative.
- 5.8 Social Media

A social media protocol, which is published on the Council's website, sets out the Council's general approach to the use of social media channels.

- 5.8.1 The Council will use the most appropriate social media channels, including ~~Twitter, Facebook, YouTube, Instagram, LinkedIn and Whatsapp~~ to promote its news or key campaign messages, in addition to conventional media. The Communications unit is responsible for the Council's main channels and has the discretion to write and post material without clearance, provided it is in line with the social media protocol, based on an approved approach around a subject and the Council's key messages.
 - 5.8.2 The team would remind staff and Members who use social media that reporters and the public will view their posts and use them in stories. The team would encourage them (and provide training where necessary), to ensure that their social media activity could not be used to damage the reputation of the Council.
 - 5.8.3 It is recognised that there is a rapidly changing media landscape whereby most people receive their news through social media and where the best impact is made through speed of response. The Communications team will seek to identify potential issues and stories in advance where possible, to enable social media posts in real time where possible, but reflecting the requirements of this protocol.
6. Protocols
- 6.1 Issuing of agendas
 - 6.1.1 All committee papers will be made available to the media a minimum of five working days before the meeting concerned and posted on the internet by Democratic Services.
 - 6.2 Media attendance at meetings
 - 6.2.1 Members of the media must be provided with any additional papers which may have been issued on the day.
 - 6.3 Motions and questions
 - 6.3.1 Motions and questions from individual Councillors shown on the agenda will not be publicised through Council news releases in the interests of fairness.
 - 6.4 Reporting debates
 - 6.4.1 If a member of the media has not attended a meeting and wants to find out what was said during a debate at a meeting that wasn't broadcast, officers will direct them to the appropriate Committee Chair directly and offer to provide opposition contacts. Staff from the Communications team will report back to the media on any decision/recommendation reached.

- 6.4.2 Journalists are free to tweet or post from Council meetings and members of the Communications unit will only tweet factual decisions made by committees and Full Council depending on the newsworthiness of the issue being debated.
- 6.4.3 Live broadcasting from Council meetings is permitted and the Council itself live streams ~~the all~~ Full Council **and committee** meetings on its YouTube channel, which the Communications Team will publicise.
- 6.5 Embargoes
- 6.5.1 Embargoes should be used sparingly. This would most typically be when a news release is linked to a launch event; when an issue of confidentiality requires it; or when a third party requires it (e.g. the announcement of an award or additional funding).
- 6.5.2 Embargoes are not legally enforceable and are adhered to by general local agreement.
- 6.6 Communications during the pre-election period
- 6.6.1 The Council follows the guidelines set out in the Code of Recommended Practice on Local Government Publicity, which states:
- The period between the notice of election and the election itself, publicity relating to individuals involved directly in the election should not be published by local authorities during this period unless expressly authorised by or under statute.
- 6.6.2 No Councillors will be quoted in any releases during the period outlined above when the Council itself is holding an election or if they are involved in elections for other authorities.
- 6.6.3 Wider publicity initiatives also need to be considered carefully during this period. The Code states that:
- Local authorities should not publish any publicity on controversial issues or report views or proposals in such a way that that identifies them with any Members or groups of Members.
- 6.6.4 Any prospective candidates (parliamentary, county and district) requesting visits to Council premises must always be treated equally. Council staff should not be included in any photographs that candidates might arrange, to avoid any impression of one party being favoured over another. Council offices should not be used to host political events during this time, unless these premises are available for general hire.
- 6.6.5 Further guidance to officers and members is available from the Council's document on Election Guidance agreed with Chief Officers and Group Leaders before the May 2021 elections.

6.7 Letters for Publication

- 6.7.1 The Communications team will, in consultation with the appropriate service director or Committee Chair, consider drafting replies to letters and articles about the Council or its services that appear in the printed or online media and help draw up letters for publication, if appropriate. In such cases, the Committee Chair concerned will sign the letter or agree who else is best to respond.
- 6.7.2 Group Leaders will consider and deal with any response to letters or comments which are clearly political in nature and, while the Communications team may flag these to the relevant group, they will not be involved in the drawing up or issuing of any response.
- 6.7.3 The Council's Officers' Code of Conduct states that all contact with the media should be conducted through, or in consultation with, the Communications team. If an employee wishes to write to a newspaper in their position as a Council employee, they must first obtain permission from their senior manager or Head of Service.

6.8 Dealing with Confidential Items

- 6.8.1 Under the Local Government Act 2007, a written record of all key decisions and other executive decisions made by the Council must be made publicly available 'as soon as practicable' after the meeting, even if the decision has been taken as an exempt item. This could be when the minutes of the meeting are available, but could equally be much sooner after the decision has been taken.
- 6.8.2 The Communications team will always seek to give the outcome of an issue taken in confidential session, unless there are over-riding reasons not to do so, such as the handling of personal and sensitive issues affecting staff or clients, or financial and commercial issues.
- 6.8.3 In these circumstances, officers should liaise with the department concerned before deciding the best course of action to follow and clear the approach with the Monitoring Officer and Chair of the relevant committee.

6.9 Emergency Communications

- 6.9.1 The Council has a statutory duty under the Civil Contingencies Act 2004 to warn and inform local people in emergency situations to help minimise risk and harm.
- 6.9.2 The Communications team is a member of the Cambridgeshire and Peterborough Warn and Inform Communications subgroup.
- 6.9.3 In emergency circumstances, the normal media approvals process may not apply. The Communications Team Leader will approve media activity in consultation with the Chief Executive or relevant 'gold' or 'silver' command.

6.10 Media / Social Media Training

- 6.10.1 In an organisation comprising 61 elected Members and approximately 4,000 employees it would be impossible and impractical for all communications from or about the Council to be produced and issued by the Communications team.
- 6.10.2 While all high profile and sensitive communications, or those most closely supporting the Council's objectives, will be led and developed by the team, part of its role will be supporting elected Members and Council staff who have responsibility to be good communicators as part of their role.
- 6.10.3 The Communications team will provide training to Councillors and staff which encourages a positive relationship in communicating with their communities and the media, and provides information on the best ways to get their information across.
- 6.11 Fostering and Adoption
- 6.11.1 Any media requests relating to filming/imagery of children in care requires director sign off. In no case will the Council allow external media interviews or any filming of any child in care who is under the age of 18 – although the internal team may develop case studies following interviews, using anonymised quotes.
- 6.11.2 In all cases with either partner videos or media interviews, foster carers must give their consent to be involved in the media/video case study process, and be clearly informed where any materials are going to be used and for how long.
- 6.11.3 The supporting Social Worker for that foster carer must also be informed and then a briefing must take place before any planned media activity.
- 6.11.4 A signed consent form will also be completed detailing all of this information, by external parties who work on the Council's behalf and by the Council.
7. Communication on Partnership Issues or Projects
- 7.1 Partnership working is a common feature of the Council's activities. It works closely with many public sector partners, in particular Peterborough City Council, the Cambridgeshire and Peterborough Clinical Commissioning Group **Integrated Care Board** and other local statutory bodies.
- 7.2 It remains the independent decision of the Council to take part or not to take part in joint communications and all partners should be informed in advance that the authority's agreement should be carefully sought and obtained in relation to any joint communications.
- 7.3 Where joint releases are issued (for instance around a joint response to the ~~Covid-19 pandemic~~ **a public health issue affecting the area**, or joint funding announcements from the Government), the team will use jointly branded communications headed paper and agree at the outset who the lead spokes will be. Where this is a project with another local government partner, it is likely to

involve quotes from the lead spokesperson for each authority. Media approaches for interview will be directed to the most appropriate place or spokes.

