

COUNCIL MEETING

AGENDA

12th December 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 12th December 2023 at 10.30a.m.

Agenda

- Apologies for Absence
1. Election of Vice-Chair (oral)
 2. Minutes – 17th October 2023 and Motions Log (pages 11-26)
[available at [County Council meeting 17/10/2023](#)]
 3. Chair’s Announcements (oral)
 4. Declarations of Interests (oral)
[\[Guidance for Councillors on declaring interests is available here\]](#)
 5. Public Question Time (oral)

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

To receive petitions from the public in accordance with Council Procedure Rule 9.4.
 7. Section 85 Local Government Act 1972 – Recommendation to Extend Six Month Rule (pages 27-28)
 8. Constitution and Ethics Committee recommendations – Proposed Changes to the Constitution (pages 29-65)
 9. Annual Audit and Accounts Committee Report 2022-23 (pages 66-73)
 10. Pension Fund Committee Annual Report 2022-23 (pages 74-83)
 11. Cambridgeshire Local Pension Fund Board Annual Report 2022-23 (pages 84-105)

12. Motions submitted under Council Procedure Rule 10

a) Motion from Councillor Mike Black

The Council notes that:

- the Government has caused a crisis in adult social care, with chronic underfunding to local authorities.

The Council further notes that on a national level:

- spending on adult social care fell by 12% between 2010/11 and 2018/19.
- the Local Government Association (LGA) has estimated that, over the last decade care costs have increased by £8.5bn but revenue only by £2.4bn.
- in some cases, providers display unacceptable and exploitative behaviour in respect of the quality of their care, their treatment of staff and their commercial practices.
- Age UK estimate that 2.6 million people aged 50 and over have an unmet need for support.
- 165,000 jobs in adult care are unfilled, up 52% from 2020/21.
- poor pay and conditions result in high staff turnover with about 400,000 people leaving jobs in adult social care in 2021/2.
- two thirds of those who have used or had contact with adult social care were dissatisfied with it.

In these challenging financial circumstances, this Council, as the key player in the provision of Cambridgeshire adult social care, is committed to providing the best care for residents possible, and notes that its new policies introduced:

- the real living wage for Adult Social Care Services,
- better training, accreditation and career development opportunities for all care workers,
- a stronger preventative approach to health and social care, enabling people to stay in their own homes for longer which can make a positive difference locally and can be key principles in future adult social care reform nationally.

The Council also notes:

- a charges review in light of the current cost-of-living crisis.
- that the latest user satisfaction survey for Cambridgeshire County Council shows that our local care services have improved in giving people a better quality of life, control over their daily lives and in feeling safe, higher than the national average in each case.

This Council welcomes all efforts within the national conversation to improve prospects for adult social care provision including:

- the East of England LGA's supportive consideration of principles of prevention outlined in the Hewitt Review.
- the report "Support Guaranteed, The Roadmap to a National Care Service" published on 8 June 2023 and the following proposals from the report in particular:
 - creating Citizens' Rights to care.
 - rewarding care staff properly with nationally agreed pay, terms and conditions for care staff.
 - moving the mix of providers towards non-profit and public sector provision.
 - empowering and supporting unpaid carers.
 - flexibility at local level allowing local authorities to commission models of support that are right for their community.
 - introducing further charging reforms with more generous means testing and assistance for those struggling to pay the costs of social care.
- the Spring 2023 policy report 'A More Caring Society,'

The Council therefore asks:

- the Executive Director Adults, Health and Commissioning to ensure that departments make the necessary preparations for this Council to take the initiative locally to take any opportunities offered by changes to government policy, including but not limited to the introduction of a National Care Service, to bring about a drastic improvement in social care provision.

[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 Elisa Meschini

The Council notes that:

- Councillors represent their community and it is important they reflect, directly or indirectly, the diversity of their local areas, including representing those with protected characteristics (such as age, disability, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, gender, and sexual orientation).
- diversity of characteristics, as well as experience, in representation can improve decision making and scrutiny, especially where local-level decisions can have a disproportionate impact on particular groups, including youth, migrants and refugees, women, and residents from less privileged socio-economic backgrounds.
- actions to improve diversity do not all fall within the direct control of the Council, however a debate on this issue is of public interest and all parties represented in the council, alongside the council's own policy development, can contribute towards working collaboratively for improved representation.

The Council welcomes that:

- all parties involved in the Local Government Association (LGA) have been working towards improving diversity and inclusion in councils across the UK.
- the Co-Operative Party, working with various stakeholders in local government, developed the Diverse Councils Declaration, offering guidance on practical and local-level actions every council can take to improve diversity in representation.
- progress made on diversity and inclusion, which should be acknowledged and celebrated, such as working towards a County of Sanctuary status and developing an action plan on Equality, Diversity and Inclusion.
- all parties represented on the Council have their own internal processes aiming to improve the diversity of elected representatives in all levels of politics.
- the Council has representation from younger people, people with migrant and refugee background, people with disabilities and more.

The Council expresses concerns that:

- political engagement at the local level is stubbornly low, with less than a handful of divisions having more than 50% turnout in local elections. This demonstrates there is still significant work to be done UK-wide to offer a representative voice and inspire engagement in politics.
- there is a correlation between groups who are underrepresented in the democratic process, from voter turnout to local government consultation participation. Younger people, disabled people, private renters, people not born in the UK, amongst other groups, have significantly lower levels of engagement with local democratic processes.
- the LGA's yearly national census of local councillors shows the challenges in representation in UK-wide local government. In the most recent census of 2022, the average age is 60 years old (with only 16% aged under 45 years old), 59% of councillors are male, 92% identify as white, 64% had a degree equivalent or higher and 40% were retired, which generally does not reflect the composition of the UK population.

The Council is recommended to ask the Communities, Social Mobility and Inclusion Policy and Service Committee, which has delegated authority for oversight, operation and review of the Council's response to its equalities' duties, to consider the Council's response to the Diverse Councils Declaration to increase diversity in our local government, including the following nine objectives within it:

- provide a clear public commitment to improving diversity in democracy, continuing the excellent work on our Equality, Diversity and Inclusion strategy and action plan.
- demonstrate an open and welcoming culture to all, promoting the highest standards of behaviour and conduct.

