

COUNCIL MEETING

AGENDA

18th July 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 18th July 2023 at 10.30a.m.

Agenda

Apologies for Absence

1. Minutes – 16th May 2023 and Motions Log (pages 11-22)
[available at [County Council meeting 16/05/2023](#)]

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. Items for determination from Strategy and Resources Committee (oral)

(a) Equality, Diversity and Inclusion (EDI) Strategy

To consider the following recommendation subject to approval from the Strategy and Resources Committee on 11th July 2023:

To recommend the EDI Strategy for approval to Full Council.

Note: a copy of the report to be discussed by the Strategy and Resources Committee is available via the following link:
[Strategy and Resources Committee meeting 11/07/2023](#)

(b) Treasury Management Report – Quarter Four Update and Annual Report 2022-23

To consider the following recommendations subject to approval from the Strategy and Resources Committee on 11th July 2023:

- i) To note the Treasury Management Quarter Four Update and Annual Report for 2022/23 and endorse it for consideration at Full Council.
- ii) To recommend to Full Council to increase the counterparty limit for the deposits outlined in 4.13 from £10m to £20m.

Note: a copy of the report to be discussed by the Strategy and Resources Committee is available via the following link: [Strategy and Resources Committee meeting 11/07/2023](#)

7. Constitution and Ethics Committee recommendations to Full Council – Proposed Changes to the Constitution (pages 23-40)
8. Committees – Allocation of seats and substitutes to political groups in accordance with the political balance rules (pages 41-45)
9. Appointment of the Chairs and Vice-Chairs of Committees (page 46)
10. Motions submitted under Council Procedure Rule 10
 - a) Motion from Councillor Alex Bulat

The Council notes that:

- Around 17% of the UK's population live in rural communities. In Cambridgeshire, 47% of the population is rural.
- Cambridgeshire County Council's Farms Estate extends to over 33,000 acres of farmland across the county and has more than 160 tenants. The Estate is the largest public sector estate in England and Wales.

The Council welcomes that:

- Cambridgeshire farmers, including our County Farms farmers, make a huge contribution to our local economy and are integral to our rural communities.
- Local farms have played a significant role in supporting local food banks and community wealth building, in a hostile economic climate, especially in recent years.

- There have been a number of highly successful local environmental initiatives in our Cambridgeshire farms, supporting our County's Net Zero by 2045 agenda.
- We are committed to decentralisation, with a series of pilots due to start this year. A more local, co-operative and decentralised approach to services would benefit rural communities, offering them more control.

The Council expresses concern that:

- The UK's level of food sufficiency is decreasing. According to the National Farmers Union, this decreased from 78% in 1984 to 60% in 2021.
- Austerity policies have left many in rural communities feeling abandoned, due to the decrease in accessibility of local services and the detrimental impact of rural transport poverty on social mobility and equal opportunity.
- The UK experiences significant skill shortages, agriculture being one of the industries most affected. The impact of Brexit, with many EU workers returning to home countries or choosing to work in another EU country, has exacerbated these shortages.
- In addition, the shortage of vocational options locally for many and accessibility of agriculture-related university courses in our region is a barrier for many young people considering farming.
- Climate change and extreme weather has visibly and negatively impacted our farmers, with the effects on soil, water supply, natural pest control and many other factors.

The Council is recommended to commit to:

- Looking at, subject to ensuring compliance with procurement and changes to procurement rules, targeting that at least half the food procured for council funded events is sourced locally and encouraging our partners to do the same.
- Supporting the National Farmers' Union "Back British Farming" campaign.
- Promoting, 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.
- Considering, 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.
- Asking our 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.

[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 Lorna Dupré

Infrastructure Levy

This council notes

- The proposal by the Government for an Infrastructure Levy to replace the current system of developer contributions including Section 106 payments and the Community Infrastructure Levy (CIL).
- The letter to the Secretary of State for Levelling Up, Housing & Communities Michael Gove, organised by the Royal Town Planning Institute and signed by 29 other organisations including the County Councils Network, calling on the government not to proceed with this proposed change.
- That while affordable homes are vital, presently less than 25 per cent of developer contributions are spent on amenities such as roads, schools, transport, community spaces, and medical centres to support them.

This council shares the concerns expressed by the County Councils Network and other signatories that

- Infrastructure across the country worth £1.3 trillion could be required over the next fifteen years as a result of projected household growth, but many county areas such as Cambridgeshire already have significant infrastructure shortages, putting pressure on public services and roads.
- The proposed levy will fail to raise enough resources to properly fund both affordable housing and strategic infrastructure; and that moving to a single levy to cover both of these could cause a trade-off between the two, leading to either reduced affordable housing contributions or—more likely—reduced strategic infrastructure delivery.
- Borrowing remains the single biggest source of funding for infrastructure, but under the Infrastructure Levy county councils will not be able to borrow against it.
- The proposed levy will do nothing to give county councils the statutory role in the current developer contributions system they currently lack, and is likely to make the existing situation much worse in two-tier areas, or in Cambridgeshire as a three-tier area within the Cambridgeshire and Peterborough Combined Authority (CPCA).
- Under the Government's proposals there will be no dedicated Infrastructure Levy share for upper-tier councils, despite their being responsible for the delivery of strategic infrastructure within two-tier areas, or Cambridgeshire as a three-tier area within the CPCA. This has the potential to compromise this Council's ability to deliver the CPCA's strategy for transport set out in its Local Transport and Connectivity Plan (LTCP) through the planning process.

This council believes that

- The current developer contribution system is unfit for purpose, and a rethink is needed on how infrastructure is funded in England.
- The proposed Infrastructure Levy could however result in less infrastructure being delivered and fewer affordable homes being built, and could impact on housing delivery.
- The clauses of the Levelling Up and Regeneration Bill which permit the levy to be used for purposes other than infrastructure or affordable housing should be removed as this could divert funding, which is already inadequate, to other services.
- In 'two-tier' county areas, or in the case of Cambridgeshire a 'three-tier' area, the government should allocate a portion of Infrastructure Levy receipts directly to county councils, and there should also be a statutory duty for district councils to work with their county councils in the preparation of levy-setting to avoid a situation in which all the funding goes to district services leaving no funding for key infrastructure such as schools and roads.

This council therefore resolves to ask the Chief Executive to

- Write to the Secretary of State for Levelling Up, Housing & Communities to formally endorse the representations of the County Councils Network, whilst noting that Cambridgeshire is a 'three-tier' authority.
- 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.
- 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.
- Provide the CPCA with a copy of the letter for their awareness.

[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 Michael Atkins

School Uniform Costs

Council welcomes:

- The passage of the Education (Guidance about Costs of School Uniform) Act 2021, which required the Secretary of State to issue guidance to schools about the cost of school uniform.

- The subsequent statutory guidance issued by the Department for Education in November 2021 (“Cost of School Uniforms”), which schools and their governing bodies must pay regard to when developing and implementing uniform policies, and specifically by September 2023.
- The campaign to tackle this issue nationally by charities and MPs; and locally by communities and Parent-Teacher Associations for example through uniform second-hand sales and swaps.
- The efforts made by several County schools to reduce the number of branded items in their uniform policy and support second-hand alternatives.

Council nevertheless notes with concern:

- Reports in national media that uniform costs remain high – a recent survey suggested parents are spending on average £422 for secondary and £287 for primary school uniforms per year.
- Up to a quarter of parents have reported that, because of cost, children have worn ill-fitting, unclean or incorrect uniform.
- Many schools in the County continue to require multiple items of branded uniform to be bought from a single supplier, which is unlikely to give the highest priority to cost and value for money as required by the new statutory guidance.

Council acknowledges the potential merits of school uniform, including improved attendance, behaviour and ethos; nevertheless, it also notes the evidence base for these merits is weak; and that teachers and parents are generally more supportive of uniform policies than the children themselves.

It reaffirms its belief that access to high quality education is a vital right of all children and their families in the county, and that this access should not be fettered by unreasonable costs.

Council further believes that:

- The potential benefits of a successful uniform policy can be captured through simple and consistent requirements, developed in conjunction with parents and pupils, with a very limited reliance on branded items and/or single suppliers of uniform.
- The costs imposed on families by some overly prescriptive school uniform policies are unacceptable, particularly in the current economic climate; further, that this could be a barrier for attendance for certain groups, including pupil premium and those children with no recourse to public funds.

Council wishes to work with and support schools in developing fair and effective uniform policies to the benefit of their pupils, and also highlight the existing best practice. It therefore requests that the Director of Education writes to all school headteachers and governing bodies to:

- Remind them of the new statutory guidance.

- Gather data as to the current impact of uniform policies on families in the county, in particular:
 - 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.

Council further resolves to:

- 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 practice, and be shared with school governors.
- Ensure that school governors are briefed on the new statutory guidance.

[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 Bryony Goodliffe

Motion on fairer access and fairer funding for childcare and early years education, for children in Cambridgeshire.

The Council notes that:

- The Government is increasing the eligibility for funded early years education hours, introducing changes to the age of children that can access this provision and is also developing primary aged wraparound childcare.
- Access to good early years education and high-quality childcare improves equality of opportunity for children from less advantaged backgrounds and increases social mobility.
- It is committed to creating opportunities for children and young people to be healthy, safe and to educationally thrive, as outlined in its corporate priorities.

The Council welcomes that:

- The Government's priority to increase access to wrap around care to benefit working families and support improved outcomes for all children.
- The Government finally recognises the increasing cost of living and exponential increase in childcare costs which burdens working families, particularly those on low incomes and those just about managing.
- Early Years and Childcare Practitioners in settings across Cambridgeshire provide early years education where all children can thrive and enable access to early help and SEND (Special Educational Needs and Disability) support, despite the Government's challenging funding landscape.