- 7.4 Communications protocols must be established with private sector contractors at the outset of major contracts, and this will be the responsibility of the lead department/officer involved in the contract, but should be overseen by the Communications department.
- 7.5 The protocols (template available) will set out responsibilities for which organisation takes the communications lead, frequency and type of communications, sign off and key spokespeople.

The template will, ensure that:

- The Council's role or contribution is identified appropriately and information to media or local residents includes quotes from named Council Members or officers.
- The Council logo is included with others on any documentation.
- The text of information is shared in draft stages between partners and approved by the relevant communications leads prior to distribution.
- The method, manner and timing of distribution are also agreed in advance by the relevant communications leads.
- Depending on the size of the project or partnership, the relevant Council committee Chair will be consulted as usual but may not be quoted where it is agreed that the Council is not the lead agency and in the interests of producing succinct media releases.
- Wherever possible, news releases should be issued on joint paper, with contact details for each organisation.

8. Greater Cambridge Partnership (GCP)

8.1 Where the GCP is concerned, agreed communication protocols are already in place, as agreed by the GCP Executive Board on which all partners are represented.

8.2 The key elements are as follows:

- Pro-active communications will, as far as possible, be planned and devised in consultation with the relevant partner agency/ies, via the subject experts (usually an officer) or, in the event of unavailability, through the communications lead.
- Requests for information and/or comments to Members/officers will clearly state the deadline for a response.

- Pro-active and re-active statements will, as far as possible, be seen and approved by the GCP Executive Board Chairperson/Vice-Chairperson who will act as talking heads.

8.3 Inevitably, to maximise an opportunity or to avoid a communications vacuum, there will be occasions when a statement or response needs to be issued dynamically or swiftly to a deadline. It is recognised that, on such occasions, the GCP Programme Director, Communications Manager and/or partners' communications leads will have authority to speak on behalf of the GCP, in good faith, and adhering to the communications principles set out in their strategy, ensuring the GCP Executive Board Chairperson/Vice-Chairperson and relevant officers are kept informed.

8.4 On occasion, it will be relevant for the lead agency to issue a communication which is linked to the GCP programme. In this event, the agency should liaise with the GCP Communications Manager / Programme Director prior to publication.

9. Cambridgeshire and Peterborough Combined Authority

9.1 ~~Collaboration on a case-by-case basis on any specific activity until a formal communications protocol is established.~~ **The Council works closely with the Combined Authority in a number of ways, both as a partner organisation involved in the overarching development of public services for people in Cambridgeshire, including transport, education and skills and economic development, and also through being commissioned to deliver specific projects to make infrastructure improvements funded by the Combined Authority.**

9.2 **Both organisations will work on the basis of 'no surprises' on communications issues that affect them both, sharing approaches from media outlets and proposed responses in advance.**

9.3 **Pro-active communications for projects funded by the Combined Authority, but delivered by the Council, will be planned and devised in consultation between the two authorities via a communications plan which will identify such things as agreed key messages, use of spokespeople, and which organisation will take the lead on issuing statements, putting forward members or officers to be quoted/used for interviews.**

- **Communications plans for funded projects will also clearly identify the communications involvement of any external contractors, who will not issue independent communications on projects without the approval of the lead authority's communications team.**
- **Spokespeople on projects undertaken by the Council on behalf of the Combined Authority will largely be the chair (or vice-chair in their absence) of the relevant committee, unless previously agreed.**

- **Pro-active and re-active statements on projects will, as far as possible, be seen and any relevant quotes approved for the Council by the chair, or the vice-chair in their absence, of the relevant committee, and highlighted to the Combined Authority’s Communications team in advance of issue.**

9.4 Communications on overarching strategy or policy involving or affecting both organisations, after approval by the relevant Chief Executives, will be seen and quotes/direction approved by the Mayor of the Combined Authority and the Leader or Deputy Leader of the Council, who will act as lead spokespeople for interview.

9.5 To maximise opportunities or to avoid communications vacuums, there will inevitably be occasions when a statement or response needs to be issued dynamically or swiftly to a deadline. It is recognised that, on such occasions, these will be approved by the Chief Executive of either the Combined Authority or the Council and their Communications lead, but will be shared with each other before issue.

9.6 On occasion, it will be relevant for the Council to issue a communication which is linked to Combined Authority activity outside project work or major government announcements (for example, referencing activity in a committee report which is proactively publicised). In this event, the Council should liaise with the Combined Authority’s Communications Manager or Programme Director prior to publication.

10. Communications Support for Schools

10.1 Practical support for schools is offered in times of particular difficulties or success. This is a traded service primarily for local authority maintained schools and the support can be in the form of general advice and guidance, media releases, supporting with letters to parents, fielding media calls, media briefings and news conferences. However in the event of a significant issue the team will work with Academy Trusts to support schools in times of major crisis and where the reputation of the Council as the local education authority would otherwise be put at risk.

10.2 In general terms:

- The content of all media releases or statements will be cleared in advance with the Headteacher and, if possible, the Chair of Governors (or where necessary the head of the academy trusts).
- Any media release will make it clear it is being issued on behalf of the school concerned and headed with the name of the school governing body as appropriate.
- Relevant school contact names and numbers will be included on any release except where prior agreement has been reached that

Communications team staff should field all calls in the first instance.

- The Chair of the Children and Young People Committee and the director with responsibility for Education will be kept fully informed on media issues affecting schools in line with the 'no surprises' principle and statements will be shared with the local Member as they are issued.
- Where schools are not buying into the traded service, communications support will still be offered at an agreed hourly rate.

Committees – Allocation of seats and substitutes to political groups in accordance with the political balance rules

OTHER COMMITTEES

CAMBRIDGE JOINT AREA COMMITTEE (6)

	Members		Substitutes	
CLLR	G BIRD	L	N GAY	L
CLLR	M BLACK	L	B GOODLIFFE	L
CLLR	A BULAT	L	R HOWITT	L
CLLR	E MESHINI	L	C RAE	L
CLLR	N SHAILER	L	-	L
CLLR	A BECKETT	LD	L NETHSINGHA	LD
			P SLATTER	LD
			-	LD

Membership from Councillors representing Cambridge City Divisions

Cambridgeshire County Council Appointments to Outside Bodies: County Council Appointments

Name of Outside Body	Meetings per Annum	Reps Appointed	Representative(s)	Guidance Classification	Contact Details
Cambridgeshire and Peterborough Combined Authority	11	1	Leader of the Council – Councillor Lucy Nethsingha (LD) Substitute: Councillor Elisa Meschini (L)	Other Public Body	Alison Marston Cambridgeshire and Peterborough Combined Authority alison.marston@cambridgeshire-ca.gov.uk
Cambridgeshire and Peterborough Combined Authority – Overview and Scrutiny Committee	11	2	Councillor Anna Bradnam (LD) Councillor Mark Goldsack (C) Substitutes: Councillor Michael Atkins (LD) Councillor Steve Count (C)	Other Public Body	Anne Gardiner Cambridgeshire and Peterborough Combined Authority anne.gardiner@cambridgeshire-ca.gov.uk
Cambridgeshire and Peterborough Combined Authority – Audit and Governance Committee	5	1	Councillor Graham Wilson (LD) Substitute: Councillor Alison Whelan (LD)	Other Public Body	Anne Gardiner Cambridgeshire and Peterborough Combined Authority anne.gardiner@cambridgeshire-ca.gov.uk