- set out a local Diverse Council action plan, ahead of the next local elections. This can include, but not be limited to, collecting data on the diversity of elected members, exploring the possibility of mentoring or shadowing programmes.
- work towards the standards for member support and development as set out in the LGA Councillor Development Charter and/or Charter Plus.
- demonstrate a commitment to a duty of care for councillors.
- provide flexibility in council business by regularly reviewing and staggering meeting times, whilst ensuring the need for council business to be quorate.
- ensure that all members take up the allowances and salaries to which they are entitled, particularly any reimbursement for costs of care.
- ensure the council's adopted leave policy is accessible, setting out members' entitlement to sick, maternity, paternity, shared parental and adoption leave and relevant allowances.
- provide opportunities for councillors from under-represented groups to be appointed or elected to high profile or senior roles and explore all opportunities for providing support to enable a diverse, skilled and locally representative leadership team in the Council.

[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 Alex Bulat

The Council notes that:

- access to NHS dentists has been declining rapidly across the UK.
- many dental care issues experienced by our residents could have been addressed if more focus and funding was put on prevention.
- there is recognition across the political divides in Cambridgeshire that the level of access our residents, including children, can get to NHS dentists falls short of what is acceptable in one of the wealthiest economies.

The Council welcomes that:

- the cross-party Health and Social Care Committee report on NHS dentistry from July 2023 concludes that NHS dentistry faces a "crisis of access" and calls on Government to "undertake urgent and fundamental reform".
- our council has been already active in calling for better dental care access for our residents, including through the work of the Corporate Parenting Sub-Committee and Adults and Health Committee and through our health scrutiny function.
- cross-party working on its health scrutiny function, including scrutinising dental access.

The Council expresses concerns that:

- many of its residents, including children, suffer poor oral health, which has implications for their physical health and consequently puts further pressures on secondary care in our county. 18% of 5 year olds in Cambridgeshire have visually obvious dental decay.
- when using the NHS Find a Dentist website, most postcodes in the East of England are unable to find a local available surgery. In 2022, Cambridgeshire, alongside Suffolk and Norfolk, had no dentists registering new patients. This reflects the survey findings of the Health and Social Care Committee in Parliament showing 90% of practices across the UK were not accepting new adult NHS patients.
- there are significant staff shortages in this area, with more than 2000 dentists quitting their role in 2021. This shortage is exacerbated by the lack of a dental school in the East of England region, the fact that the number of EU-trained dentists halved since Brexit and asylum seekers who are qualified as dentists are prevented from having the right to work.

The Council is recommended to commit to:

- working closely with our Integrated Care Boards (ICB), who have a new responsibility to commission NHS dentistry, to improve local services in Cambridgeshire and address the inequalities of access in dental care.
- working with the "Toothless in England" resident campaign group, who have members across Cambridgeshire including a local branch in Huntingdon, to bring local lived experiences in any discussion around dental health in our county.
- continue to working with Cambridgeshire schools to promote education on oral health where possible, focusing on prevention targeting children and young people.
- encourage the ICB to explore the feasibility of mobile dentistry in our county, especially in areas which are less served by public transport.
- call on government for reform including the Units of Dental Activity (UDA) contracts which are pushing NHS dentists into private practice.

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

d) Motion from Councillor Bill Hunt

Core purpose: To improve the Council's policy on consultations to be more inclusive and impartial, by attempting to consult all who are affected, in an impartial consultation, rather than simply satisfying the legal minimum requirements.

The Council notes that:

- there appears to have been much confusion over consultations recently, with some consultations only reaching some residents who would be affected by the proposals.
- the "Cambridge Congestion Charge" which has a huge potential impact upon residents from Fenland, Huntingdonshire and East Cambridgeshire has had no or minimal consultation outside of Cambridge City and South Cambridgeshire. Despite the limited consultation having been undertaken by the Greater Cambridge Partnership, it was expected to be relied upon for decision making at Cambridgeshire County Council. Many people have in effect been disenfranchised by this.
- there has been a consultation undertaken on a proposed Ely City wide 20mph limit. Residents from Ely's surrounding villages will be more affected than Ely residents and yet only some city residents have been consulted.
- it is only right that all people who are potentially affected by major changes in their lives must be properly consulted. All residents who could potentially be affected by rule changes should be consulted and not just local residents.
- it should not be assumed that all residents have computer availability.

Council therefore asks the Communities, Social Mobility and Inclusion Policy and Service Committee to consider revisions to its Engagement and Consultation Strategy to fully include all of those who can reasonably be expected to be affected, in an impartial manner.

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

e) Motion from Councillor Neil Shailer

The Council notes that:

- flexible working is no longer just a 'nice-to-have'. It's good for people and good for business—boosting productivity, employee engagement, and staff retention.
- councils play a leading role in showcasing positive employment practice through their own actions.
- flexible Working has received cross party support with the Employment Relations (Flexible Working) Bill being supported by both the Government and opposition parties.

The Council welcomes that:

- many top UK employers, including Cambridgeshire businesses, agree that offering flexibility at the point of recruitment is essential.
- the Civil Service is a proud adopter of Working Families' 'Happy to Talk Flexible Working' logo.
- our Council is progressing its action plan on Equalities, Diversity and Inclusion (EDI) which is essential when considering work patterns and flexible working.

The Council expresses concern that:

- Office for National Statistics (ONS) data show that during the last financial year the number of people leaving the UK workforce due to caring responsibilities rose for the first time in four decades.
- the 2023 Working Families Index found that over half of UK parents on lower incomes have had to reduce their working hours in order to manage their childcare needs, while four in ten had gone into debt to pay for childcare. The rising cost of childcare, childcare provision availability and the cost of living have contributed to these patterns.
- polling from Working Families that found 8 in 10 UK parents (82%) would be likely to apply for a job that lists flexible working options, while only 3 in 10 parents (31%) would be likely to apply for a job that does not list flexible working options.

This Council is recommended to commit to:

- use available opportunities to highlight best practice including that of the Council, with local employers, to promote the benefits of flexible working arrangements for both employers and employees.
- write to the Cambridgeshire and Peterborough Combined Authority to ask the Business Board to encourage local employers to create more flexible working opportunities by advertising jobs as flexible, unless there are solid business reasons not to.
- use the 'Happy to Talk Flexible Working' logo and strapline on the Council's job vacancy portal which also lists the type of flexible working options on offer including the right to request flexible working from day one of employment.
- encourage recruiting managers to reference the flexibility that each role can offer when advertising council jobs as flexible, unless there are solid business reasons not to.