The Council expresses concern that:

- Due to national austerity cuts in local services and the impact of the current 30 hours policy, that the extended entitlement will mean funding per hour will continue to decrease in real terms.
- There is a national staffing recruitment and retention crisis in early years provision, with no adequate funding to make the sector appealing as a career or sustainable.
- The new extended entitlement does not provide sufficient funding and support for training and supervision time for new and existing staff in an already overstretched workforce.
- Decreasing staff to child ratios would disadvantage those who need additional SEND support and impact the ability of staff to deliver high educational outcomes for all.
- The new extended entitlement policy is driven by economic arguments alone rather than what is best for children and their educational outcomes, it is likely to disadvantage those on lower incomes for example through the loss of Universal Credit entitlement and potentially a lack of childcare places for vulnerable children. This conflicts with the Joint Administration's triple bottom line approach and the Council's children and anti-poverty strategies.
- Places for Funded 2's and the ability for settings to remain fully inclusive is likely to be compromised as the focus will be on working parents accessing funded places.

The Council is recommended to commit to:

- Working 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.
- Including 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.
- Ensuring 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.
- Prioritising 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.

- Producing 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 universal offer with a focus on the county's disadvantaged areas, children, and families.

[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]

11. Questions

- (a) Cambridgeshire and Peterborough Combined Authority (pages 47-57)
and Overview and Scrutiny Committee
(Council Procedure Rule 9.1)
- (b) Written Questions (Council Procedure Rule 9.2) (oral)

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

Dated 10th July 2023

Emma Duncan
Monitoring Officer

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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 10 July 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 9 November 2021					
Minute No.	Motion	Responsible Officer	Action	Update	Status
34 a)	Councillor Mark Goldsack (Protecting homes and property from unnecessary surface water)	Executive Director of Place and Sustainability	Use the audit and local plans to predict which systems will be overwhelmed and to incorporate that into planning discussions with local planning authorities.	<p>Update: 10 July 2023</p> <p>As the Lead Local Flood Authority, when the Council assesses the surface water issues around planning applications, it uses all the information to hand, which will now include the result of the Highways audit. This will further inform the Council's consultation responses to local planning authorities by providing another layer of information.</p> <p>In addition to this, the Flood Risk Management and Highway Maintenance teams are continuing to work together to tackle the known local flood locations. The Safe and Dry programme is nearing completion, with 52 of the planned 62 locations completed.</p> <p>A new programme of grip clearing has been established following the allocation of £300k to highways drainage. The programme will see around 34,000 new grips to improve rural road drainage, and has been underway since</p>	Complete

				spring 2023, using an innovative cutting system that uses water jets, avoiding damage to tree roots and utility apparatus.	
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Motions from Full Council on 10 May 2022

Minute No.	Motion	Responsible Officer	Action	Update	Status
76 e)	Councillor Lucy Nethsingha (Waste recycling)	Executive Director of Place and Sustainability	A briefing note be written and circulated to members of the Environment and Green Investment Committee looking at the ways in which the Council can continue to work with RECAP (Recycling Cambridgeshire and Peterborough) to support increased re-cycling, working closely with district and other partners.	Update: 10 July 2023 A briefing note was circulated to members of the Environment and Green Investment Committee on 23 June 2023, which set out the work undertaken on this motion, the legislative changes and discussions with the RECAP Waste Partnership that have to a degree superseded this motion, and how future updates will be provided.	Complete

Motions from Full Council on 19 July 2022

Minute No.	Motion	Responsible Officer	Action	Update	Status
87 a)	Councillor Hilary Cox Condron (Junk food advertising)	Head of Procurement and Commercial	Strategy and Resources Committee to: Consider phasing out all forms of junk food advertising in County Council assets, such as roundabouts. The Council will aim to instead use the advertising space to promote health promoting	Update: 10 July 2023 An Advertising and Sponsorship Policy has been produced and published. The policy sets out types of products or services that should not be advertised using Council space and presents guidelines for services to follow when creating an advertising or sponsorship agreement. This policy is being used by	Complete

			<p>products, which may mitigate any loss of income.</p> <p>Publish an advertising strategy that includes the Council's position on junk food, and consideration to environmentally damaging products (including industrially farmed animal products) in the context of the Council's net zero strategy, in addition to the exclusions currently included within the policy - such as gambling, alcohol and violence.</p> <p>Investigate the possibility of a County wide Low Carbon Policy for advertising and sponsorship, and model any resulting financial impact.</p>	<p>services and is being used to inform the procurement of roundabout sponsorship contract. The Policy is published here: Advertising and Sponsorship Policy 2022 (cambridgeshire.gov.uk)</p>	
87 b)	Councillor Mark Goldsack (speed limits)	Executive Director of Place and Sustainability	<p>Produce a report for a future meeting of the Highways and Transport Committee on principles for the location of buffer zones, on how the process for local applications can be simplified and promoted to applicants, and on options for facilitating the installation of buffer zones where locally supported, whether through the LHI process or by other means. detailing a review of all National Speed Limit access roads that lead into 30MPH road inhabited areas.</p>	<p>Update: 10 July 2023</p> <p>The report to address this motion was presented to the Highways and Transport Committee on 4 July 2023, as part of a wider Speed Strategy report.</p> <p>The report presented the Vision Zero Speed Management Strategy (which was endorsed), outlined the inclusion by default of speed buffer zones within the Local Highway Improvement (LHI) design and delivery process (for speed management applications), outlined the work underway to develop speed data, detailed the roll-out of 20mph zones, and reported the attraction of additional funding for speed management</p>	Complete

				<p>schemes through Transforming Cities funding. It concluded that the LHI process remains the most appropriate mechanism for the call for, and evaluation of applications for buffer zones leading into a 30mph area, and recommended that the scoring criteria for LHIs be amended (in consultation with the cross party members working group) to better accommodate buffer zone applications.</p>	
87 d)	<p>Councillor Ros Hathorn</p> <p>(travel infrastructure)</p>	<p>Executive Director of Place and Sustainability</p>	<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: 10 July 2023</p> <p>Work on an active travel network maintenance hierarchy is ongoing. The hierarchy will help ensure that the needs of active travel users are more fully considered in maintenance decisions.</p> <p>Highways Maintenance have engaged a specialist consultant to support the development of maintenance hierarchy for active travel. Work commenced in late May and is expected to be completed by the autumn. 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. Proposed changes to any sections of the Highway Operational Standards will be undertaken following the hierarchy work and will be presented to the Highways and Transport Committee.</p> <p>Currently, Local Highway Officers and Safety Inspectors consider active travel on a case-by-case basis when responding to customer</p>	Ongoing

				enquiries. The Hierarchy work outputs will help ensure active travel is more fully and systematically supported.	
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.	<p>Update: 10 July 2023</p> <p>At the request of the Vice-Chair of the Strategy and Resources Committee at the Chair and Vice-Chair meeting held on 3 January 2023, it was agreed that the Highways and Transport service should prepare a report for the Highways and Transport Committee detailing a group of pilot areas in Cambridge City for Traffic Regulation Order (TRO) implementation, and outlining the costs required to implement. A pavement parking item was added to the Highways and Transport Committee's agenda plan for the meeting on 4 July 2023.</p> <p>Further clarification has been requested formally from the Department for Transport (DfT) on progress and anticipated timescales for the outcome of its consultation, and anticipated guidance legislation relating to pavement parking. The DfT's response will inform a future paper to the Highways and Transport Committee, which shall set out pavement parking within the wider parking enforcement policy context and budget planning process. The July report was postponed until the above has been completed.</p>	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

Motions from Full Council on 13 December 2022

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: 10 July 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. A draft letter is awaiting final sign off, with circulation to partners planned for July 2023.	Ongoing
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		Executive Director of Strategy and Partnerships	Join the City of Sanctuary Local Authority Network - Building a culture of hospitality for people seeking sanctuary.	Update: 10 July 2023 The Council signed the City of Sanctuary pledge on 26 June 2023.	Complete
Motions from Full Council on 21 March 2023					
132 c)	Councillor Alex Bulat (Abuse and intimidation of Councillors)	Democratic Services Manager	Work with the police to provide training for councillors on how to respond - or not respond - to abusive emails, social media and written communication related to council matters.	Update: 5 May 2023 A half-day personal safety training session for Members, with a former Cambridgeshire police officer, took place on 16 June 2023. A further session will be held on 27 July 2023.	Complete
		Service Director: Legal and Governance	The Constitution and Ethics Committee to consider a live action plan to mitigate the risks of intimidation and abusive behaviours towards members and officers, ensuring safety is prioritised while they fulfil council duties.	Update: 27 June 2023 The action plan was considered and approved at the meeting of the Constitution and Ethics Committee on 20 June 2023. A further update on progress with the action plan will be presented to the Committee at its meeting on 14 November 2023.	Complete
Motions from Full Council on 16 May 2023					
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.	Update: 10 July 2023 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	Ongoing

				being provided to district councils based upon the feedback received.	
		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.	Update: 10 July 2023 This will be undertaken and adopted as business as usual in ongoing conversations with developers and house builders.	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.	Update: 10 July 2023 This will be undertaken and adopted as business as usual in ongoing conversations with childcare providers and residents	Ongoing
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: 10 July 2023 An IT request to include Care Experience in the Equality Impact Assessment (EqIA) form has been submitted, and the Equality, Diversity and Inclusion Team is working with colleagues to produce additional guidance for 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: 10 July 2023 Care Experience has been referenced in the Council's draft Equality, Diversity and Inclusion (EDI) Strategy, which includes its equality objectives for 2023-2027. The EDI strategy will be presented to the Strategy and Resources Committee at its meeting on 11 July 2023, and then to Full Council at its meeting on 18 July 203. The Council's Equality Impact Assessment process requires consultation and evidence with diverse	Ongoing