Name of Outside Body	Meetings per Annum	Reps Appointed	Representative(s)	Guidance Classification	Contact Details
Cambridgeshire and Peterborough Fire Authority	3	13	<ol style="list-style-type: none"> 1. Councillor Simon Bywater (C) 2. Councillor Ian Gardener (C) 3. Councillor Mac McGuire (C) 4. Councillor Kevin Reynolds (C) 5. Councillor Mandy Smith (C) 6. Councillor Doug Dew (LD) 7. Councillor Ros Hathorn (LD) 8. Councillor Sebastian Kindersley (LD) 9. Councillor Edna Murphy (LD) 10. Councillor Philippa Slatter (LD) 11. Councillor Bryony Goodliffe (L) 12. Councillor Catherine Rae (L) 13. Councillor Simone Taylor (Ind) 	Other Public Body	<p>Dawn Cave</p> <p>Democratic Services</p> <p>dawn.cave@cambridgeshire.gov.uk</p>
<p>Cambridgeshire Police and Crime Panel</p> <p>The role of the panel is to scrutinise the Police and Crime Commissioner.</p>	7	3	<ol style="list-style-type: none"> 1. Councillor Anna Bradnam (LD) 2. Councillor Stephen Ferguson (Ind) 3. Councillor John Gowing (C) <p>Substitutes</p> <ol style="list-style-type: none"> 1. Councillor Mark Goldsack (C) 2. Councillor Tom Sanderson (Ind) 3. Councillor Graham Wilson (LD) <p><i>Proportionality advised by Peterborough City Council</i></p>	Other Public Body representative	<p>Jane Webb</p> <p>Peterborough City Council</p> <p>jane.webb@peterborough.gov.uk</p>
County Councils' Network Council	3-4	4	<ol style="list-style-type: none"> 1. Councillor Steve Count (C) 2. Councillor Lucy Nethsingha (LD) 3. Councillor Elisa Meschini (L) 4. Councillor Tom Sanderson (Ind) 	Unincorporated Association	<p>Simon Edwards</p> <p>Local Government House, Smith Square, London, SW1P 3HZ</p>

Name of Outside Body	Meetings per Annum	Reps Appointed	Representative(s)	Guidance Classification	Contact Details
East of England Local Government Association	1 minimum	1	Leader of the Council – Councillor Lucy Nethsingha (LD)	Unincorporated Association	Cheryl Davenport West Suffolk House Western Way Bury St Edmunds IP33 3YU
Greater Cambridge Partnership Executive Board	Quarterly	1	Councillor Elisa Meschini (L) (Substitute – Councillor Alex Beckett (LD))	Other Public Body	Wilma Wilkie Greater Cambridge Partnership wilma.wilkie@cambridgeshire.gov.uk
Greater Cambridge Partnership Joint Assembly	Quarterly	3	<i>Political proportionality of Cambridgeshire County Council seats on the Assembly shall reflect that amongst the Council's elected members for the divisions within South Cambridgeshire District Council and Cambridge City Council administrative boundaries and that the representatives shall be drawn from those divisions and will be appointed on the nomination of the relevant Group Leaders</i> Currently: 1. Councillor Claire Daunton (LD) 2. Councillor Neil Shailer (L) 3. Councillor Graham Wilson (LD)	Other Public Body	Wilma Wilkie Greater Cambridge Partnership Wilma.Wilkie@cambridgeshire.gov.uk

Name of Outside Body	Meetings per Annum	Reps Appointed	Representative(s)	Guidance Classification	Contact Details
<p>Local Government Association</p> <p>National representative body of all Local Authorities</p>	3-4	4	<ol style="list-style-type: none"> 1. Councillor Steve Count (C) 2. Councillor Lucy Nethsingha (LD) 3. Councillor Elisa Meschini (L) 4. Councillor Tom Sanderson (Ind) 	Unincorporated Association	Fatima de Abreu Member Services Assistant Local Government Association



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Cambridgeshire & Peterborough Combined Authority

Reports from Constituent Council Representatives on the Combined Authority

The following meetings have taken place in July and August 2023.

Skills and Employment Committee

Date 3 July 2023

Councillor Lucy Nethsingha

Decision Summary Attached as appendix 1.

Transport and Infrastructure Committee

Date 12 July 2023

Councillor Neil Shailer

Decision Summary Attached as appendix 2.

Audit and Governance Committee

Date 7 July 2023

Councillor Graham Wilson

Decision Summary Attached as appendix 3.

Overview and Scrutiny Committee

Date 24 July 2023

Councillors Mark Goldsack and Michael Atkins

Decision Summary Attached as appendix 4.

Combined Authority Board

Date 26 July 2023

Councillor Lucy Nethsingha

Decision Summary Attached as appendix 5.

Skills and Employment Committee Decision Statement

Meeting: 3 July 2023
 Agenda/Minutes: [Skills and Employment Committee 3 July 2023](#)
 Chair: Councillor Lucy Nethsingha

Summary of decisions taken at this meeting:

- 1 **Announcements, Apologies for Absence and Declarations of Interest**
 Apologies were received from Mr Patel, Cllr Benney, Cllr Carling, Cllr Wade and Cllr Ayres who was substituted by Cllr Allen.
 No declarations of interest were made.
- 2 **Minutes and Action Log**
 The minutes of the meeting on 5 June 2023 were approved as an accurate record. Updates to the outstanding actions on the action log were given and noted by the Committee. The log would be amended to reflect the updates.
- 3 **Public Questions**
 No public questions were received.
- 4 **Employment and Skills Strategy Implementation Update**
RESOLVED (UNANIMOUS):
 a) To note the progress of the Implementation of the Employment and Skills Strategy
- 5 **District and Unitary Council Employment and Skills Profiles**
RESOLVED (UNANIMOUS):
 a) To note the District and Unitary Council Employment and Skills Profiles that have been compiled to inform strategy, policy, and strategic commissioning.
 b) To note a summary of CA commissioning and its alignment to addressing local need.
 c) To consider how well district and unitary council initiatives contribute to the wider Employment and Skills Strategy that all constituent councils have approved
- 6 **AEB Local Fund Allocations 2022-23**
RESOLVED (UNANIMOUS):
 a) Recommend the Combined Authority Board approve allocations from the Local Innovation Fund 2023- 24 to the organisations listed in the report.
 b) Recommend the Combined Authority Board delegates authority to the Assistant Director-Skills in consultation with the Chief Finance Officer and Monitoring Officer, to enter and sign grant funding agreements with the organisations set out in the report.
 c) Recommend that the Combined Authority Board delegates authority to the Assistant Director - Skills in consultation with the Chief Finance Officer and Monitoring Officer, to procure, tender and award and sign a three-year contract for services for the ESOL Single Point of Contact (SPOC) following conclusion of procurement

7 UK SPF – Skills Projects and Succession Planning for Skills Brokerage Service

RESOLVED (UNANIMOUS):

- a) To receive further detail in relation to three Combined Authority wide UK Shared Prosperity Fund (UKSPF) projects as identified within the published UKSPF Investment and Implementation plans Note the publication of the LSIP
- b) To endorse the outlined approach to developing a suitable vehicle for the collective delivery of the three projects.
- c) To note that the Assistant Director - Skills in consultation with the Lead Member for Skills will identify and implement a best value delivery model in respect to the projects outlined within the proposal. This will include identification of the preferred delivery mechanism and development of strategic commissioning if appropriate.