[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]

13. Questions

(a) Cambridgeshire and Peterborough Combined Authority and Overview and Scrutiny Committee (Council Procedure Rule 9.1) (pages 106-125)

(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 4th December 2023

Emma Duncan
Monitoring Officer

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

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

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

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

Full Council Motion Log

This is the updated Motion Log as of 4 December 2023. It captures the actions arising from motions agreed at meetings of Full Council and updates Members on the progress in complying with delivery of the necessary actions.

Motions from Full Council on 19 July 2022					
Minute No.	Motion	Responsible Officer	Action	Update	Status
87 d)	Councillor Ros Hathorn (travel infrastructure)	Executive Director of Place and Sustainability	<p>The Highways and Transport service to:</p> <p>Prioritise developing active travel specific maintenance measures within the Highways Operational Standards (HOS) and explore ways in which ongoing maintenance requirements can be removed as a barrier to good scheme design.</p> <p>Undertake a review of the highway hierarchy used to deliver the asset management maintenance programme to ensure it reflects active travel growth and the ambitions of the Council.</p>	<p>Update: 4 December 2023</p> <p>Work on an active travel network maintenance hierarchy is progressing. Work commenced in late May 2023 and is expected to be completed by November 2023. The active travel maintenance hierarchies will enable maintenance activities to better support active travel across the road, footway and cycleway networks and associated highways assets.</p> <p>Proposed changes to any sections of the Highway Operational Standards will be undertaken following the hierarchy development work and will be presented for consideration at the Highways and Transport Committee meeting in January 2024. A member workshop will take place prior to the committee meeting to appraise members of the proposals.</p> <p>Work defining an active travel network maintenance hierarchy is proving more involved than anticipated, primarily due to a lack of information on routes and schemes across the county.</p>	Ongoing

				The impact means it is taking longer to create and validate a joined-up network. The report to the committee in January will be an update on work so far.	
87 e)	Councillor Alex Beckett (Pavement parking)	Executive Director of Place and Sustainability	Prepare a paper for Strategy and Resources Committee proposing a group of pilot areas in Cambridge City for TRO implementation, outlining the costs required to implement.	Update: 4 December 2023 A response on pavement parking was received from the Secretary of State, which confirmed that the Department for Transport (DfT) is reviewing the consultation on pavement parking, although it did not provide any clarification of timescales. A paper is scheduled for the Highways and Transport Committee meeting in March 2024 to set out options in light of the Secretary of State's response.	Ongoing
		Executive Director of Place and Sustainability	Strategy and Resources Committee to assess this paper and provide a budget for implementation and enforcement of this work to prevent informal pavement parking within the city.	Please see above.	Ongoing
		Executive Director of Place and Sustainability	Highways and Transport Committee to assess the impact of this trial upon its implementation.	Please see above.	Ongoing

		Executive Director of Place and Sustainability	If successful, the highways department should expand this work and bring a further paper to Highways and Transport Committee for all urban areas within Cambridgeshire with informal pavement parking, when it is appropriate to do so (mindful that Civil Parking Enforcement powers are needed to locally enforce the TRO).	Please see above.	Ongoing
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Motions from Full Council on 16 May 2023

Minute No.	Motion	Responsible Officer	Action	Update	Status
150 a)	Councillor Firouz Thompson (Childcare)	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
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: 4 December 2023 The Equality Impact Assessment (EqIA) project to create a more user-friendly and accessible format for officers continues. In the meantime, 'care experience' has been added to the existing EqIA form. Alongside this, the EDI team has collaborated with Care Leaver Local Offer to develop national guidance to support public sector organisations to incorporate care experience into EqIAs. The draft	Ongoing

				document is currently out for consultation, aiming to launch in February 2024.	
		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: 4 December 2023 The Council's Equality, Diversity and Inclusion (EDI) Strategy was approved by Full Council at its meeting on 18 July 2023. This includes referencing care experience as a protected characteristic. Work is underway to produce a comprehensive action plan to support the ambitions set out in the Strategy for consideration by the Communities, Inclusion and Social Mobility Committee in January 2024.	Ongoing
		Executive Director of Strategy and Partnerships	Treat care experience as if it were a Protected Characteristic.	Update: 4 December 2023 The Care Experience Working Group is currently developing Terms of Reference. Actions which have been discussed by the group so far include: <ul style="list-style-type: none"> • A dedicated contact in the Recruitment team nominated to support care experienced applicants and recruiting managers during the recruitment process. The contact has undertaken initial overview training to understand the experiences of care experienced individuals, including barriers they could face during the recruitment process and what support the Council can provide. • A process is being developed to enable candidates with care experience to identify themselves and request support if they require it during all phases of the recruitment process, to be completed by the end of 2023. Like other EDI-related topics, care experience has been included in the EDI Communications plan. On 26 July 2023, the Council held a dedicated EDI Conversation on the care experience motion and 208	Ongoing

				<p>officers attended the online event. As well as this, the Council continues to publicise articles to increase awareness, including an article to recognise National Care Leavers Week.</p> <p>To further understand its workforce, the Council's staff survey diversity monitoring questions included a question to ask officers to identify if they have care experience. It is hoped this can provide more insight into the experiences of care experienced individuals in the workplace. As well as this, officers are working to include 'care experience' as a question in the diversity monitoring page on the Council's ERP system. Once this is confirmed (expected February 2024), communications will be launched.</p>	
150 d)	Councillor Ros Hathorn (Cycle network)	Executive Director of Place and Sustainability Executive Director of Place and Sustainability Executive Director of Place and Sustainability	Call for joint work with the Combined Authority and Greater Cambridge Partnership to develop a clear action plan to make information about our cycle network and its links with public transport easily accessible and well used.	<p>Update: 4 December 2023</p> <p>The Active Travel Strategy was approved by the Highways and Transport Committee on 7 March 2023. An associated action plan is under development and will be considered by the committee at its meeting in March 2024. The action plan will form part of the Centre of Excellence service plan and was circulated in October 2023. A briefing note on current activities relating to active travel information was circulated to members in October 2023.</p> <p>The Council has established a new Centre of Excellence and team to lead on the Active Travel agenda as a priority, working with partners at the Combined Authority and Peterborough City Council. As well as leading on the development of the network and representing the Council as a national leader in this area, the team will work with and co-ordinate with other teams in the Council, as well as the</p>	Ongoing