				groups to inform decision-making, which will include engaging and consulting with care experienced individuals.	
		Executive Director of Strategy and Partnerships	Treat care experience as if it were a Protected Characteristic.	Update: 10 July 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.	Ongoing
		Chief Executive	Formally call upon all other bodies to treat care experience as a protected characteristic until such time as it may be introduced by legislation including: (i) working to establish Cambridgeshire as a County where all local government treats our care leavers similarly. (ii) calling on the City, towns, districts, parishes, Cambridgeshire and Peterborough Combined Authority and Greater Cambridge Partnership to also pass this motion to enable us all to work together to protect and provide for our care experienced young people.	Update: 10 July 2023 The Council's Chief Executive has written to other chief executives in the public sector in Cambridgeshire and Peterborough, encouraging them to take similar steps. The approved County Council motion was shared with them for awareness and as an example.	Complete
		Executive Director for Children, Education and Families	Continue proactively seeking out and listening to the voices of care experienced people when developing new policies based on their views.	Update: 10 July 2023 The Executive Director for Children, Education and Families has committed that new policies that directly affect children in care or care experienced young people will	Complete

				be co-produced and / or consulted with those impacted.	
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.	Update: 10 July 2023 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 and its 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.	Ongoing
		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.	Update:10 July 2023 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.	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
150 e)	Councillor Alan Sharp (Highways maintenance)	Executive Director of Place and Sustainability	Highways and Transport Directorate be informed that the full amount of the Government's pothole fund will be allocated to it for use as part of the highways' maintenance budget.	<p>Update: 10 July 2023</p> <p>The £3.617m additional allocation to be received from the Department for Transport through the Cambridgeshire and Peterborough Combined Authority has been allocated to Highways and Transport, and is being invested in increased reactive pothole maintenance, a proactive regime of find, record and fix to prevent defects forming and the implementation of a planned patching programme.</p>	Complete
		Chief Executive	Chief Executive to allocate sufficient resources and take a specific interest in the quality and quantum of highways maintenance.	<p>Update: 10 July 2023</p> <p>The Chief Executive, via the Executive Director of Place and Sustainability, will ensure that sufficient resources are allocated to address the quality and quantum of highway maintenance. This will include the</p>	Complete

				initiation of a service transformation programme and Highways Transformation Board, as outlined within the Highways and Transport Service Transformation Plan presented to the Highways and Transport Committee on 4 July 2023.	
		Executive Director of Place and Sustainability	Executive Director of Place and Sustainability to deliver a draft action plan to members for improvements in dealing with Highways Maintenance for consideration by the Highways and Transport Committee in July.	Update: 10 July 2023 The Executive Director of Place and Sustainability presented a draft action plan to the Highways and Transport Committee on 4 July 2023. The Highways and Transport Service Transformation Plan report outlined the draft action plan, and the mechanism in place to ensure delivery of outcomes through the newly established Transformation Board.	Complete

Constitution and Ethics Committee recommendations - Proposed Changes to the Constitution

To: County Council

Date: 18th July 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:

- (i) the draft terms of reference for the revised Strategy, Resources and Performance Committee attached at Appendix A;
- (ii) the establishment of a new Assets and Procurement Committee and agree its terms of reference attached at Appendix B;
- (iii) the draft terms of reference for the revised Communities Committee attached at Appendix C;
- (iv) the establishment of a new Cambridge Joint Area Committee and agree its terms of reference attached at Appendix D; and
- (v) to authorise the Monitoring Officer to take all steps necessary or incidental to implement the changes to the Constitution detailed in this report.

Full Council is also asked to:

- (vi) maintain the current position in relation to statutory public health functions for the reasons set out in Section 2.3.3.

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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.

2. Governance Review Recommendations

- 2.1 The Constitution and Ethics Committee, at its meeting on 20 June 2023, considered the outcome of the governance review undertaken by the Centre for Governance and Scrutiny (CfGS).

- 2.2 The Committee noted the contents of the review and resolved to "delegate authority to the Service Director: Legal and Governance, in consultation with the Chair and Vice-Chair of the Constitution and Ethics Committee, to draft amendments to the Constitution necessary for, or incidental to, the implementation of these proposed changes, to also be presented to Full Council."

To facilitate this, a workshop was requested by members of the committee to consider the proposed constitutional changes prior to Council considering the revised terms of reference for the committees so that member views could be taken into account in the drafting of the new terms of reference.

- 2.3 A workshop for all Members was held on 5 July to consider the following Governance Review recommendations:

2.3.1 Recommendation 5:

- (a) Create a Strategy, Resources and Performance Committee to replace Strategy and Resources Committee to provide strategic direction and be responsible for strategic partnerships/budget (and budget monitoring) / Medium Term Financial Strategy / performance at a corporate level/risk associated with these.
- (b) Establish a new Assets and Procurement Committee to reduce the workload of Strategy and Resources Committee.

2.3.2 Recommendation 6:

Create a Communities Committee to replace the Communities, Social Mobility and Inclusion Committee, but remove strategic partnerships so they come within the remit of the new Strategy, Resources and Performance Committee.

2.3.3 Recommendation 7:

As referred to above, move aspects of social care decision-making to the new Communities Committee.

Move consideration of public health to the Health and Wellbeing Board.

Reserve meetings of Adults and Health Committee to be used to focus on scrutiny of health.

- 2.4 Changes were then made to the terms of reference as a result of comments raised by Members at the workshop.
- 2.5 The terms of reference for the revised Strategy, Resources and Performance Committee is attached at Appendix A.
- 2.6 The terms of reference for the new Assets and Procurement Committee is attached at Appendix B.
- 2.7 The terms of reference for the revised Communities Committee is attached at Appendix C.
- 2.8 The Director of Public Health has commented that any recommendation to move consideration of statutory public health functions to the Health and Wellbeing Board should be rejected, as the Council has a statutory responsibility for some public health functions which cannot be delegated to the Health and Wellbeing Board. It would also not fit in with the way the current Health and Wellbeing Board operates, which is a Joint Committee with Peterborough City Council and as a committee in common with the Integrated Care Partnership.

3. Cambridge Joint Area Committee

- 3.1 At its meeting on 20 June 2023, the Constitution and Ethics Committee considered a proposal to re-establish the Cambridge Joint Area Committee. This would enable the County Council and Cambridge City Council to work together and develop a more decentralised approach on matters affecting the city of Cambridge. It would also create a delivery model that could be considered for work relating to decentralisation with the district councils, if appropriate, in the future.
- 3.2 The committee had been informed that the Communities, Social Mobility and Inclusion Committee was being asked to endorse a number of decentralisation pilots, which include the Cambridge Joint Area Committee. If successful it could be expanded to other interested councils and into other service areas.
- 3.3 There was support for the proposal from some members of the committee who hoped that the committee would improve the working relationship between the City and County Councils.

- 3.4 However, others opposed the proposal, recognising that previously Cambridgeshire's joint area committees had discontinued as partner councils had been unable to contribute financially to the work of the committees.
- 3.5 In conclusion, it was resolved by a majority to recommend the draft Terms of Reference for the Cambridge Joint Area Committee, attached at Appendix D, to Full Council for approval. Cambridge City Council will be seeking similar approval from its Full Council.

4. Source documents

- 4.1 [The Council's Constitution](#)
- 4.2 [Constitution and Ethics Committee - 20 June 2023](#)

1. ~~Strategy, and~~ **Resources and Performance** Committee

Membership

Fifteen members of the Council. The Chair and Vice-Chair of the ~~Strategy and Resources~~ Committee shall be appointed by Full Council and shall be, ex officio, the Council Leader and Deputy Council Leader.

Summary of Functions

The ~~Strategy, and~~ **Resources and Performance** Committee is authorised by Full Council to co-ordinate the development to Full Council of the Strategic, Policy and Budget Framework, as described in Article 4 of the Constitution, including in-year adjustments.

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

- (a) Oversight of corporate functions including those in the **Finance and Resources and Strategy and Partnerships Directorates, as well as the Chief Executive's office**. ~~Resources, Business Improvement and Development, Law and Governance, and Customer and Digital Service areas.~~
- ~~(b) Development and performance management of a commercial strategy which focuses on financial, social and environmental return on the Council's investments.~~
- ~~(c) Development and performance management of the Council's asset and property management strategies.~~
- (b) Development and performance management of the Council's IT and Digital Strategy.
- (c) Oversight of content and performance of the Council's portfolio of **major** projects.
- (d) Development and oversight of the Council's performance **framework** and risk strategies.
- (e) Development and oversight of the Council's People (workforce) Strategy.
- (f) Oversight of the Council's strategies and resources to ensure they support the improvement of health outcomes and a reduction in health inequalities.

In addition, the ~~Strategy, and~~ **Resources and Performance** Committee is authorised to make decisions on the allocation of matters amongst committees where the function does not clearly fall within the remit of one particular committee.