8 Budget and Performance Report – July 2023

RESOLVED (UNANIMOUS):

- a) To note the full year budget for 2023/24.

9 Skills and Employment Committee Agenda Plan

RESOLVED (UNANIMOUS):

- a) That the Skills and Employment Committee Agenda Plan be noted.

10 Exclusion of the Press and Public

RESOLVED (UNANIMOUS)

- a) To remain in public session

11 Growth Works Management Update to Year 3, Q9 (to April 2023)

RESOLVED (UNANIMOUS)

- a) To note the Growth Works Programme Performance Update to Year 3, Quarter 9 (to April 2023)

12 Date of next meeting

The date of the next meeting was confirmed as Monday 4 September 2023

Transport and Infrastructure Committee Decision Statement

Meeting: 12 July 2023
 Agenda/Minutes: [Transport and Infrastructure Committee 12 July 2023](#)
 Chair: Councillor Anna Smith

Summary of decisions taken at this meeting:

- 1 **Announcements, Apologies for Absence and Declarations of Interest**
 Apologies were received from Business Board Representatives Rebecca Stephens and Andy Williams, and also from Cllr McDonald.
 Cllr Seaton declared an interest in item 4 on the agenda as he was a trustee of FACT Community Transport which was a charity that provided transport services to people who had difficulty using conventional modes of transport.
- 2 **Minutes and Action Log**
 RESOLVED (UNANIMOUS)
 a) That the minutes of the meeting of 14 June 2023 be approved as an accurate record subject to the following amendment:
 - That Cllr Seaton be added to the list of attendees as he was present for the meeting.
 b) That the Action Log be noted.
- 3 **Public Questions**
 There were no public questions received.
- 4 **Place and Connectivity Monthly Highlight Report – June 2023**
 RESOLVED (UNANIMOUS):
 a) That the Transport and Infrastructure Committee note the report.
- 5 **The Combined Authority’s proposed response to National Highways Strategic Road Network Initial Report (RIS3) Consultation**
 RESOLVED (UNANIMOUS):
 That the Transport and Infrastructure Committee
 a) provide feedback on and approve the Combined Authority’s proposed strategic response to Government consultation on National Highways’ Strategic Road Network initial report which includes future priorities for the next road period – Roads Investment Strategy 3 (RIS3).
 b) Delegate authority to the Interim Head of Transport, in consultation with the Chair of the Transport and Infrastructure Committee to refine and finalise the Combined Authority’s response (as at Appendix 1) following feedback from the Committee and submit a response to National Highways.
- 6 **ITSO approved Contracts for English National Concessionary Travel Scheme (ENCTS)**
 RESOLVED (UNANIMOUS):
 That the Transport and Infrastructure Committee

- a) Note the content of the paper and offer feedback on the options proposed for the delivery of the contracts for HOPS and Smartcard Services.

7 Transport and Infrastructure Committee Agenda Plan

RESOLVED (UNANIMOUS):

- a) That the Transport and Infrastructure Committee Agenda Plan be noted.

8 Date of next meeting

The date of the next meeting was confirmed as Wednesday 13 September 2023.

Audit and Governance Committee Decision Statement

Meeting: 7 July 2023
 Agenda/Minutes: [Audit and Governance Committee 7 July 2023](#)
 Chair: John Pye (Chair and Independent Person)

Summary of decisions taken at this meeting:

Item	Topic	Decision [None of the decisions below are Key Decisions]
1.	Apologies for Absence and Declarations of Interest	Apologies were received from Cllr Mark Inskip, substituted by Cllr Caroline Shepherd. No disclosable interests were declared.
2.	Chair's Announcements	The Chair advised that the Adult Education Budget had been scheduled last on the agenda to accommodate the need to move into exempt session if required by the Committee and asked members if they wished to discuss the exempt information. The Committee agreed they did not wish to discuss the exempt information.
3.	Minutes and Action Log	The minutes of the meetings held on 9th June 2023 were approved as a correct record and the Action log noted. Under consideration of the Action Log the Executive Director for Resource and Performance provided an update on the resilience of the Finance team.
4.	Improvement Framework	The Committee received the report which provided the Audit and Governance Committee with an opportunity to review progress in June against the key areas of concern identified by the External Auditor in his letter dated June 2022 and February 2023, and the Department for Levelling up, Housing and Communities (DLUHC) in its letter dated January 2023. The Committee RESOLVED: a) Note the progress made in June against stated areas of improvement identified by the External Auditor in June 2022 and Best Value Notice received in January 2023 as reported to the CA Board on 31 May 2023. b) Note the outcomes of the recent staff survey undertaken in March 2023 c) Note the confirmation of appointment of Chair, Independent Improvement Board.
5.	Corporate Risk Register	The Committee received the report which provided a progress update on the refreshed risk register, risk dashboard and heat map. Committee RESOLVED: a) To note the refreshed Corporate Risk register report, risk dashboard and heat map.

		<p>b) To note the procurement and implementation of corporate risk software.</p> <p>c) To note that a risk appetite session has been undertaken with the CA Corporate Management Team and a risk appetite statement drafted</p>
6.	Internal Audit Action Tracker	<p>The Committee received the report which provided a progress update on the Internal Audit Action Tracker.</p> <p>Committee RESOLVED:</p> <p>a) To note the progress on the Internal Audit Action Tracker, June 2023.</p> <p>b) To note the procurement and implementation of corporate risk / internal audit software to track internal audit actions</p>
7.	Proposed Changes to Constitution following Procurement Review	<p>The Committee received and agreed the report which requested that the A&G Committee recommend to the Combined Authority Board to</p> <p>a) approve the changes to the Contract Procedure Rules (CPR's) within the constitution which is to be discussed and approved at Board on 26 July 2023.</p> <p>b) Recommend to the Combined Authority Board to approve the Procurement Strategy and Procurement policy document which is to be discussed and approved at Board on 26 July 2023</p>
8.	Treasury Management Outturn Report	<p>The Committee received and noted the report which requested them to review the actual performance to 31st March 2023 against the prudential indicators included within the Treasury Management and Capital Strategies</p>
9.	Draft Accounts 22/23	<p>The Committee received and noted the report which requested the Audit and Governance Committee to note the draft Annual Governance Statement and Statement of Accounts for the 2022/23 financial year.</p>
10.	Member Officer Protocol Report	<p>The Committee received the report which requested they review the Member/Officer Relations' Protocol.</p> <p>The Committee RESOLVED:</p> <p>a) The updated protocol incorporating the changes suggested by the Committee be presented to the CA Board for approval with a covering report which would highlight the strong feeling of the Committee in regard to breaches of the code.</p> <p>b) A further report be provided to the A&G Committee in September which would place the protocol into context and provide a background to the CPCA, the challenges and actions taken to address these.</p>
11.	Co-Option of Independent Members	<p>The Committee RESOLVED:</p> <p>a) review the suggested update to the Combined Authority constitution and to provide recommendations to the Board to adopt the proposed changes as revisions to the</p>