				<p>Greater Cambridge Partnership and other partners, to deliver clear and accessible information on its active travel network, and on the opportunities and benefits of active travel. This will include the development and update of online and printed information on walking and cycling networks, and the opportunities for integration with public transport referred to in the motion.</p> <p>A briefing note including an update on communications and a broader update on active travel activity in the Centre of Excellence was circulated in November 2024.</p>	
			<p>Work with officers and members with expertise in communities and communication alongside those with cycling expertise when developing the action plan.</p>	<p>Update: 10 July 2023</p> <p>As part of the development of the Active Travel strategy and other transport strategies and action plans, as well as the design of schemes and interventions, officers engage with local members and relevant stakeholder groups, and offer wider opportunities to engage through consultation processes. For more complex and sensitive schemes, scheme development can also involve co-design of proposals with local stakeholders. These practices will continue.</p>	Ongoing
			<p>Consider way marking signage and systems to create an easily identifiable way of following cycle routes.</p>	<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>	Ongoing

				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.	
Motions from Full Council on 18 July 2023					
Minute No.	Motion	Responsible Officer	Action	Update	Status
161 a)	Councillor Alex Bulat Rural Communities	Chief Executive	Look at, subject to ensuring compliance with procurement and changes to procurement rules, and confirm that the council could actually measure the outcomes, targeting that at least half the food procured for council funded events is sourced locally and encouraging our partners to do the same.	Update: 9 October 2023 All procurements valued over £25,000 are published so are available for local suppliers to tender for. In addition, the Council ensures that its processes are proportionate, fair, transparent and non-discriminatory in order to support smaller or local suppliers to bid. The Council is holding a small and medium-sized enterprises (SME) supplier event on 9th November 2023 to ensure that local SMEs understand what it procures and what its processes are. The Council will also continue to work across services to encourage that specifications push the importance of local delivery (e.g. response times, route minimisation, local social value delivery).	Ongoing
		Executive Director of Finance and Resources	Support the National Farmers' Union "Back British Farming" campaign.	Update: 9 October 2023 The Rural Farms team continues to work with its tenants in conjunction with organisations such as the NFU.	Ongoing

		Executive Director of Finance and Resources	Promote, in partnership with our relevant education partners and organisations working with farmers, pathways and opportunities for young people, including young people from non-farming families, to develop their own businesses in farming locally.	Update: 9 October 2023 The Rural Farms team is engaging a range of education partners to promote young farmers.	Ongoing
		Executive Director of Strategy and Partnerships	Consider, when assessing our policies against the socio-economic duty we adopted as a council, rural-proofing our policies to mitigate disproportionate impact on rural communities.	Update: 9 October 2023 The Council will consider how best to incorporate 'rural-proofing' through the refresh of its corporate policy framework that is due to be undertaken in Quarter 4 of 2023/24.	Ongoing
		Executive Director of Finance and Resources	Ask the Combined Authority to include specific training to support and encourage future agricultural, agritech and related employment.	Update: 9 October 2023 The Rural Farms team continues to seek out support for rural farms and agriculture, and is in contact with the CPCA.	Ongoing
161 b)	Councillor Lorna Dupre Infrastructure Levy	Chief Executive	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.	Update: 9 October 2023 A letter was sent to the Secretary of State on 20 July 2023, although a response has not yet been received.	Ongoing

			<p>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.</p>	<p>Update: 9 October 2023</p> <p>The offer to join other local authorities in working with the Government was included in the letter referenced above.</p>	Ongoing
			<p>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.</p>	<p>Update: 9 October 2023</p> <p>The urge to the government to carry out further research was included in the letter referenced above.</p>	Ongoing
161 c)	<p>Councillor Michael Atkins</p> <p>School Uniform Costs</p>	Director of Education	<p>Write to all school headteachers and governing bodies to:</p> <ul style="list-style-type: none"> - Remind them of the new statutory guidance. - Gather data as to the current impact of uniform policies on families in the county, in particular: <ul style="list-style-type: none"> a. the number of branded items required by the policy, and whether sew- 	<p>Update: 4 December 2023</p> <p>A letter was sent to schools at the start of October 2023, which outlined the statutory guidance in relation to school uniform. The letter also invited them to respond to a survey on how schools operate their uniform policies. The survey will close at the end of November 2023.</p>	Ongoing

			<p>on badges or equivalent are available;</p> <p>b. an estimate of the total cost of a full set of school uniform to attend the school;</p> <p>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</p> <p>d. support offered to families on low income.</p>		
			<p>Analyse the data returned by schools in a report to the Children and Young People Committee -where information is not returned, it may be complemented by a desktop exercise based on public information. The report should highlight examples of best practice, and be shared with school governors.</p>	<p>Update: 4 December 2023</p> <p>It is planned to present the data to the Children and Young People Committee at its meeting in March 2024.</p>	Ongoing
161 d)	<p>Councillor Bryony Goodliffe</p> <p>Access and funding for childcare and early</p>	<p>Executive Director for Children, Education and Families</p>	<p>Work with the education unions, early years organisations, Private, Voluntary and Independent providers, schools, and parent organisations to call for a significant increase to funding free hours, no increase in ratios and the funded</p>	<p>Update: 9 October 2023</p> <p>The Council has highlighted the sector funding issue in response to the recent Department for Education (DFE) consultation on new entitlements and signposted to the House of Commons Education Committee Report regarding the upskilling of workforce.</p>	Ongoing

	years education		upskilling of the early years' workforce.	The Council has flagged the unworkability of current statutory guidance (due to a funding shortfall) in submissions to the Local Government Association and feedback to the government's policy advisor.	
			Include in any funding campaign, a need to increase Early Years Foundation Stage (EFYS) inclusion funding and EYFS specific SEND training to support students with SEND in accessing their entitlement to funded hours allowing staff to identify those who may have additional needs and assist in their getting the right help at the right time in the right location.	Update: 9 October 2023 Special Educational Needs and Disability (SEND) funding issues were highlighted in the response to the DFE's consultation. The Early Years service has completed an assessment of the impact of new entitlements on Early Years SEND and started to identify how to modify training to support early identification in younger children with SEND, and how to adapt strategies to support. There is ongoing work to raise awareness of importance of early identification and support.	Ongoing
			Ensure the diversity of every community is catered for and Local Authorities have powers to fully manage the early years and childcare market, supporting the right provider offer in the right place at the right time, recognising that some communities require different models of early years and childcare.	Update: 9 October 2023 A working group has been formed to develop a targeted response to workforce shortages, beginning with a focus on recruiting childcare professionals in Northstowe. The Council is continuing to audit providers on their offer, including ensuring appropriate charges are levied. It is planned to use the September 2023 funding uplift to seek a better deal for parents.	Ongoing