Delegated Authority	Delegation/ Condition
Authority to lead the development of the Council's Strategic and Policy Framework and to recommend cross-cutting policies for approval by Full Council.	In consultation with relevant service committees
As part of the Council's strategic framework, authority to lead the development of the Council's draft Business Plan (budget), to consider responses to consultation on it, and inform the draft Business Plan to be submitted for approval by Full Council.	In consultation with relevant service committees
Authority to lead the development of the Council's Commercial Strategy and Social and Environmental Value Framework.	In consultation with the relevant service committee
To lead the development of key relationships for the Council with external organisations and partners to enable the delivery of effective outcomes through new business ventures, collaborations, and delivery vehicles.	
To review the Council's asset portfolio to identify opportunities and develop policies to reduce the financial impact on the Council's operating position and strengthen its financial sustainability and ensure investment is consistent with the policies and principles of the Council.	
To recommend to Council and monitor the Council's Asset Strategy.	
To recommend to Council the Council's Asset Management Plan, and monitor its delivery.	
To supervise the Council's utilisation of assets and properties and its activities as a "corporate landlord".	
To monitor all commercial and property investment proposals included within the Business Plan to ensure successful delivery.	
Authority to exercise the functions conferred by the Agriculture Act 1970 in relation to the County Farms Estate.	
To approve variations, renewal, and termination of leases, licenses, dedications, and easements.	
To consider and approve the use of Council owned assets by the local community and other interested parties.	
To consider, evaluate, and agree property disposals, acquisitions, and investment opportunities.	

Delegated Authority	Delegation/ Condition
To exercise all and any of the Council's rights as shareholder of all wholly owned and joint venture companies which are not otherwise the responsibility of another committee. This includes the Property SPV This Land Limited and its subsidiaries.	The Committee may authorise the Section 151 Officer to exercise these rights in appropriate circumstances, including urgency, in consultation with the Chair and Vice-Chair
To work with officers to facilitate/promote the development of proposals for sharing property with partner organisations.	
To consider and approve property rationalisation proposals.	
To consider and make recommendations to the Council for property rationalisation proposals that are outside of the agreed Business Plan.	
To oversee the discharge of the Council's treasury management activity and to forward monitoring reports to the Full Council twice yearly.	
Authority for nine members of Strategy, and Resources and Performance Committee to initiate a review of a decision taken by a Policy and Service Committee by submitting a request for review to the Service Director: Legal and Governance (Monitoring Officer) or Chief Executive before the expiry of three full working days from the date on which the decision notice was published.	
Authority to determine an appeal against any decision by or on behalf of the authority except for those appeals whose determination falls with the remit of another committee, officer, or panel of the Council.	
Authority to nominate representatives to outside bodies other than the Combined Authority, Greater Cambridge Partnership, Cambridgeshire and Peterborough Fire Authority, Cambridgeshire Police and Crime Panel , the County Councils Network Council and the Local Government Association.	
Authority to lead the Council's work to support sustainable economic growth across the County and through the partnership with the Cambridgeshire and Peterborough Combined Authority.	
Authority to determine the Council's involvement in and representation on County Advisory Groups. The Committee may add to, delete, or vary any of these advisory groups, or change their composition or terms of reference.	

Delegated Authority	Delegation/ Condition
Authority to review annual reports and inspection reports not within the remit of another committee.	
Authority for monitoring and ensuring that Policy and Service Committees operate within the policy direction of the County Council and making any appropriate recommendations.	
Authority for monitoring and reviewing the overall performance of the Council against its Business Plan.	
Authority to determine the most appropriate committee for considering any matter which falls within the remit of more than one committee.	
Authority to respond to any consultations within the remit of more than one committee as and when required.	
Authority for managing those functions relating to elections and local democracy which are not reserved to Full Council.	
<p>Authority for oversight and operation of 'corporate' services, for example:</p> <ul style="list-style-type: none"> (i) The Council's Internal and External Communications Policy and its implementation; (ii) The Council's portfolio of major projects and change initiatives; (iii) Information governance including but not limited to data protection and Freedom of Information; (iv) The Council's Customer Strategy and any matters dealt with by the Contact Centre, via digital channels or face-to-face; (v) The Council's Risk Management Strategy; (vi) The Council's Performance Management Strategy; (vii) The Council's IT and Digital Strategy; (viii) The Council's People (Workforce) Strategy; and (ix) The Council's emergency planning and business continuity arrangements. 	
Authorising budget virement which is not covered within the limits of virement contained in the Council's financial rules, provided there is no change in the approved policy framework of the Council. Virement limits are set out in the Constitution in Part 3D (Scheme of Delegation to Officers) and Part 4-5 (Financial and Contract Procedure Rules).	

Delegated Authority	Delegation/ Condition
Authorising proposals which are not covered by the finance limits of the executive directors' delegated powers contained in A3 – A7, as set out in the table in section 7.2 of Part 3D (Scheme of Delegation to Officers), provided there is no change in the Council's approved Budget and Policy Framework.	
Responsibility for the discharge of all functions and exercise of all powers of the County Council not expressly reserved to the Full Council or to any other part of the County Council by statute or by the Constitution.	
Authority to contribute to the Council's duties relating to public health by assessing the health implications of decisions, seeking synergies and avoiding harmful health impacts, in order to improve population health and health equity.	

7. Assets and Procurement Committee

Membership

Fifteen members of the Council, subject to proportionality. The Chair and Vice-Chair of the Committee shall be appointed by Full Council.

Summary of Functions

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

- (a) Development and performance management of a Procurement & Commercial strategy which focuses on financial, social and environmental return on the Council's third party spending.
- (b) Development and performance management of the Council's land and property management strategies.
- (c) Take decisions or delegate decisions around contract award / land & property decisions where the value exceeds £175k.

Delegated Authority	Delegation/ Condition
To recommend to Council and monitor the Council's Land & Property Strategy, including its Asset Management Plan, social and environmental (including carbon) Frameworks.	In consultation with the relevant service committee and Full Council
Authority to lead the development of the Council's Procurement & Commercial Strategy, as well as its Social and Environmental Value Framework	In consultation with the relevant service committee
To review the Council's asset portfolio to identify opportunities and develop policies to reduce the financial impact on the Council's operating position and strengthen its financial sustainability and ensure investment is consistent with the policies and principles of the Council.	In consultation with the relevant service committee
To consider, evaluate, and agree property disposals (overseeing any public consultation where it is applicable/in line with policy), acquisitions, and investment opportunities.	In consultation with the relevant service committee

Delegated Authority	Delegation/ Condition
To work with officers to facilitate/promote the development of proposals for sharing property with partner organisations. Including to consider and approve the use of Council owned assets by the local community and / or other interested parties.	In consultation with the relevant service committee
To review and regularly consider the Council's estate safety.	In consultation with the relevant service committee
To consider and make recommendations to the Council for property rationalisation proposals that are outside of the agreed Business Plan.	In consultation with the relevant service committee
To supervise the Council's utilisation of assets and properties and its activities as a "corporate landlord".	In consultation with the relevant service committee
To approve variations, renewal, and termination of leases, licenses, dedications, and easements in accordance with delegations, including County farm business tenancies.	In consultation with the relevant service committee
To monitor all commercial and property investment proposals included within the Business Plan to ensure successful delivery.	In consultation with the relevant service committee
Authority to exercise the functions conferred by the Agriculture Act 1970 in relation to the County Farms Estate.	

Delegated Authority	Delegation/ Condition
To exercise all and any of the Council's rights as shareholder of all wholly owned and joint venture companies which are not otherwise the responsibility of another committee. This includes the Property SPV This Land Limited and its subsidiaries.	The Committee may authorise the Section 151 Officer to exercise these rights in appropriate circumstances, including urgency, in consultation with the Chair and Vice-Chair
To oversee and ensure strong procurement governance, pipeline, skills and practice across the council.	
To award corporate and non-service based contracts in line with constitutional delegations.	
Regularly review the Council's Contract Procedure Rules and delegations and recommend to Full Council changes to rules and/or delegations as appropriate.	In consultation with the relevant service committee and Full Council
Authority to nominate representatives to outside commercial bodies. This excludes appointment to the Combined Authority, Greater Cambridge Partnership, Cambridgeshire and Peterborough Fire Authority, Cambridgeshire Police and Crime Panel, the County Councils Network Council and the Local Government Association.	
Authority to contribute to the Council's duties relating to public health by assessing the health implications of decisions, seeking synergies and avoiding harmful health impacts, in order to improve population health and health equity.	

5. ~~Communities, Social Mobility and Inclusion Policy and Service~~ Committee

Membership

Fifteen members of the Council, subject to proportionality. The Chair and Vice-Chair of the Committee shall be appointed by Full Council.

Summary of Functions

The ~~Communities, Social Mobility and Inclusion~~ Committee is authorised by Full Council to deliver the County Council's ambition to build stronger communities, combat deprivation and promote social inclusion working together with the Mayor, the Combined Authority, **the Integrated Care System**, district councils and other partners to design and deliver services which best meet the needs of, and ensure equality of, opportunities within those communities.

Authority to set and implement a Cambridgeshire-wide ~~Anti-Poverty Strategy~~ **Equality, Diversity and Inclusion Strategy and associated policies.**

Authority to lead the Council's role in understanding the drivers of social mobility in Cambridgeshire, and set policies aimed at creating opportunity through targeted policies, investment of resources and community engagement.