		<p>Constitution, so that a co-opted independent member and substitute from constituent authorities can be appointed.</p> <p>b) recommend to the Combined Authority Board to delegate the recruitment, selection and appointment of an independent co-opted member(s) to the Audit and Governance Committee and that the arrangements for the selection of such members be delegated by the Audit & Governance Committee to the Chairman of the Audit and Governance Committee in consultation with the Monitoring officer.</p> <p>c) Agree that the role of any independent co-opted member(s) from a constituent authority is not remunerated but note that they will receive expenses in line with the authority's current expenses policy, and note that if the Committee decides to co-opt an independent member from outside a constituent council through an open advertisement in the future then such a role would be subject to a review of potential remuneration by the Independent Remuneration Panel.</p> <p>d) Approve the proposed process for recruitment.</p> <p><u>After Action</u></p> <p>The paper intended for the July CA Board was withdrawn after discussion between the Chair, the Executive Director for Resource & Performance, and the Monitoring Officer, and offline agreement of the Committee. Two separate papers will be brought to the September Meeting addressing a co-opted Independent councillor and an Independent Person.</p>
12.	Work Programme	<p>The Committee RESOLVED:</p> <p>a) Approve the draft work programme</p> <p>b) Add a development session as discussed earlier in the meeting on how to scrutinise the draft accounts effectively.</p>
13.	Date and Time of Next Meetings	<p>Friday 7th July 2023</p> <p>Venue: Pathfinder House, Huntingdon</p>
14.	Adult Education Budget Report	<p>The Committee received and noted the report which updated the Audit & Governance Committee of the results of Funding Assurance Audits which had taken place in relation to funding received in the 2021/22 academic year.</p>

Overview and Scrutiny Committee Decision Statement

Meeting: 24 July 2023
 Agenda/Minutes: [Overview and Scrutiny Committee 24 July 2023](#)
 Chair: Councillor Andy Coles (Vice Chair)

Summary of decisions taken at this meeting:

Item	Topic	Decision [None of the decisions below are Key Decisions]
1.	Apologies for Absence	Apologies received from Cllr Atkins, substituted by Cllr Bradnam, Cllr Goldsack substituted by Cllr Count, Cllr Cane substituted by Cllr Shepherd, Cllr Neish substituted by Cllr Corney, Cllr Haseeb substituted by Cllr Bi and Cllr Van de Weyer substituted by Cllr Fane who has been temporarily appointed as substitute to the Committee for this meeting.
2.	Declarations of Interest	No declarations of interest were made.
3.	Public Questions	There were no public questions
4.	Minutes of the Previous Meeting and Action Log	RESOLVED a) The minutes be amended at 9.3 to state that the strategy was welcomed but was somewhat wordy and members would welcome a succinct summary be provided at the commencement of the paper. b) That the minutes of the meeting held on 19 June 2023 be approved as a correct record and that the Action Log be noted.
5.	Improvement Framework Report	The Committee received the report which set out for the Overview and Scrutiny the progress made on identified areas of improvement and provided an update on the procurement review which had been undertaken by PWC. The Committee RESOLVED:- a) To note the report b) To recommended to the CA Board that Best Value is made more implicit within the policy and that a codicil to that effect is presented to the CA Board for them to approve at their meeting on the 26th July 2023.
6.	Implementing the Scrutiny Function	RESOLVED: a) to note the progress made in implementing the recommendations agreed on 19 June 2023 to deliver new Overview & Scrutiny arrangements b) defer nominating and appointing members to rapporteur roles for Thematic Committees until the informal session on the 30th August with the

		<p>appointments made on this date to be ratified at the September meeting.</p> <p>c) approve the draft work programme for 2023/24 attached at Appendix 2.</p>
7.	Access to Information	<p>The Committee received the report which presented the Access to Information Protocol and requested its feedback, endorsement and comments before it is presented to the Combined Authority Board to approve.</p> <p>RESOLVED:-</p> <p>a) Not to endorse the Access to Information Protocol and request that an alternative protocol be brought back to a later meeting for the members to consider.</p>
8.	Combined Authority Forward Plan	<p>The Committee had agreed to defer the appointment of Lead Rapporteurs and therefore there was no member update.</p>
9.	CA Board Agenda	<p>The Committee submitted no questions to the CA Board and AGREED that in future to enable the CA Board item to be more effective that the Chair and Vice Chair would identify an item from the Board agenda which could be scrutinised in greater detail by the Committee</p>
10.	Date of next meeting	<p>1 Informal O&S meeting – 30th August 2023 Time TBC Venue – Virtual via Teams Microsoft.</p> <p>2 Public OSC meeting - Monday 18th September at 11am. Venue: 1am at Bourges Viersen Rooms, Town Hall, Peterborough PE1 1HF</p>

Combined Authority Board Decision Statement

Meeting: 26 July 2023
 Agenda/Minutes: [CA Board 26 July 2023](#)
 Chair: Mayor Dr Nik Johnson

Summary of decisions taken at this meeting:

1 Announcements, Apologies for Absence and Declarations of Interest

Apologies for absence were received from Councillor Lucy Nethsingha (Councillor Elisa Meschini substituting) and Darryl Preston (John Peach substituting).

There were no declarations of interest.

2 Combined Authority Membership Update July 2023

It was resolved unanimously to:

- A Note the appointment by Peterborough City Council of Councillor Andy Coles as the member and Councillor Jackie Allen as the substitute on the Audit and Governance Committee for the remainder of the municipal year 2023-24.
- B Note the appointment by Cambridge City Council of Councillor Tim Griffin as the second representative on the Overview and Scrutiny Committee for the remainder of the municipal year 2023-24.
- C Note the temporary change to Cambridge City Council's substitute member on the Audit and Governance Committee from 6 June 2023 to 12 June 23
- D Note the appointment by Cambridgeshire County Council of Councillor Lorna Dupré on the Environment and Sustainable Communities Committee for the remainder of the municipal year 2023-24.
- E Note the appointment by Cambridgeshire County Council of Councillor Anna Bradnam as the Liberal Democrat substitute for the Overview and Scrutiny Committee for the remainder of the municipal year 2023-24.
- F Note the appointment by Peterborough City Council of Councillor Steve Allen as the substitute on the Overview and Scrutiny Committee for the remainder of the municipal year 2023-24.
- G Note the appointment by Cambridgeshire and Peterborough Fire Authority of Councillor Edna Murphy as their representative on the Combined Authority Board, with Councillor Mohammed Jamil as the substitute.
- H Note the temporary change to Peterborough City Council's substitute member on the Overview and Scrutiny Committee from 10 July 2023 to 15 July 2023.
- I Approve the appointment by the Mayor of Cllr Sarah Conboy to the position of Lead Member for Devolution.

3 Minutes

The minutes of the meetings on 31 May 2023 were approved as an accurate record and signed by the Mayor.

The minutes action log was noted, with an inaccuracy in action 235 to be updated.

4 Petitions

No petitions were received.

5 Public Questions

Three public questions were received in advance of the meeting in accordance with the procedure rules in the Constitution. A copy of the questions and responses can be viewed [here](#) when available.

6 Forward Plan

It was resolved unanimously to:

- A Approve the Forward Plan for July 2023

7 Combined Authority Chief Executive Highlights Report

It was resolved to:

- A Note the contents of this report.

8 Budget Update Report

It was resolved by a majority to:

- A Note the fully year budget for the financial year 2023-24
- B Note the correction of the funding source for Skills provision in for the financial year 2023-24
- C Note the projected overachievement of Treasury loan interest for 23-24, and approve the allocation of £485k to address emerging pressures and strategic priorities as set out in section 6.