			<p>Prioritise funding to support the individual settings to be fully inclusive and ensure that funding for SEND matches growth in the market through an uplift to SEND funding. Identify an early year's complex need funding stream to ensure the needs of our youngest children with complex needs are met.</p>	<p>Update: 9 October 2023</p> <p>The DfE has indicated the likely requirement of special education need including funding (SENIF) for all children accessing funded entitlement with additional needs. This is likely to have a significant impact on locally held funds and will need to be considered alongside funding uplifts.</p> <p>The Council has delayed its review of complex needs funding whilst it awaits the announcement of the DfE's requirements as to how SENIF/complex needs funding is assigned and spent.</p>	Ongoing
			<p>Produce a report to Children & Young People's Committee with specific regard to the new early years policy changes including, funding rates, access, feasibility, staffing, sufficiency, and barriers to quality, and review the potential impacts of this policy with particular focus on the impact of Funded 2's place availability and the current universal offer with a focus on the county's disadvantaged areas, children, and families.</p>	<p>Update: 9 October 2023</p> <p>A report was presented to the Children and Young People committee at its meeting on 10 October 2023.</p>	Ongoing

Motions from Full Council on 17 October 2023

173 c)	<p>Councillor Steve Criswell</p> <p>Peat soil affected roads</p>	Executive Director of Place and Sustainability	<p>The Highways and Transport Committee to prepare a clear plan for publication, following consultation with parish councils which is already in place, detailing the delivery of:</p> <ul style="list-style-type: none"> - emergency repair work to immediately identify and correct high-risk faults, particularly near waterways and steep banks, where this can be done within budgets accessible by the Council. - the short-term road safety measures already identified to reduce the risk of road accidents as and when appropriate. These could include the temporary lowering of speed limits or introduction of weight restrictions. - a medium-term programme, dependent on Government funding, to identify and systematically rebuild the worst sections of road that residents and businesses rely on to safely travel every day. 	<p>Update: 4 December 2023</p> <p>A report is scheduled for the Highways and Transport Committee in January 2024 to update on the safety management plans for the most used soil affected roads and work safety of approaches for the remaining impacted roads. The update includes ongoing work to seek solutions and manage the remainder of the affected network.</p>	Ongoing
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			<ul style="list-style-type: none"> - the estimated capital investment required to undertake this essential work and forward plan to lobby Government to secure the necessary funding. 		
173 d)	Councillor Bill Hunt Reclassification of the A1421	Executive Director of Place and Sustainability	Recognise the effect that high traffic levels have on the built up areas of our villages, towns and cities across the county and work to reduce it wherever possible.	Update: 4 December 2023 The International Road Assessment Programme (IRAP) tender evaluation process has been completed. The authority to award the contract to the successful contractor is also complete. The IRAP evaluation and mapping is due to begin in mid-November 2023 with an expected completion date of March 2024, when the final IRAP report will be delivered. This information will then be overlaid with collision data and prioritising of the road network for improvements, and asset management can begin, subject to suitable resources being available.	Ongoing
			Accelerate the IRAP safety analysis of the A1421 and include it in the first tranche.	Update: 4 December 2023 The mapping and data gathering is the first stage (Package 1 of the contract) risk scoring and evaluation is the second stage (Package 2). The weather and traffic conditions will have an impact on delivery of package 1, due to the way in which the data is gathered. The Council has advised the consultants of this motion.	Ongoing

			The Executive Director for Place and Sustainability to present a report to a future meeting of Highways and Transport Committee which evaluates options to reduce traffic and traffic speeds, improve road safety, and increase options for active travel on the A1421 including, but not limited to, the reclassification of the A1421 from "A" to "B".	Update: 4 December 2023 An item has been scheduled for the Highways and Transport Committee meeting in July 2024.	Ongoing
173 e)	Councillor Chris Boden Weedkilling	Executive Director of Place and Sustainability	The Highways and Transport Committee at its January meeting will consider whether to reintroduce the practice of removing all weed growth from paths and roads to be resurfaced alongside other options.	Update: 4 December 2023 A report is scheduled for the Highways and Transport Committee meeting in January 2024	Ongoing
			The report which is due to come to the Highways and Transport Committee in January should also be shared with all members, and a suitable report be shared with all parish and town councils who have contacted the Council to express their concerns.	Update: 4 December 2023 A report will be presented to the Highways and Committee meeting in January 2024 to inform members of the results of the impact of the policy this year and to present policy options for consideration.	Ongoing

			<p>The Strategy and Resources and Performance Committee be asked to allocate sufficient resource to ensure an appropriate spraying regime is in place to manage weeds in an effective way in the long term.</p>	<p>Update: 4 December 2023</p> <p>As above.</p>	Ongoing
			<p>A factual statement on the actual biodegradable state of the products used, and their impact on pollinating insects be published to ensure discussion of this issue is based on reliable evidence.</p>	<p>Update: 4 December 2023</p> <p>This will be included in the report for the committee.</p>	Ongoing
			<p>City, District, Town and Parish councils and the public be informed that cyclic and preventative weedkilling will be reintroduced wherever appropriate.</p>	<p>Update: 4 December 2023</p> <p>City, district and parish councils will be informed of any policy change following the committee's consideration of the review report.</p>	Ongoing

Section 85 Local Government Act 1972 – Recommendation to Extend Six Month Rule

To: Council

Meeting Date: 12 December 2023

From: Director of Legal and Governance and Monitoring Officer

Purpose: To seek approval, for the purposes of Section 85 of the Local Government Act 1972, for the absence of Councillor Mac McGuire from any meeting of the Authority from the date of this meeting for six months on the grounds of his ill health.

Recommendation: Council is recommended to:

- i) note that Councillor McGuire has not been able to attend meetings of the Council due to ill-health since his attendance at Constitution and Ethics Committee on 20th June 2023;
- ii) extend its best wishes to Councillor McGuire; and
- iii) approve Councillor McGuire's non-attendance at meetings of the Council due to ill-health up to 12th June 2024 pursuant to Section 85 of the Local Government Act 1972.