Authority to lead the Council's role in ensuring all residents and communities, including those that might otherwise be excluded, marginalised or isolated, have equal access to services, opportunities, information and support, regardless of their background or circumstances, including:

- (a) Ensuring that all residents and communities have opportunities to thrive and succeed, regardless of location, background, ethnicity, gender, physical or mental health, disability, and any other factors **including those with care experience.**
- (b) Ensuring that all residents and communities have opportunities to improve their health and address any **health** inequalities.
- (c) Advising Council's service committees and directorates on all matters associated with **inequalities** within communities.
- (d) Ensuring Council services are delivered and are available to all of our residents, regardless of their background or circumstances.
- (e) Ensuring we demonstrate good practice with respect to equalities, diversity and inclusion within our own workforce.
- (f) Working closely with partner organisations across all sectors to meet the needs of all residents, especially those who are excluded or marginalised **including asylum seekers and refugees.**

- (g) Leading the Council's work, alongside key partner agencies, to remove discrimination and intolerance from our society and tackle hate crime in all its forms.
- (h) Leading the Council's responsibilities as part of relevant legislation, including Prevent.

Delegated Authority	Delegation/ Condition
<p>Authority to oversee a place based approach and to the delivery appropriate of community services working with the Mayor, the Combined Authority, district councils, the Integrated Care System and other partners and in particular to:</p> <ul style="list-style-type: none"> (i) Develop and implement joint plans with the Combined Authority, district councils, the Integrated Care System and other partners for the delivery of community place-based services in accordance with the agreed outcomes; (ii) In consultation with the Combined Authority, district councils, the Integrated Care System and other partners in services within communities recommend joint investment in community projects, within available resources, that are designed to help manage the demand for high cost services in accordance with the agreed outcomes; (iii) Develop and recommend business cases and plans to devolve services, budgets and assets for to communities, and implement subject to Council's approval of the associated business cases in accordance with the agreed outcomes; and (iv) Decide on funding to be made available for community initiatives through the Innovate and Cultivate Fund; and (v) (iv) Decide on funding to be made available for community initiatives through the Communities Cambridgeshire Priorities Capital Fund. 	<p>Subject to confirmation from the Section 151 Officer of the availability of sufficient resources.</p>
<p>Authority for agreeing the deployment of Covid-19 recovery funding in response to need and/or in line with government guidance.</p>	
<p>Authority to develop, with the Mayor, Combined Authority, district councils, the Integrated Care System and other partners plans to enhance customer services, including the better use of assets in communities such as libraries and other community buildings for approval by the relevant committee(s) in the County Council.</p>	
<p>Authority to advise the County Council on opportunities to create a shared workforce or shared arrangements (such as joint ventures) to deliver services across the Combined Authority, district councils and other partners for approval by the relevant committee(s) in the County Council.</p>	

Delegated Authority	Delegation/ Condition
Authority to approve the Council's Consultation Strategy and its approach to future Business Planning consultation.	
<p>Authority to exercise the Council's functions in respect of all areas covering the following:</p> <ul style="list-style-type: none"> • Asylum Seekers, Migrants and Refugees • Adult careers information and guidance • Adult skills • Anti-poverty • Learning services including online • Community learning • Libraries • Archives • Cultural Services • Registration Service • Coroner Service • Trading Standards • Community safety (including domestic abuse and sexual violence) • Community development and resilience • Prevent and hate crime • Homelessness prevention • Equality, diversity, inclusion and community cohesion 	
Authority to agree proposed revisions to library byelaws for submission to the Department for Digital, Culture, Media & Sport for approval.	Final approval required from DCMS
Authority to contribute to the Council's duties relating to public health by assessing the health implications of decisions, seeking synergies and avoiding harmful health impacts, in order to improve population health and health equity in the delivery of services for the community.	
<p>Authority to agree or revise a scheme for the delivery of registration services.</p> <p>(Registration Services Acts 1952 and 2007)</p>	In consultation with the General Register Office
Authority to nominate representatives to outside bodies other than the Combined Authority, Greater Cambridge Partnership, Cambridgeshire and Peterborough Fire Authority, Cambridgeshire Police and Crime Panel , the County Councils Network Council and the Local Government Association.	
Authority for oversight, operation and review of the Council's response to its equalities' duties.	

D. Cambridge Joint Area Committee

The Cambridge Joint Area Committee considers and determines local transport issues within Cambridge City that are not part of the Greater Cambridge Partnership's (GCP) remit, and advises on, but does not determine, schemes of strategic importance within the Cambridge City area that are not part of the GCP's remit. The constituent councils are Cambridgeshire County Council and Cambridge City Council.

These terms of references will be reviewed on an annual basis to consider whether amendments need to be made.

1. Functions

The functions of the Committee are:

- (i) To consider and determine Local Highway Improvement (LHI) initiatives in the Cambridge City area, having regard to the budget available.
- (ii) To consider and advise on issues having regard to available resources, in relation to:
 - 1) traffic management.
 - 2) parking regulation
 - 3) cycle and pedestrian schemes
- (iii) To consider and advise the County Council and City Council on on-street and off-street parking charges and enforcement.
- (iv) To consider and advise on the approach to pavement parking regulation to ensure coherent, consistent, and compliant approaches.
- (v) To consider and advise on ways to ensure support for assisted travel (e.g., taxi cards, Dial-a-ride and Shopmobility) across the councils is complementary, coherent, and aligned with wider GCP strategies and with the Local Transport and Connectivity Plan.
- (vi) To consider and advise on ways to ensure alignment, coherence and efficiency in the way Table and Chair Licensing powers, Pavement Licensing powers and A Board Policy are applied.
- (vii) Regarding funds made available by either authority or other body, to advise on annual awards to pedestrian and cycle groups etc for projects supporting active travel.

2. Membership

The Joint Area Committee will be made up of twelve members, comprising of six County Council members from Cambridge divisions and six City Council members. Members are to be appointed in a manner deemed appropriate by each council in compliance with the law.

3. Quorum

The quorum of a meeting will be one half of the whole number of members, with at least three members from each constituent council.

4. Meetings

Meetings are held in Cambridge at least once a year, and no more frequently than once every two months, and only if there is relevant business to discuss.

All meetings will be open to the public.

Members of the public will be permitted to speak at meetings in accordance with the County Council's procedures for speaking at Council meetings.

All papers will be made available to the public, will be published on the Councils' websites, and will conform with both authorities' Access to Information Rules.

5. Chair and Vice-Chair

The Chair of the Committee alternates between the two authorities on an annual basis and is elected by the members of the Committee.

A Vice-Chair is also elected by the Committee on an annual basis and is from the authority that does not hold the chair.

6. Voting

Every decision on an item on the meeting agenda shall be taken by a vote. If there are equal numbers of votes for and against, the Chair will have a second or casting vote.

7. Decisions

Decisions taken by the Committee will be in accordance with the policies of both authorities, the GCP, the Local Transport and Connectivity Plan and available budgets. A decision taken by the Committee under delegated powers may be subject to reconsideration by a constituent authority where the relevant Monitoring Officer considers it conflicts with agreed policies or budgets of that authority.

8. Administrative Arrangements

Administrative arrangements for the Committee are shared between the two authorities. The City Council will host all meetings, the County Council will minute all meetings.

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

(subject to the approval of Agenda Item 7)

POLICY AND SERVICE COMMITTEES

The Council will allocate seats in the same manner to ensure that the number of substitute members is equal to the number of members on a committee/sub-committee with a minimum of three substitute members per political group.

STRATEGY, RESOURCES AND PERFORMANCE (15)

	Members			Substitutes	
CLLR	C BODEN	C	CLLR	D AMBROSE-SMITH	C
CLLR	S CORNEY	C	CLLR	S BYWATER	C
CLLR	S COUNT	C	CLLR	A COSTELLO	C
CLLR	S CRISWELL	C	CLLR	J FRENCH	C
CLLR	M GOLDSACK	C	CLLR	R FULLER	C
CLLR	J KING	C	CLLR	M MCGUIRE	C
CLLR	A SHARP	C	CLLR	M SMITH	C
CLLR	L DUPRE	LD	CLLR	M ATKINS	LD
CLLR	P MCDONALD	LD	CLLR	A BECKETT	LD
CLLR	E MURPHY	LD	CLLR	N GOUGH	LD
CLLR	L NETHSINGHA	LD	CLLR	M KING	LD
CLLR	G WILSON	LD	CLLR	P SLATTER	LD
CLLR	R HOWITT	L	CLLR	N GAY	L
CLLR	E MESCHINI	L	CLLR	B GOODLIFFE	L
CLLR	T SANDERSON	Ind	CLLR	N SHAILER	L
			CLLR	S FERGUSON	Ind
			CLLR	S TAYLOR	Ind

ADULTS AND HEALTH (15)

	Members			Substitutes	
CLLR	C BODEN	C	CLLR	S COUNT	C
CLLR	S CORNEY	C	CLLR	J FRENCH	C
CLLR	A COSTELLO	C	CLLR	M GOLDSACK	C
CLLR	A HAY	C	CLLR	J GOWING	C
CLLR	M HOWELL	C	CLLR	S HOY	C
CLLR	M MCGUIRE	C	CLLR	A SHARP	C
CLLR	K REYNOLDS	C	CLLR	M SMITH	C
CLLR	C DAUNTON	LD	CLLR	A BECKETT	LD
CLLR	G SEEFF	LD	CLLR	L DUPRÉ	LD
CLLR	P SLATTER	LD	CLLR	R HATHORN	LD
CLLR	S VAN DE VEN	LD	CLLR	L NETHSINGHA	LD
CLLR	G WILSON	LD	CLLR	A WHELAN	LD
CLLR	M BLACK	L	CLLR	B GOODLIFFE	L
CLLR	A BULAT	L	CLLR	E MESCHINI	L
CLLR	R HOWITT	L	CLLR	N SHAILER	L

ASSETS AND PROCUREMENT (15)