9 Procurement Review

It was resolved unanimously to:

- A Approve the Implementation of the high-level action plan as set out in Appendix 2 – Action Plan
- B Approve the recruitment of the additional posts noted in the high-level action plan (2 procurement and contracts officers and 1 contract manager) and note that the costs of these posts can be covered from existing budgets in 2023-24 but will need to be built into the Medium-Term Financial Plan for 2024-25 onwards.
- C Approve the Procurement Policy attached to this report
- D Approve the Procurement Strategy attached to this report
- E Approve the revised Contract Procedure Rules attached to this report and note the intent to maintain the Guidance Document as an Appendix to the main Constitution subject to the Guidance document coming back to Board in September.

10 Review of the Constitution

a. Member Officer Protocol

It was resolved by a majority to:

- A Review the Member/Officer Protocol and comment on whether any further amendments are required.
- B Approve a yearly review of the protocol to be delegated to the Audit & Governance committee.
- C Authorise the Monitoring Officer in consultation with the Chair of the Audit and Governance Committee to make any make any changes to the protocol arising from the review and any further changes deemed necessary.
- D Note the information regarding instances when members have had to be reminded of the Protocol and officer seeking advice on whether the protocol would apply.

b. Appointment of Independent Members

It was resolved unanimously to defer this item to the September meeting of the Combined Authority Board.

c. Greater South East Net Zero Hub Delegations [KD2023/033]

It was resolved unanimously to

- A Delegate authority to the Executive Director of Resources and Performance and any replacement (or substitute) as set out in table 1, to make decisions on behalf of the Combined Authority when sitting on the Net Zero Hub Board(s).

11 Improvement Plan Update

It was resolved unanimously to

- A To note the progress on addressing the key areas of concern identified by the External Auditor in June 2022 and in the Best Value Notice received in January 2023
- B To note the observations on progress following the meeting of the Independent Improvement Board meeting on 17 July
- C To note the establishment of the Office for Local Government by the Department of Levelling up, Housing and Communities to oversee best value standards and intervention
- D To approve a further £250K of funding from the Programme Response Fund to ensure that the Improvement Programme can deliver the required actions to demonstrate required improvement to both DLUHC and the External Auditor
- E To note the feedback from the recent staff survey held in May 2023
- F To note the appointment of Chair, Independent Improvement Board

12 Corporate Performance Report – 2023/24 Baseline

It was resolved to:

- A Note working list of Corporate Key Performance Indicators (KPIs) and approach
- B Consider progress of initial performance data, progress in delivery of most complex programmes, projects and activities.
- C Note progress to evaluate impact of the original Devolution Deal Investment Fund
- D Note plans to develop the Combined Authorities (CA's) Performance Management Framework (PMF)
- E Review and comment on the relevance and accessibility of the performance information presented in this report.

13 Shaping the Future

It was resolved unanimously to

- A To endorse the planned refresh of the previous Cambridgeshire and Peterborough Independent Economic Review (CPIER) evidence base to inform a new State of the Region Review and provide comment on the emerging areas outlined in para 2.6.
- B To endorse the co-development of a Shared Vision for Cambridgeshire and Peterborough as a Place and provide comment on the approach outlined in para 2.14 - 2.16.
- C To approve drawdown of £320k funding from the Programme Response Fund in the Medium-Term Financial Plan (MTFP), with £150k to deliver the State of the Region Review and £170k for the Shared Vision.
- D To note the alignment with the development of the Strategic Infrastructure Delivery Framework (SIDF) as agreed as the Environment & Sustainable Communities Committee on 12 June 2023.

14 Local Highways Capital Grant Allocations [KD2023/031]

It was resolved to note:

- A The Mayor's intention to allocate grants totalling £31,677,000 to Cambridgeshire County Council and Peterborough City Council in line with the Department for Transport formula for determining each council's share.
- B The Mayor's intention to allocate the Highways capital grants at the same rates to Cambridgeshire County Council and Peterborough City Council for the two subsequent financial years.
- C Subject to a) the Mayor is recommended to allocate the grants as set out in the report.

15 Recommendations from the Skills and Employment Committee

It was resolved unanimously to approve all the recommendations as set out below:

Contract Awards to Independent Training Providers [KD2023/004]

- A approve contract awards for the Adult Education Budget, Free Courses for Jobs and Multiply to Independent Training Providers for the 2023/24 academic year.
- B delegate authority to the Assistant Director - Skills in consultation with the Chief Finance Officer and Monitoring Officer, to enter and sign contracts for services

with the Independent Training Providers set out in this report and make in-year adjustments to contract values based on performance.

C note the contract awards for Skills Bootcamps for the 2023/24 financial year.

D allocate £1m of recycled funds from the AEB Reserve Fund to be released for the additional commissioning of Free Courses for Jobs (Level 3).

Proposals for External Funding

A allocate £300,000 from the Local Innovation Fund from the 2023/24 Medium Term Financial Plan to be used as potential 'match-funding' for proposals.

AEB Local Innovation Fund Allocations 2023/24 [KD2023/028]

A approve allocations from the Local Innovation Fund 2023-24 to the organisations listed in this report.

B delegate authority to the Assistant Director - Skills in consultation with the Chief Finance Officer and Monitoring Officer, to enter and sign grant funding agreements with the organisations set out in this report.

C delegate authority to the Assistant Director - Skills in consultation with the Chief Finance Officer and Monitoring Officer, to procure, tender and award and sign a three-year contract for services for the ESOL Single Point of Contact (SPOC) following conclusion of procurement.

16 Recommendations from Environment and Sustainable Communities Committee

Community Homes Support

It was resolved by a majority to:

A discontinue providing a support service and further grant funding to community homes groups from 31 July 2023.

17 Recommendations from Transport and Infrastructure Committee

It was resolved unanimously to approve all the recommendations as set out below:

Active Travel Update

A approve the drawdown of £55,485 subject to approval funding in the Medium-Term Financial Plan to approved budget, to enable the continuation of the Love to Ride behavioural change programme for a further year across the Combined Authority area and to drawdown £12,000 for Living Streets Walk to School Wow programme in Peterborough.

B delegate authority to the Interim Head of Transport in consultation with the Chief Finance Officer and Monitoring Officer to enter into Grant Funding Agreements with Cambridgeshire County Council and Peterborough City Council.

Regional Transport Model [KD2023/016]

A delegate authority to the Interim Head of Transport in consultation with the Chief Finance Officer and Monitoring Officer to enter into a Grant Funding Agreement for the Transport Model Project with Peterborough City Council.

18 Recommendations from Business Board

It was resolved unanimously to approve all the recommendations as set out below:

Business Board Plan for Remaining Strategic Funds [KD2023/029]

- A Approve the proposed plan for allocating the Recycled Growth Funds and Enterprise Zone Income for 2023-24 and the following 3 financial years, subject to more detailed and costed business model being brought back to the Business Board.

Business Board Priority Sector Strategies [KD2023/031]

- A Approve the plan to create a 'New Economy' team using £1.15m revenue of recycled Growth Funds and Enterprise Zone income
- B Approve the release of the £1.15m subject to completion of the workplan for the new team resources
- C Delegate authority to the Executive Director for Economy and Growth in consultation with the Chief Finance Officer and Monitoring Officer to utilise this financial year's funds to draw up a workplan, job descriptions and begin recruitment and make appointments of required resources.