Officer contact:

Name: Michelle Rowe
Post: Democratic Services Manager
Email: michelle.rowe@cambridgeshire.gov.uk
Tel: 01223 699180

1. BACKGROUND

- 1.1 Under Section 85(1) of the Local Government Act 1972 if a Member fails throughout a period of six consecutive months from the date of his/her last attendance to attend any meeting of the Council or as a representative of the Council on an Outside Body he/she shall, unless the failure was due to some reason approved by the Council before the expiry of that period, cease to be a member of the Authority.
- 1.2 Due to ill-health Councillor Mac McGuire has not been able to attend any Council or Committee meetings since his attendance at Constitution and Ethics Committee on 20th June 2023. A request is put forward to Council to approve an extension to the usual six-month rule to enable Councillor McGuire to remain in office. If this request is not approved Councillor McGuire will cease to be a member of the Council on 20th December 2023.
- 1.3 Council is therefore asked to give approval to Councillor McGuire's non-attendance by reason of ill-health.

Source documents

Local Government Act 1972

[Local Government Act 1972](#)

Constitution and Ethics Committee recommendations - Proposed Changes to the Constitution

To: County Council

Date: 12th December 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:

- a) approve the changes to the Constitution set out in Appendix 1 of the report;
- b) approve the revised terms of reference of the Cambridgeshire and Peterborough Health and Wellbeing Board / Integrated Care Partnership, as set out in Appendix 2 of the report; and
- c) authorise the Monitoring Officer to take all steps necessary or incidental to implement the changes to the Constitution detailed in this report.

Officer contact:

Name: Michelle Rowe

Post: Democratic Services Manager

Email: michelle.rowe@cambridgeshire.gov.uk

Tel: 01223 699180

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. Constitutional Changes

- 2.1 The Constitution and Ethics Committee, at its meeting on 14 November 2023, considered and recommended unanimously to Council the changes set out below.

Annual Budget Meeting – Business Plan Debate

- 2.2 The Council's annual budget meeting takes place in February each year. Before the meeting, Group Leaders are consulted on a protocol for debating the Council's proposed business plan. At the meeting, the Council is then asked to suspend any standing orders in connection with the business plan debate in order to accommodate the agreed procedure.
- 2.3 Many local authorities have incorporated arrangements for debating the budget within their constitutions. At the moment, there is a lack of transparency in Cambridgeshire as to how the budget debate is conducted. There is also no authority regarding the timelines on submission of amendments, as the meeting to suspend standing orders occurs after the deadline for amendments.
- 2.4 Proposed changes to the rules of debate in Chapter 4-1 of the Council's constitution (Council Procedure Rules), reflecting the current Budget Debate Protocol, are set out below and highlighted as additions in bold at Appendix 1 of the report. If Full Council agrees these changes, there will no longer be any need to suspend standing orders at each budget meeting.

Content and Length of Speeches

- 2.5 At the annual budget meeting, Group Leaders will have opening speeches immediately after the motion has been proposed and seconded, in order of members of the administration first and then the opposition, based on descending order of group size.

When a Member may Speak Again

- 2.6 Add a Section g) - For the annual budget debate, Group Leaders will also be able to speak during the main debate itself, following their opening speeches.

Amendments to Motions

- 2.7 Add to Section b) - At the annual budget meeting, due to the complexity of the Business Plan and the need for financial compliance, any significant* amendments must be submitted to the Section 151 Officer and the Democratic Services Manager at least five clear working days before the date of the meeting, in order to enable the Section 151 Officer to confirm whether the proposed amendments would result in a lawful budget.

Any minor* amendments must be submitted to the officers above not later than noon one working day before the date of Full Council.

[*Note – Amendments will be classified as significant if they call for changes which will require the Section 151 Officer to expend a considerable amount of time checking the budget figures. Minor amendments will be those that relate to a single budget line. The final decision as to whether an amendment is significant rests with the Section 151 Officer].

- 2.8 Add to Section c) - At the annual budget meeting, amendments will be debated in the order selected by the Chair of the Council, having regard to the proportionality of the groups.
- 2.9 Add a Section g) to state - At the annual budget meeting, if a majority vote in favour of either the original recommendation or the amended version cannot be achieved, the Chair shall immediately adjourn the debate and meeting, and ask Group Leaders to make themselves available with a view to commencing discussions / negotiations in order to arrive at a recommendation which will gain sufficient support to achieve a majority. As soon as a new recommendation has been proposed, (which is approved by the Section 151 officer), the Chair shall reconvene the meeting and ask for the amendment to be moved and debated.

Cambridgeshire and Peterborough Health and Wellbeing Board – Revised Terms of Reference

- 2.10 The Cambridgeshire and Peterborough Health and Wellbeing Board / Integrated Care Partnership endorsed proposed revisions to its terms of reference with one suggestion regarding the presentation of the membership. A copy of the revised terms of reference is attached at Appendix 2, with the changes detailed below. The terms of reference will also need to be approved by the full Council of Peterborough City Council.

Membership

- 2.11 The membership has been restructured to simplify the presentation of the different types of members.
- 2.12 Following the changes in the management arrangements for both councils, there are now two adults' services directors and two children's services directors. The two Chief Executives have agreed that each authority will nominate one director, with the other acting as the nominated substitute.
- 2.13 The terms of reference for the Health and Wellbeing Board provide for an officer of the Cambridgeshire and Peterborough Combined Authority to be a member of the Board, alongside the Mayor of the Combined Authority who is a member via the Integrated Care Partnership. The Chief Executive of the Combined Authority will join going forward to fulfil the Health and Wellbeing Board role, with role of the Mayor unchanged.
- 2.14 The draft updated terms of reference also reflect the current list of Integrated Care Partnership members. These changes do not introduce any new members.

Quorum

- 2.15 To aid the effective planning of meetings, the quorum provisions have been made more explicit.

Appointment of Substitute Members

- 2.16 There is significant value where there is a continuity of attendance, however it is recognised that on occasions substitutes may be required to attend. Individual nominating organisations may choose to have additional arrangements in place for the management of substitutes. The proposed change clarifies the base expectations for all members.

Members' Conduct

- 2.17 The proposed change also makes it an explicit requirement, where a substitute attends, to complete a register of interest declaration, and introduces a requirement on the Clerk to ensure that a single register of members interest is compiled and maintained.

3. Source documents

- 3.1 [The Council's Constitution](#)

- 3.2 [Constitution and Ethics Committee - 14 November 2023](#)

Council Procedure Rules

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

1. Annual Meeting of the Council

1.1 Timing

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

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

1.2 Business

The annual meeting will carry out the tasks listed below.