	Members			Substitutes	
CLLR		C	CLLR		
CLLR		C	CLLR		
CLLR		C	CLLR		
CLLR		C	CLLR		
CLLR		C	CLLR		
CLLR		C	CLLR		
CLLR		C	CLLR		
CLLR		LD	CLLR		LD
CLLR		LD	CLLR		LD
CLLR		LD	CLLR		LD
CLLR		LD	CLLR		LD
CLLR		LD	CLLR		LD
CLLR		LD	CLLR		LD
CLLR		L	CLLR		L
CLLR		L	CLLR		L
CLLR		Ind	CLLR		L
			CLLR		Ind
			CLLR		Ind

CHILDREN AND YOUNG PEOPLE (15)

	Members			Substitutes	
CLLR	D AMBROSE SMITH	C	CLLR	C BODEN	C
CLLR	A HAY	C	CLLR	S BYWATER	C
CLLR	S HOY	C	CLLR	S COUNT	C
CLLR	J KING	C	CLLR	R FULLER	C
CLLR	M MCGUIRE	C	CLLR	J GOWING	C
CLLR	K PRENTICE	C	CLLR	K REYNOLDS	C
CLLR	A SHARP	C	CLLR	VACANCY	C
CLLR	M ATKINS	LD	CLLR	P COUTTS	LD
CLLR	A BRADNAM	LD	CLLR	S KINDERSLEY	LD
CLLR	C DAUNTON	LD	CLLR	M KING	LD
CLLR	P SLATTER	LD	CLLR	L NETHSINGHA	LD
CLLR	F THOMPSON	LD	CLLR	S VAN DE VEN	LD
CLLR	A BULAT	L	CLLR	G BIRD	L
CLLR	B GOODLIFFE	L	CLLR	R HOWITT	L
CLLR	S TAYLOR	Ind	CLLR	E MESCHINI	L
			CLLR	S FERGUSON	Ind
			CLLR	T SANDERSON	Ind

COMMUNITIES (15)

	Members			Substitutes	
CLLR	D AMBROSE SMITH	C	CLLR	I GARDENER	C
CLLR	K BILLINGTON	C	CLLR	M GOLDSACK	C
CLLR	A COSTELLO	C	CLLR	J GOWING	C
CLLR	S CRISWELL	C	CLLR	J KING	C
CLLR	J FRENCH	C	CLLR	S KING	C
CLLR	K PRENTICE	C	CLLR	M SMITH	C
CLLR	H BATCHELOR	LD	CLLR	VACANCY	LD
CLLR	C DAUNTON	LD	CLLR	P COUTTS	LD
CLLR	R HATHORN	LD	CLLR	L DUPRE	LD
CLLR	L NETHSINGA	LD	CLLR	VACANCY	LD
CLLR	G SEEFF	LD	CLLR	F THOMPSON	LD
CLLR	P SLATTER	LD	CLLR	S VAN DE VEN	LD
CLLR	A BULAT	L	CLLR	E MESCHINI	L
CLLR	B GOODLIFFE	L	CLLR	C RAE	L
CLLR	T SANDERSON	Ind	CLLR	N SHAILER	L
			CLLR	S FERGUSON	Ind
			CLLR	S TAYLOR	Ind

ENVIRONMENT AND GREEN INVESTMENT

	Members			Substitutes	
CLLR	S CORNEY	C	CLLR	D AMBROSE-SMITH	C
CLLR	I GARDENER	C	CLLR	S COUNT	C
CLLR	J GOWING	C	CLLR	M GOLDSACK	C
CLLR	J KING	C	CLLR	A HAY	C
CLLR	M SMITH	C	CLLR	K REYNOLDS	C
CLLR	S TIERNEY	C	CLLR	A SHARP	C
CLLR	A BRADNAM	LD	CLLR	VACANCY	LD
CLLR	P COUTTS	LD	CLLR	M ATKINS	LD
CLLR	L DUPRE	LD	CLLR	VACANCY	LD
CLLR	R HATHORN	LD	CLLR	P SLATTER	LD
CLLR	P MCDONALD	LD	CLLR	F THOMPSON	LD
CLLR	B MILNES	LD	CLLR	G WILSON	LD
CLLR	N GAY	L	CLLR	B GOODLIFFE	L
CLLR	C RAE	L	CLLR	R HOWITT	L
CLLR	S FERGUSON	Ind	CLLR	N SHAILER	L
			CLLR	T SANDERSON	Ind
			CLLR	S TAYLOR	Ind

HIGHWAYS AND TRANSPORT (15)

	Members			Substitutes	
CLLR	J FRENCH	C	CLLR	D CONNOR	C
CLLR	I GARDENER	C	CLLR	S CORNEY	C
CLLR	A HAY	C	CLLR	W HUNT	C
CLLR	S KING	C	CLLR	M HOWELL	C
CLLR	M MCGUIRE	C	CLLR	J KING	C
CLLR	A SHARP	C	CLLR	M SMITH	C
CLLR	A BECKETT	LD	CLLR	H BATCHELOR	LD
CLLR	P COUTTS	LD	CLLR	N GOUGH	LD
CLLR	C DAUNTON	LD	CLLR	L NETHSINGHA	LD
CLLR	D DEW	LD	CLLR	A WHELAN	LD
CLLR	L DUPRÉ	LD	CLLR	G WILSON	LD
CLLR	P MCDONALD	LD	CLLR	VACANCY	LD
CLLR	B MILNES	LD	CLLR	VACANCY	LD
CLLR	G BIRD	L	CLLR	B GOODLIFFE	L
CLLR	N SHAILER	L	CLLR	R HOWITT	L
			CLLR	E MESCHINI	L

REGULATORY

PLANNING COMMITTEE (9)

	Members			Substitutes	
CLLR	D CONNOR	C		J FRENCH	C
CLLR	S CORNEY	C		M GOLDSACK	C
CLLR	I GARDENER	C		J GOWING	C
CLLR	M SMITH	C		K PRENTICE	C
CLLR	H BATCHELOR	LD		D DEW	LD
CLLR	A BRADNAM	LD		S KINDERSLEY	LD
CLLR	N GOUGH	LD		P MCDONALD	LD
CLLR	C RAE	L		N GAY	L
CLLR	T SANDERSON	Ind		R HOWITT	L
				E MESCHINI	L
				VACANCY	Ind
				S TAYLOR	Ind

OTHER COMMITTEES

AUDIT AND ACCOUNTS COMMITTEE (7)

	Members		Substitutes	
CLLR	C BODEN	C	J FRENCH	C
CLLR	M MCGUIRE	C	R FULLER	C
CLLR	A SHARP	C	S HOY	C
CLLR	G SEEFF	LD	H BATCHELOR	LD
CLLR	A WHELAN	LD	N GOUGH	LD
CLLR	G WILSON	LD	E MURPHY	LD
CLLR	N GAY	L	R HOWITT	L
			C RAE	L
			N SHAILER	L

CAMBRIDGE JOINT AREA COMMITTEE (6)

	Members		Substitutes	
CLLR				
CLLR				
CLLR				
CLLR				
CLLR				
CLLR				

Membership from Councillors representing Cambridge City Divisions

CAMBRIDGESHIRE & PETERBOROUGH HEALTH AND WELLBEING BOARD (2)

	Members		Substitutes	
CLLR	S VAN DE VEN (Lead Member for health and wellbeing)	LD	L NETHSINGHA	LD
CLLR	R HOWITT	L	B GOODLIFFE	L

CONSTITUTION AND ETHICS COMMITTEE (9)

	Members		Substitutes	
CLLR	D AMBROSE SMITH	C	C BODEN	C
CLLR	J GOWING	C	S BYWATER	C
CLLR	M MCGUIRE	C	M GOLDSACK	C
CLLR	K REYNOLDS	C	M SMITH	C
CLLR	L DUPRÉ	LD	P COUTTS	LD
CLLR	S KINDERSLEY	LD	L NETHSINGHA	LD
CLLR	G WILSON	LD	P SLATTER	LD
CLLR	G BIRD	L	A BULAT	L
CLLR	T SANDERSON	Ind	B GOODLIFFE	L
			E MESCHINI	L
			S FERGUSON	Ind
			S TAYLOR	Ind

CORPORATE PARENTING SUB-COMMITTEE (5)

	Members		Substitutes	
CLLR	A HAY	C	D AMBROSE SMITH	C
CLLR	M MCGUIRE	C	S HOY	C
CLLR	M ATKINS	LD	J KING	C
CLLR	A BRADNAM	LD	L NETHSINGHA	LD
CLLR	A BULAT	L	P SLATTER	LD
			S VAN DE VEN	LD
			G BIRD	L
			B GOODLIFFE	L
			VACANCY	L

[Note Any five members (including substitutes) of the Children and Young People Committee, subject to political proportionality. The Chair and Vice-Chair of the Sub-Committee shall be selected and appointed by the Children and Young People Committee.]