Rural England Prosperity Fund Implementation

- A Approve the Rural England Prosperity Fund (REPF) Addendum (Appendix 2)
- B Delegate authority to the Executive Director for Economy and Growth to approve in consultation with Local Authority partners, the Chief Finance Officer and Monitoring Officer, minor changes as set out in Appendix 1a and 1b.
- C Delegate authority to the Executive Director for Economy and Growth to approve the terms of Grant Funding Agreements associated with the delivery proposal (as set out in the REPF Addendum, Appendix 2) in consultation with the Chief Finance Officer and Monitoring Officer.
- D As the Accountable Body, the Combined Authority shall ratify all grant funding decisions made by the four District Authority panels, which shall include a Combined Authority Officer, with regards to Rural England Prosperity Funds & that all payments will be retrospectively paid by the Combined Authority to successful grant applicants on receipt of valid evidence of payments being made and checks being completed by the District Authorities.

CAMBRIDGESHIRE AND PETERBOROUGH FIRE AUTHORITY UPDATE

TO: Cambridgeshire County Council

FROM: Chair, Cambridgeshire and Peterborough Fire Authority

DATE: 17 October 2023

1. HIS MAJESTY'S INSPECTORATE OF CONSTABULARY AND FIRE AND RESCUE SERVICES (HMICFRS) – RESULTS

- 1.1 Since my last report to Council, HMICFRS has published our third inspection results and I am delighted to say we have been awarded one 'Outstanding', six 'Goods', three 'Adequates' (a new category for this round of inspection) and just one 'Requires Improvement' across the inspection categories.
- 1.2 As expected, the bar has been set higher for this round of inspections and the scoring system has changed with the introduction of a fifth 'Adequate' grading; it is therefore not possible for us to compare these results directly with our previous outcomes. The HMICFRS states in its introduction that a reduction in grade, particularly from 'Good' to 'Adequate', does not necessarily mean there has been a reduction in performance, unless they say so in the report. Therefore we are anticipating there will be more 'Adequates' seen across fire and rescue services and to be awarded an 'Outstanding' in one category and 'Good' in six others is fantastic news!
- 1.3 Our 'Outstanding' was for 'Making Best Use of Resources'. I know a lot of people put so much time and effort into our financial business continuity planning last year and this is testament to that hard work and to everyone who helps us drive efficiencies in all that we do.
- 1.4 The report is full of positive comments, highlighting the hard work of everyone in the Service. Our fire prevention and protection categories were awarded 'Goods' and we had three areas of innovative practice and two of promising practice highlighted across the 11 categories including our battle boxes for fitness, sustainability strategy, use of external assessors for wholetime recruitment and our menopause and maternity provisions.
- 1.5 I was especially proud of our 'Good' for 'Promoting the Right Values and Culture'. In the current climate, where this specific topic is being spoken about so negatively in the media, to have the Inspectorate recognise our work in this area is particularly pleasing. It shows evidence was found that we are welcoming, promote and demonstrate expected behaviours, value diversity, promote inclusion and ensure the wellbeing of everyone who works here.
- 1.6 It is worth noting that if an 'Area for Improvement' is received for one aspect of a category, you can only score an 'Adequate' unless you also get a point of

innovation/promising practice. This was disappointingly the case in the 'Responding to Fires and Other Emergencies' and 'Responding to Major and Multi-Agency Incidents' categories where the report is very positive with the exception of one specific 'Area for Improvement' in each, one of which the Service had implemented while the inspection team were still with them. So the overall scores are not necessarily an accurate indication of what they found, the report has to be read in detail for balance.

- 1.7 The 'Areas for Improvement' received and the other areas highlighted where we can look to improve have been shared with Officers and will be built into our Community Risk Management Plan where we feel it is appropriate; the HMICFRS report gives us a perspective which we take into account when we do our planning but it is important we do what is right for our communities, service and people. That said, we are already progressing some areas although some are not easy fixes and others have been impacted by capacity with people leaving and the Service being unable to recruit and some are where we have prioritised other higher risk areas, using capacity where we believe it is best focused for our risk in Cambridgeshire.
- 1.8 Last month HMICFRS published inspection reports for three other fire and rescue services also in the first tranche of the third round of inspections (Cornwall, Surrey and Warwickshire); the outcomes are summarised below along with those for Bedfordshire and Cheshire who were inspected at the same time as Cambridgeshire.

Service	Outstanding	Good	Adequate	Requires Improvement	Inadequate
Cambridgeshire	1	6	3	1	
Bedfordshire		2	4	5	
Cheshire		6	5		
Cornwall			4	6	1
Surrey		1	3	7	
Warwickshire			4	7	
Total number	1	15	23	26	
% Cambridgeshire	100%	40%	13%	4%	0%

- 1.9 Although the bar has been raised and the new marking system is clearly having an impact the results we have so far show that our Service is holding up well in comparison to others. Other services have a higher proportion of 'requires improvement' scores in particular. We will continue to strive to improve our service and do what is right for Cambridgeshire. The full reports can be found on the [HMICFRS website](#).

2. COMBINED FIRE CONTROL COLLABORATION WITH SUFFOLK FIRE AND RESCUE SERVICE TO COME TO AN END

- 2.1 Members of the Authority and Officers within the Service were disappointed to learn on 12 September 2023 that Suffolk Cabinet unanimously passed a recommendation to introduce their own standalone fire control and that Suffolk

Fire and Rerscue Service will be withdrawing from its highly successful Combined Fire Control collaboration with us at the end of 2024.

- 2.2 The Combined Fire Control operates from our headquarters in Huntingdon and was the first merger of fire control centres in the country. With 12 years of successful joint working, it has saved the public purse approximately £12million over that time and delivered an effective and efficient service to communities in both counties, managing 999 calls and mobilising fire engines, specialist vehicles and officers to incidents.
- 2.3 For some time now we have been working to implement a new incident command and control system (ICCS) and mobilising system; it is a fact that a project of this nature is hugely complex and it was never going to be an easy process. There have been some delays, mainly due to the pandemic, the current economic climate and some internal structure changes within the supplier's organisation, however things are now progressing well. Indeed, in July 2023, we reached two important milestones, including one which was also a national first.
- 2.4 After satisfying ourselves that the system was populated with data and functioning as we would expect, we began the 'train the trainer' process and are fast approaching the point where full training for everyone in Control will commence and continue until we are ready to 'go live' in February 2024.
- 2.5 The second milestone was that we went 'live' with the DCS voice over radio using the new ICCS. It is a national requirement that all users of Airwave convert to DCS by December 2023 and we are the first fire and rescue service in the country to do so. Other fire and rescue services, the Home Office and Airwave have learnt from our journey and will be starting their cut-overs soon. The DCS is needed for fire control to access the Airwave network in order to receive and transmit voice messages to crews and Officers.
- 2.6 With the decision made by Suffolk to end the collaboration, we must look to secure the best possible outcome for Cambridgeshire and Peterborough residents. The collaboration saves this Authority at least £500k a year and as the Service is already a lean and efficient organisation this will not be an easy sum to be found year on year.
- 2.7 We will continue with the implementation of our new control system while at the same time trying to minimise the impact of the extra costs on service provision. Both the Chief Fire Officer and I are confident that people will continue to receive an effective and professional service when they need to ring 999 in an emergency and I would like to take this opportunity to thank the project team, including Combined Fire Control's day watch and management team, who have and continue to work incredibly hard, battling through with impressive resilience and determination.

3. SIGNIFICANT INCIDENTS AND FIRE SAFETY MESSAGE

- 3.1 While the summer months this year were not as extraordinarily busy as last year, the Service has experienced some tragic events in recent months with six fire

deaths at three separate incidents. Five people have died in two separate dwelling fires and one death was caused by a fire outdoors.