- (a) Elect a person to preside if the Chair of Council is not present.
- (b) Elect the Chair of Council.
- (c) Elect the Vice-Chair of Council.
- (d) Approve the minutes of the last meeting.
- (e) Receive any announcements from the Chair and/or Head of Paid Service.
- (f) Agree the scheme of delegation or such part of it as the Constitution determines it is for the Council to agree (as set out in Part 3 of this Constitution).
- (g) Approve a programme of ordinary meetings of the Council for the year.
- (h) Consider any business set out in the notice convening the meeting.

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

1.3 Selection of Councillors on Committees and Outside Bodies

At the annual meeting, the Council will:

- (a) Decide which committees and sub-committees to establish for the municipal year.

- (b) Decide the size and terms of reference for those committees and sub-committees.
- (c) Decide the allocation of seats and substitutes to political groups in accordance with the political balance rules.
- (d) Appoint the Chair and Vice-Chair of the Strategy, Resources and Performance Committee who will also fulfil the role of Leader and Deputy Leader of the Council respectively.
- (e) Appoint the chair and vice-chair of each of the six policy and service committees.
- (f) Appoint the Chair and Vice-Chair of the Audit and Accounts Committee, Pension Fund Committee and Planning Committee.
- (g) Appoint to outside bodies except where appointment to those bodies has been delegated by the Council.

2. Ordinary Meetings

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

- (a) Elect a person to preside if the Chair and Vice-Chair are not present.
- (b) Approve the minutes of the last meeting.
- (c) Receive any announcements from the Chair, Leader, committee chairs or the Chief Executive.
- (d) Subject to the consent of the person presiding at the meeting:
 - (i) Receive questions from, and provide answers to, the public; and
 - (ii) Receive petitions in accordance with the Council's petitions scheme.
- (e) Deal with any business from the last Council meeting.
- (f) Consider recommendations from the Council's committees on matters requiring a Council decision.
- (g) Receive reports about and receive questions and answers on the business of joint arrangements and external organisations.
- (h) Consider motions.

- (i) Consider any other business specified in the summons to the meeting, including consideration of proposals from the Strategy, Resources and Performance Committee in relation to the Council's budget and policy for debate.
- (j) Put questions to the Council's representatives on the Fire Authority and the Combined Authority Board and Overview and Scrutiny Committee.
- (k) Adjourn for ten minutes approximately every two hours, at an appropriate point.

3. Extraordinary Meetings

3.1 Calling Extraordinary Meetings

Those listed below may request the proper officer to call Council meetings in addition to ordinary meetings:

- (a) The Council by resolution;
- (b) The Chair of the Council;
- (c) The Monitoring Officer; and
- (d) Any five members of the Council if they have signed a requisition presented to the Chair of the Council and they have refused to call a meeting or have failed to call a meeting within seven days of the presentation of the requisition.

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

3.2 Business

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

4. Appointments to Committees

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

- (a) They cease to be a councillor;
- (b) Their resignation;
- (c) Changes to political balance necessitate changes to committee membership; or
- (d) Removal by the proper officer at the request of their group.

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

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

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

Any changes in membership must be notified to the Democratic Services Manager by the group leader or the majority of the group no later than 12.00 noon the working day before the relevant meeting.

As well as allocating seats on committees and sub-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.

5. Time and Place of Meetings

The time and place of meetings will be determined by the proper officer and notified in the summons.

6. Notice of and Summons to All Meetings

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

The Monitoring Officer may, after consultation with the Chair, cancel a meeting of the Council, if they are satisfied that there is insufficient business to be transacted or if they are satisfied that this is the appropriate course of action.

7. Chair of Meeting

The person presiding at the meeting may exercise any power or duty of the Chair.

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

8. Quorum

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

9. Questions by Members

9.1 Oral Questions

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

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

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

9.2 Written Questions

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

- (a) The Chair; and/or
- (b) The chair of any committee.

A question in writing on any matter in relation to which the Council has powers or duties or which affects the county.

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

- (a) They have given notice in writing of the question to the proper officer no later than 12.00 noon five working days before the date of the meeting, excluding extraordinary or special meetings of the Council and the first annual meeting of a new Council, where no written questions may be asked unless they are agreed as an urgent item by the Chair under paragraph (b) below; or

- (b) The question relates to urgent matters, they have the consent of the Chair to whom the question is to be put, and the content of the question is given to the proper officer at least one hour before the scheduled start of the meeting.

The maximum number of written questions submitted to any one meeting will be twenty. Questions will be accepted in the order received until the limit has been reached.

9.3 Public Question Time

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

If more than four members of the public apply to speak, questioners will be invited to defer their question to the next meeting. The Democratic Services Officer will ensure that all steps are taken to inform the “unsuccessful” speakers in advance and, where they either choose not to defer their question or do not reply, a written reply will be sent within ten working days after the meeting.

(Any decision to exceed the limit will be at the discretion of the Council Chair.)

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

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

Only one question may be asked by each member of the public or organisation and the question must relate to a single topic. A question which is substantially the same as a question which has been put at a meeting of the Council or one of its committees in the past six months will not be allowed.

The Chair will decide whether to reject a question should the Monitoring Officer inform them that the question asked:

- (a) Is not about a matter for which the local authority has a responsibility or which affects the county and is something the Council is able to influence;
- (b) Is illegal, improper, defamatory, frivolous or offensive;
- (c) Requires the disclosure of confidential or exempt information;
- (d) Is within the remit of the Cambridgeshire and Peterborough Combined Authority;
- (e) Relates to a planning application;
- (f) Is from an employee of the Council, except when acting as trade union representatives or private individuals, as the employee has sufficient channels of communication, both internally and through their representative bodies;
- (g) Is from a provider the Council contracts with or chooses not to contract with unless unrelated to those specific contracts;
- (h) Relates to separate appeal, adjudication, litigation, mediation or dispute resolution;
- (i) Is about the conduct of individual councillors or employees; or
- (j) Is in multiple parts.

Members of the public shall have up to two minutes in which to ask the question.

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

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

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

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

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

If the questioner cannot be present at the Council meeting to pose their question, a written question will be accepted and answered in writing.

9.4 Petition Scheme

Anyone living, working or studying in the Council's area who wishes to raise an issue or have their views heard on a Council matter can create or submit a petition. Petitions are accepted via the Council's website, in paper form, or by a combination of these.

Electronic petitions will be accepted provided they are:

- (a) Submitted using the Council's free ePetitions facility; or
- (b) Submitted as one document, containing the list of names and contact information of those supporting the petition. These petitions should be sent to: DemocraticServices@cambridgeshire.gov.uk.