PENSION FUND COMMITTEE (6)

	Members		Substitutes	
CLLR	A COSTELLO	C	S CORNEY	C
CLLR	K PRENTICE	C	M GOLDSACK	C
CLLR	A SHARP	C	A HAY	C
CLLR	P MCDONALD	LD	M ATKINS	LD
CLLR	A WHELAN	LD	H BATCHELOR	LD
CLLR	M BLACK	L	N GOUGH	LD
			N GAY	L
			C RAE	L
			N SHAILER	L

PENSION FUND COMMITTEE INVESTMENT SUB-COMMITTEE (4)

	Members		Substitutes	
CLLR	A COSTELLO	C	S CORNEY	C
CLLR	A SHARP	C	A HAY	C
CLLR	A WHELAN	LD	K PRENTICE	C
CLLR	M BLACK	L	M ATKINS	LD
			N GOUGH	LD
			P MCDONALD	LD
			N GAY	L
			C RAE	L
			N SHAILER	L

[Note: All Investment Sub-Committee Members shall be drawn from the Pension Committee membership including substitutes. The Chair and Vice-Chair of the Investment Sub-Committee shall be the Chair and Vice-Chair of the Committee respectively]

PENSION FUND BOARD (2 Employer Representatives)

CLLR	S KING	C		
CLLR	G SEEFF	LD		

[Note: Members of the Board cannot be members of the Pension Fund Committee]

STAFFING & APPEALS COMMITTEE (9)

	Members		Substitutes	
CLLR	K BILLINGTON	C	D AMBROSE SMITH	C
CLLR	B HUNT	C	S COUNT	C
CLLR	K REYNOLDS	C	J GOWING	C
CLLR	S TIERNEY	C	M MCGUIRE	C
CLLR	H BATCHELOR	LD	P COUTTS	LD
CLLR	E MURPHY	LD	D DEW	LD
CLLR	L NETHSINGHA	LD	S VAN DE VEN	LD
CLLR	M BLACK	L	E MESCHINI	L
CLLR	T SANDERSON	Ind	C RAE	L
			N SHAILER	L
			S FERGUSON	Ind
			S TAYLOR	Ind

SERVICE APPEALS SUB-COMMITTEE (3)**APPOINTED FROM STAFFING & APPEALS COMMITTEE AS AND WHEN NEEDED**

One Conservative, one Liberal Democrat and one Labour

Appointment of the Chair and Vice-chair of the following committees:

Committee	Chair	Vice-chair
Strategy and Resources	Councillor Lucy Nethsingha	Councillor Elisa Meschini
Adults and Health	Councillor Richard Howitt	Councillor Susan van de Ven
Assets and Procurement [subject to approval of Agenda Item No.7]	To be nominated at Council	To be nominated at Council
Children and Young People	Councillor Bryony Goodliffe	Councillor Michael Atkins
Communities, Social Mobility, and Inclusion	Councillor Tom Sanderson	Councillor Alex Bulat
Environment and Green Investment	Councillor Lorna Dupré	Councillor Nick Gay
Highways and Transport	Councillor Alex Beckett	Councillor Neil Shailer

	Chair	Vice-chair
Audit and Accounts Committee	Councillor Graham Wilson	Councillor Nick Gay
Pension Fund Committee	Councillor Alison Whelan	Councillor Mike Black
Planning Committee	Councillor Henry Batchelor	Councillor Cathie Rae



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Cambridgeshire & Peterborough Combined Authority

Reports from Constituent Council Representatives on the Combined Authority

Audit and Governance Committee
Date 9 June 2023
Councillor Graham Wilson

Overview and Scrutiny Committee
Date 19 June 2023
Councillor Michael Atkins
Councillor Mark Goldsack

Combined Authority Board
Date 31 May 2023
Councillor Lucy Nethsingha

The following meetings have taken place in May and June 2023.

Audit and Governance Committee – 9 June 2023

The Audit and Governance Committee met on 9 June 2023. The decision summary is attached as Appendix 1.

Overview and Scrutiny Committee – 19 June 2023

The Overview and Scrutiny Committee met on 19 June 2023. The decision summary is attached as Appendix 2.

Combined Authority Board – 31 May 2023 (AGM and Ordinary)

The Combined Authority Board met on 31 May 2023 for its Annual General Meeting and a subsequent Ordinary Meeting. The decision summaries are attached as Appendices 3 and 4.

Audit and Governance Committee Decision Statement

Meeting: 9 June 2023
 Agenda/Minutes: [Audit and Governance Committee 9 June 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 Smith and his substitute Cllr Pounds. Cambridge City appointed Cllr Tim Griffin as the temporary substitute and was in attendance. No disclosable interests were declared.
2.	Election of Vice Chair	Nominated by Cllr Harvey and seconded by Cllr Inskip - Cllr Graham Wilson was elected as Vice Chair for the ensuing year.
3.	Co-Option of Independent Member	RESOLVED The Committee advise the CA Board that the Committee has requested that officers look into creating a process for selecting a co-opted independent member from one of the constituent councils. An amendment to the Constitution be brought back to the Committee which would formally allow for co-opted members on the Audit and Governance Committee. The Committee requested that officers look into co-opting an Independent Member as a trial.
4.	Chair's Announcements	Draft Accounts – moved to July meeting: Due to a combination of delays in several key reports required for inclusion in the draft accounts, including the pension fund position and asset valuations, and the additional pressure of providing audit evidence for the 21-22 audit while also preparing the 22-23 accounts, the publication of the CPCA's draft accounts has been delayed. The pensions valuation, and the delay to audits are national issues, as can be seen by the majority of the other Mayoral Combined Authorities missing the deadline this year, and that the overall fraction of Local Authorities missing the deadline is widely expected to have increased this year from 23% of upper tier and 37% of lower tier authorities for 21-22 accounts. Subject to the relevant reports being completed the Combined Authority is aiming to deliver draft accounts in time for the Committee's July meeting. Member Induction Day – 22nd June 9am at Anglia Ruskin University - Peterborough, University House
5.	Minutes	RESOLVED The minutes of the meetings held on 24th March 2023 were approved as a correct record. Under consideration of the Action Log the Interim Monitoring Officer advised that all recommendations from the A&G Committee regarding the Constitution were accepted by the Board and all comments would be taken into the refreshed constitution.
6.	Single Assurance Framework	RESOLVED The Committee noted the report.

7.	Shareholder Board Update	<p>RESOLVED</p> <p>The Committee:</p> <ol style="list-style-type: none"> 1 Noted the update and requested that an annual report which would outline the activities of the shareholder board including background information of each of the Combined Authority companies be added to the agenda for March. 2 Requested that the Company Secretary notify all members of A&G when the Shareholder Board meeting takes place. 3 Cllr Coles would attend the first meeting and report back to the Committee.
8.	Improvement Framework	<p>RESOLVED</p> <ol style="list-style-type: none"> 1 Considered progress against the stated areas of improvement identified by the External Auditor in June 2022 and Best Value Notice received in January 2023. 2 to note the reframed improvement plan (to be) agreed by the CA Board at its meeting on 31 May 2023 3 to note the observations of the Independent Improvement Board held on 22 May 2023. 4 to note the observations from the recent meetings between the Combined Authority corporate management team and constituent councils management teams. 5 to note the proposed RAG rating methodology to measure progress of improvement activity against the agreed reframed Improvement Plan. 6 to note the progress made on the appointment of Chair, Independent Improvement Board.
9.	Corporate Performance Report	<p>RESOLVED</p> <ol style="list-style-type: none"> 1 review and assess plans to develop and implement an interim performance management framework. 2 approve the plans as set out in this report.
10.	Corporate Risk Register	<p>RESOLVED</p> <ol style="list-style-type: none"> 1 To defer this item to the next meeting due to time constraints.
11.	Outcome and Recommendations from Procurement Review and High-Level Action Plan	<p>RESOLVED</p> <ol style="list-style-type: none"> 1 Recommend to the CA Board the Implementation of the high level action plan as set out in Appendix 2 - Action Plan 2 Recommend that the CA Board approve the recruitment of the additional posts noted in the high level action plan (2 procurement and contracts officers and 1 contract manager) and that the costs of these posts will need to be built into the Medium Term Financial Plan for 2024-25 onwards
12.	Establishment of a Sub-Committee	<p>RESOLVED</p> <ol style="list-style-type: none"> 1 that an Audit & Governance Sub-committee be established to discharge any of the functions of the parent Audit & Governance committee including forming a hearings panel. 2 That an Audit & Governance Sub-committee hearing panel be established consisting of at least four members of the Audit and Governance committee to include an independent person who may be best suited to chair the meetings to ensure neutrality and remove any appearance of bias or predetermination.

		<p>3 The Monitoring Officer be authorised as proper officer to accept changes to membership of the sub-committees, such change to be notified before the start of a meeting. Those Members will be appointed with effect from the date at which the Monitoring officer is advised of the names of such Members.</p> <p>4 the following members be appointed to the sub committee: Mr John Pye (Chair) Cllr Andy Coles Cllr Simon Smith Cllr Graham Wilson</p>
13.	Internal Audit – Draft Annual Report	<p>RESOLVED</p> <p>1 Note the draft annual report from the Internal Auditors.</p>
14.	Internal Audit – Progress Report	<p>RESOLVED</p> <p>1 Note the progress report from the Internal Auditors.</p>
15.	Internal Audit – Plan 23/24	<p>RESOLVED</p> <p>1 Note the Internal Audit Plan 23/24.</p>
16.	Revision to Scheme of Delegation	<p>RESOLVED</p> <p>1 Committee reviewed the suggested update to the Scheme of Delegation of the Combined Authority recommended to the CA Board to adopt changes as revisions to the Constitution.</p>
17.	Work Programme	<p>RESOLVED</p> <p>1 Note the work programme.</p>
18.	Date of next meeting	<p>7 July 2023</p> <p>Pathfinder House, Huntingdon DC</p>

Overview and Scrutiny Committee Decision Statement

Meeting: 19 June 2023
 Agenda/Minutes: [Overview and Scrutiny Committee 19 June 2023](#)
 Chair: Councillor Charlotte Cane

Summary of decisions taken at this meeting:

Item	Topic	Decision [None of the decisions below are Key Decisions]
1.	Apologies for Absence	Apologies were received from Cllr Maureen Davis substituted by Cllr Elisabeth Sennitt Clough and Cllr Michael Atkins substituted by Cllr Anna Bradnam.
2.	Election of Chair	Cllr Charlotte Cane was appointed as Chair for the ensuing year.
3.	Election of Vice Chair	Cllr Andy Coles was appointed as Vice-Chair for the ensuing year.
4.	Declarations of Interest	No declarations of interest were made.
5.	Public Questions	There were no public questions
6.	Minutes of the Previous Meeting and Action Log	The minutes of the meeting held on 20 March 2023 were approved as a correct record and the Action Log was noted.
7.	Co-Option of Independent Member	RESOLVED 1 Consider the co-option of an independent member (and substitute) from a Constituent Council. Following consideration Committee decided against co-option of an Independent Member at the current time, reserving the right to do so in the future.
8.	Delivering Scrutiny Function	RESOLVED 1 Option A be supported, noting the need to maximise the use of limited Member capacity and availability 2 Officers develop an implementation plan and work programme proposals for the delivery of Option A to be considered at the July OSC meeting, with the intention that they be implemented following that meeting 3 An Access to Information Protocol that reflects matters raised in the scrutiny workshop, as well as the review of governance, and best practice, be brought for consideration to the July OSC meeting and the Combined Authority Board meeting 4 An analysis of required officer support for the delivery of Option A be undertaken and reported to the Independent Improvement Board, along with a proposal to strengthen officer support to the scrutiny function, noting future English Devolution Accountability Framework requirements 5 OSC recommend to the Combined Authority Board that the Combined Authority commit to developing a 6–12 month Forward Plan 6 Ways of working between Board and Thematic Committees and the Scrutiny function be developed to drive

		<p>opportunities for early OSC involvement in key decision-making and strategy development</p> <p>7 The Improvement Plan Highlight Report be presented to each informal meeting scheduled for review to help direct focus and challenge at subsequent OSC meetings</p>
9.	Implementing the Combined Authority's Corporate Strategy and Business Plan	<p>RESOLVED</p> <p>1 To note progress made in implementing the Combined Authority's (CA's) Corporate Strategy and Business Plan.</p>
10.	Interim Performance Management Framework	<p>RESOLVED</p> <p>1 To note progress to develop and implement an interim performance management framework and a performance management framework.</p>
11.	Improvement Framework Report	<p>RESOLVED</p> <p>1 Note the progress 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.</p> <p>2 Note the reframed improvement plan agreed by the CA Board at its meeting on 31 May 2023.</p> <p>3 Note the observations of the Independent Improvement Board held on 22 May 2023.</p> <p>4 Note the proposed RAG rating methodology to measure progress of improvement activity against the agreed reframed Improvement Plan.</p> <p>5 Note the progress to the appointment of Chair, Independent Improvement Board.</p>
12.	Combined Authority Forward Plan	<p>RESOLVED</p> <p>1. The Committee noted the Forward Plan</p>
13.	Draft Work Programme	<p>RESOLVED</p> <p>1. The Committee noted the existing work programme and requested that officers develop the example work programme at appendix 2 to align with the agreed way forward discussed earlier in the meeting and bring this back to the July meeting for the Committee to review</p>
14.	Date of next meeting	24 July 2023, 11am

Combined Authority Board Decision Statement

Meeting: 31 May 2023 (AGM)
 Agenda/Minutes: [CA Board 31 May 2023 \(AGM\)](#)
 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 Sarah Conboy (Councillor Tom Sanderson substituting), Darryl Preston (John Peach substituting) and John O'Brien. There were no declarations of interest.

2 Appointment of Deputy Mayor(s)

The Mayor announced Councillor Anna Smith as Deputy Mayor.

3 Minutes

The minutes of the meeting on 22 March 2023 were approved as an accurate record and signed by the Mayor.

The minutes action log was noted.

4 Petitions

No petitions were received.

5 Public Questions

Ten 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 Membership of the Combined Authority

It was resolved unanimously to:

- A Note the Members and substitute Members appointed by constituent councils to the Combined Authority for the municipal year 2023-24 (Appendix 1)
- B Confirm that the following bodies be given co-opted member status for the municipal year 2023/24:
 - a) The Police and Crime Commissioner for Cambridgeshire
 - b) Cambridgeshire and Peterborough Fire Authority
 - c) Cambridgeshire and Peterborough Integrated Care Board
- C Note the named representative and substitute representative for each organisation as set out in the report. **(Noting an error in the papers: the substitute for Peterborough is Councillor Steve Allen not Councillor Oliver Sainsbury)**
- D Agree that any late notifications of appointments to the Monitoring Officer shall take immediate effect.

7 Appointments to Thematic Committees, Committee Chairs and Lead Members

It was resolved unanimously to:

- A Note and agree the Mayor's nominations to Lead Member responsibilities and the membership of the committees including the Chairs of committees for 2023/24 as set out in Appendix 1
- B Note the Committee Members and substitute Members appointed by constituent councils to the Combined Authority for the municipal year 2023/24 (Appendix 1).
- C Note and agree the Membership for the HR Committee for 2023/24 (Appendix 1)

The Mayor noted his intention to create a new Lead Member position for Devolution.

8 Appointment of the Overview and Scrutiny Committee

It was resolved unanimously to:

- A Confirm that the size of the Overview and Scrutiny Committee should be 14 members; two members from each constituent council and two substitute members for the municipal year 2023/24.
- B To agree the political balance on the committee as set out in Appendix 1.
- C Confirm the appointment of the Member and substitute Member nominated by constituent councils to the Overview and Scrutiny Committee for the municipal year 2023/24 as set out in Appendix 2. **(Noting a second nominee for Cambridge City Council is still awaited.)**
- D Approve the co-option of an independent member from a Constituent Council to the Overview and Scrutiny Committee and delegations given to the Overview and Scrutiny Committee to appoint the co-optee

9 Appointment of the Audit and Governance Committee

It was resolved unanimously to:

- A Confirm the size of the Audit and Governance Committee should be eight members; one member and one substitute from each Constituent Council and one independent person.
- B To agree the political balance on the committee as set out in Appendix 1.
- C Confirm the appointment of the Member and substitute Member nominated by constituent councils to the Committee for the municipal year 2023/24 as set out in Appendix 2.
- D Appoint the Independent Person as Chair for the municipal year 2022/23 and delegate the election of the Vice Chair to the Audit and Governance Committee.
- E Approve the co-option of an independent member from a Constituent Council to the Audit and Governance Committee and delegations given to the Audit and Governance Committee to appoint the co-optee.

10 Overview and Scrutiny Committee Annual Report

It was resolved unanimously to

- A Note the content of the report.

11 Audit and Governance Annual Report

It was resolved unanimously to

- A Note the content of the report.

12 Calendar of Meetings

It was resolved unanimously to

- A Approve the Calendar of Meetings for 2023/24 (Appendix 1).

Combined Authority Board Decision Statement

Meeting: 31 May 2023 (Ordinary)
 Agenda/Minutes: CA Board 31 May 2023 (Ordinary)
 Chair: Mayor Dr Nik Johnson

Summary of decisions taken at this meeting:

13 Combined Authority Monthly Highlights Report

It was resolved unanimously to:

- A Note the content of the report.

14 Budget Outturn Report [KD2023/018]

It was resolved unanimously to:

- A Note the outturn position of the Combined Authority for the 2022-23 financial year
- B Approve the updated requested slippage of unspent project budgets on the approved capital programme of £56.8m and on the revenue budget of £13.7m
- C Approve the ringfencing of £2.4m on treasury management income into an inflationary reserve as set out in paragraph 4.8

15 Improvement Plan Update

It was resolved unanimously:

- A To note the progress on 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 agree a 5th strategic objective of “Achieving Best Value and High Performance” for the Combined Authority to support and reflect the work being undertaken within the Improvement Programme
- C To note the observations from the recent stocktake exercise with partners on positive changes and progress on improvement
- D To agree the outline reframed Improvement Plan to address the key areas of concern by the External Auditor and Best Value Notice
- E To note the proposed RAG rating methodology to measure progress of improvement activity against the agreed reframed Improvement Plan
- F To note the progress made on the appointment of Chair, Independent Improvement Board

16 Constitution Changes

It was resolved unanimously:

- A To approve and adopt the revisions to the Constitution as detailed in the report

17 Forward Plan

It was resolved unanimously:

- A To approve the Forward Plan for May 2023

18 Local Transport and Connectivity Plan

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

19 Variation to Loan to Support Residential Development at Histon Road, Cambridge

It was resolved unanimously to:

- A Note that the Final Repayment date of the loan has been extended from 7 May 2023 to 30 September 2023 or earlier
- B Note that a second loan and a second charge is to be registered against the property that serves as CPCA's security
- C Note that authority has been delegated to the Monitoring Officer or the Head of Legal Services to finalise terms in consultation with the Interim Executive Director for Place and Connectivity and complete the necessary documentation to implement the Deed of Priority with the second Lender.

20 Local Skills Improvement Plan Update [2023/024]

It was resolved unanimously to:

- A Receive an update regarding the publication of the Local Skills Improvement Plan
- B Note the publication of the LSIP
- C Approve the statement of the Combined Authority
- D Note further devolved powers over LSIPs in the Trailblazer Devolution Deals secured by Greater Manchester and West Midlands Combined Authorities

21 Employment Matters

It was resolved unanimously to:

- A Note recommendation A.

22 Additional CPCA equity investment into Peterborough HE Property Company Ltd [KD2023/015]

It was resolved unanimously to:

- A Approve recommendation A
- B Approve recommendation B.