- 3.2 In June, the tragic death of a mother and her two young children at a property in Cambridge has been linked to an e-bike on charge. The only survivor of the fire, Mr Scott Peden, has stated that after the original battery was stolen, he replaced it with an online purchase and it seems this has overheated and caused the fire. Our deepest sympathies are extended to all those affected by this tragedy.
- 3.3 In September, an e-bike was also the cause of a house fire in Peterborough that resulted in significant damage to a two-storey property. An investigation revealed that the cause of the fire was accidental; a battery in an e-bike had overheated due to an incorrect charger being used. The occupant had bought what they thought was a suitable charger however the voltage was too high so was supplying more power to the battery than it needed. This resulted in the battery overcharging, creating excess heat leading to thermal runaway causing the fire to start. The bike itself did have overcharge protection however this will only work with the correct charger which is why it failed in this instance.
- 3.4 Both incidents show how fires involving batteries like this can have significant and tragic consequences. They spread through a property very quickly and even working smoke alarms are not always enough to save lives as overheated batteries can explode releasing harmful vapours and allowing the fire to spread too quickly.
- 3.5 The Service has also seen an increase in fires involving batteries in refuse lorries over recent months. Due to the heat generated and the crushing of the batteries during the process, the lithium-ion within them will set fire to the waste in the lorry. When an incident of this nature occurs, crews work with the refuse collectors to empty the vehicle to prevent the fire from spreading but this involves significant disruption to the road network.
- 3.6 The Operations Manager for Greater Cambridge Shared Waste, which runs the waste collection service in Cambridge and South Cambridgeshire, recently stated that, *“fires in our bin lorries endanger our crews, damage expensive equipment, disrupt our waste collections and result in fire service callouts”*. He has echoed our safety messaging by urging residents to dispose of batteries correctly. Householders in Cambridge (where one of the fires occurred) and South Cambridgeshire can conveniently recycle used, small batteries weekly, thanks to adjustments to refuse lorries made at the beginning of 2023 which mean that small plastic bags containing used batteries can now simply be left on top of green, black or blue bins for collection by crews on their usual rounds. Of course, there are many other safe ways to dispose of batteries, large and small, for example, household recycling centres some electrical stores (bigger rechargeable batteries) and local shops.
- 3.7 Each year across the country more than 200 waste fires, 48% of the total, are caused by lithium-ion batteries; unnecessary and avoidable fires that put people at risk.

- 3.8 The Service has urged residents to keep their homes and families safe from fire by taking extra care with electrical appliances. It has a **'Take Charge and Be Safe'** campaign that includes advice for residents using electrical devices, especially those with lithium-ion batteries at home; use the correct charger for the device, check the voltage a device can take and ensure the charger is compliant with UK specifications. By following a few simple safety measures, like adding fire safety to a bedtime routine and being awake when using and charging some devices or appliances, people can keep themselves and their families safe in their homes. I make no apology for expanding on these key points below;

Failsafe Features - most devices come with failsafe features to ensure they do not overheat when being charged but rely on the manufacturer-provided charging cables and adapters to work. Also, using the plugs and wires supplied with the product rather than cheaper versions will help charge devices safely.

Fire Due to Overheated Batteries - most people will be charging some kind of electrical device regularly, such as a mobile phone, tablet, or game controller. These contain batteries that can heat up if overcharged, which can cause a fire. Many people will also be making use of electric vehicles, like bikes and scooters, that require charging. These batteries are larger and require more power.

Not Overloading Sockets - we are urging residents to only charge their devices when they are awake and alert, so they can be ready to respond should an emergency happen. Simple things like charging a mobile phone during the day rather than overnight, for example, means the device won't be overcharged and risk overheating the battery. This can be the same for any device. Also, not overloading sockets with multiple things charging at once will help reduce the risk of a fire.

Good Bedtime Routine - many fires in the home start at night while people are asleep. As well as having working smoke alarms on each floor of your home, one thing that all residents can do is plan a good bedtime routine. Things like making sure all internal doors are closed, electrical sockets are switched off, any candles or heating appliances are off and keeping hallways and stairs clear of obstructions. This will not only help prevent a fire from happening but also ensure an easy escape if one does and stop it from spreading.

Online Home Safety Check - over the coming weeks more information, including key advice for residents to **'Take Charge and Be Safe'**, will be released on the Service's social media channels. Residents can also use Cambridgeshire's online home safety check to carry out a fire risk assessment of their homes. This simple-to-use tool goes through each area of a property and generates a safety plan for the occupants to follow. The check can be carried out on behalf of a vulnerable family member.

- 3.9 The Authority Overview and Scrutiny Committee received a report on the use of lithium-ion batteries and the Service response at its meeting on 4 October 2023. Further information can be found on the website under the Fire Authority (Documents) and for the campaign via [Take Charge and Be Safe](#)

cambsfire.gov.uk

4. FUND RAISING – THE FIRE FIGHTERS CHARITY

- 4.1 The Service recently received a certificate from The Fire Fighters Charity in recognition of the fundraising that happened in Cambridgeshire over the last year. I'm delighted to share that the total this year far exceeded previous years and for 2022/23, a grand total of £117,554 was raised for the charity.
- 4.2 It's been a challenging year for many people and despite the cost-of-living crisis, it is wonderful to see the amount of support given to the Charity. From events alone, including car washes, open days, Christmas sleigh rides, a fire engine pull as well as personal challenges, almost £50,000 was raised throughout the year. An impressive £32,000 was raised from the recycled clothing banks at fire stations and locations in the community across the county. In January, Chatteris fire station claimed the top prize for collecting the most recycling during the 'Bag it and Bank it' competition, raising over £1,000 in just one month. Funds were also raised through regular giving, The Fire Fighters Charity lottery scheme and personal donations.
- 4.3 Every penny makes a massive difference to the Charity, which does some great work supporting fire service colleagues and their families in areas of health, wellbeing, advice information, family and child programmes, nursing, recuperation and more.
- 4.4 On behalf of our Members I would like to thank all those who have been involved in organising fundraising activities and to the volunteers, friends and family who continue to support them.

5. NEW CHIEF FIRE OFFICER – PETERBOROUGH VOLUNTEER FIRE BRIGADE

- 5.1 As some of you may be aware, the Authority has a long-standing relationship with the Peterborough Volunteer Fire Brigade (PVFB). The Brigade operates as a private fire brigade under a unique contract with us and as such comes under the jurisdiction of the county Chief Fire Officer for responding to emergencies and training.
- 5.2 Earlier this year, after over 40 years' service, Tony De Matteis retired from leading the Brigade and Station Commander Anthony Gould officially took up his role in April 2023.
- 5.3 Anthony, who joined the Brigade some 12 years ago has said that while he is passionate about maintaining PVFB's proud heritage he is keen to modernise, saying, "*after all the Brigade has been around since 1884 and some of its rules probably need modernising!*" There are currently nine firefighters under his command, all of whom, like Anthony volunteer to juggle their blue light role with paid jobs.
- 5.4 I know Chief Fire Officer Chris Strickland has already shared a conversation or

two with Anthony and we all look forward to working closely with him and PVFB to serve the communities of Peterborough and beyond. Further information about PVFB can be found on our website [Peterborough Volunteer Fire Brigade \(cambshire.gov.uk\)](http://cambshire.gov.uk)



BIBLIOGRAPHY

Source Documents	Location	Contact Officer
Fire Authority Minutes 2023 Various	Fire Service HQ Hinchingsbrooke Cottage Huntingdon	Dawn Cave dawn.cave@cambridgeshire.gov.uk