Paper petitions can be sent to:

The Petitions Officer
Cambridgeshire County Council
New Shire Hall
Alconbury Weald
PE28 4XA

A combination of an electronic petition and paper petition is acceptable provided they follow the guidelines set out in the scheme.

Once a petition has been received, it will be assigned to a Democratic Services Officer, who will be responsible for advising the petition organiser on the action to be taken by the authority within ten working days.

Ordinary Petitions

The petition must relate to functions for which the Council has powers or duties, or to improvements in the economic, social or environmental welfare of Cambridgeshire, to which the Council, or any of its partners, can contribute.

Format of Petitions

Petitions submitted to the Council must include a clear and concise statement covering the subject of the petition. It should state:

- (a) What actions the petitioners wish the Council to take.

- (b) The name and contact details of the petition organiser, who should be a local person*.
- (c) The name (preferably in block capitals) and full address of each local person* who signs it. Where the petition is in paper form, this should include an actual signature. Where the petition is submitted in electronic form a list of the names and addresses will suffice.

* *A 'local person' is anyone who lives, owns a business, or works in the area, or who attends a school or college in the area at the time the petition is submitted. (Business, school or college to be recorded where appropriate. Addresses not within the Council's area will not be counted).*

How will the Council respond to petitions

The Council's response will depend on what the petition asks for, but it will include one or more of the following:

- (a) Take action as requested in the petition;
- (b) Meet with petitioners;
- (c) Refer the petition to Full Council or one of the Council's committees; and/or
- (d) Call a referendum.

[A referendum on constitutional change could be triggered with a petition submitted by 5% of the local government electors registered in the local authority's area.]

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

Speaking at Council/Committee Meetings

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

- (a) The petition must relate to the powers and duties of that committee / body;
- (b) The petition must be signed by at least fifty 'local people' *** who have an interest in the subject of the petition - the addresses of the signatories must be included for this purpose. Petitions with fewer than fifty signatures will still be considered but there is no right to speak;
- (c) The petition must be received by no later than 9.00 a.m. five working days before the meeting; and

(d) The petition must be accepted by the chair of the committee for presentation at the meeting. This is likely to be agreed unless there are exceptional circumstances.

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

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

Process at the Meeting

Time for presenting a petition will be limited to three minutes. If there is an item / report on the agenda which relates to the petition, the petition organiser will usually be asked to make their presentation at the beginning of that item. Once they have spoken to the meeting, councillors may wish to ask them questions about the petition. The person presenting the petition will not be allowed to take part in the subsequent debate. If there is no relevant item on the agenda, petitions will usually be heard at the start of the meeting, but they will not usually be discussed.

Petition organisers will receive a written response from the chair of the meeting within ten working days of the meeting.

Petitions for Debate at Council

If a petition contains at least 3,000 signatures, the petition organiser can ask for it to be debated at a meeting of Full Council, which all councillors can attend.

The petition organiser, or nominee, will be given five minutes to present the petition at the meeting and the petition may be discussed by councillors for a maximum of up to fifteen minutes.

The Council will decide how to respond to the petition at this meeting. It may decide to take the action the petition requests, not to take the action requested for reasons put forward in the debate, or to commission further investigation into the matter, for example by the relevant committee. Where the petition organiser does not attend the meeting, they will receive written confirmation of this decision within ten working days of the meeting.

Exclusions

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

- (a) Petitions relating to planning applications. These are considered by the Council's Planning Committee. You can find further details on how to make your views known to the committee on the planning pages of the Council's website, or ask the Democratic Services Team for information.
- (b) Petitions relating to traffic regulation orders. These are considered by the Assistant Director: Highways in consultation with the local members.
- (c) Petitions in response to consultation on a specific issue or proposal. These should be sent to the return address as detailed in the relevant consultation document.
- (d) Statutory petitions (for example requesting a referendum on having an elected mayor).
- (e) A matter where there is an existing right of appeal.

The Council will not consider:

- (a) Petitions that do not follow the guidelines set out in this petition scheme.
- (b) Petitions that do not relate to a matter for which the local authority has a responsibility, or which affects the county and is something the Council is able to influence.
- (c) Petitions disclosing matters that are personal or confidential.
- (d) Petitions which are in the opinion of the Monitoring Officer, in consultation with the relevant committee chair, to be libellous, rude, offensive, vexatious, abusive or otherwise inappropriate, or which are in breach of the Council's statutory duties in respect of equality, diversity and inclusion.
- (e) Petitions from, or submitted on behalf of a business, or person, where the main purpose of the petition is to influence a forthcoming commercial decision of the Council, or the terms and conditions of a commercial transaction.
- (f) Duplicate petitions. Where more than one petition is received in time for a particular meeting, each supporting the same outcome, each petition organiser will be treated as an independent petition organiser, but only the organiser of the first petition to be received will be invited to address the relevant meeting.

- (g) Repeat petitions. Petitions will not normally be considered within six months of another petition on the same matter having been considered by the Council or one of its committees.

Where any of the above applies, the Council's petitions officer will contact the petition organiser to explain the reasons behind the decision.

Informal Review

If the petitioner believes the petition has not been dealt with in accordance with this scheme. The lead petitioner should seek an informal review by the Monitoring Officer, who will inform them of any decision arising from the review within ten working days.

General Data Protection Regulation

People signing a petition are consenting to Cambridgeshire County Council holding and processing their personal data. All personal information will be kept safe and secure for a period of four years. It is the responsibility of the petition organiser to ensure that people signing the petition are consenting to this and they are aware how Cambridgeshire County Council will be holding their personal data.

10. Motions on Notice

10.1 Notice

Except for motions which can be moved without notice under Rule 11, written or electronic notice of motions for discussion at Council meetings, excluding extraordinary or special meetings and the annual budget meeting of the Council or the first annual meeting of a new Council, must be delivered to the proper officer not later than 12.00 noon 14 days before the date of the meeting. The proper officer will maintain a public record of all motions submitted. Any councillor may give notice of not more than one motion for consideration at any ordinary meeting.

Other than at the annual budget meeting, for which no notices of motions shall be accepted, a maximum of five motions shall be accepted for debate at an ordinary meeting of the Council under this standing order.

10.2 Motion set out in Agenda

Motions for which notice has been given will be listed on the agenda in the order in which notice of the full written motion in its draft form was received, unless the Member giving notice states, in writing, that they propose to move it to a later meeting or withdraw it.

10.3 Scope

Motions:

- (a) Must be about matters for which the Council has a responsibility, or which affect the county;
- (b) May propose an addition or change to a policy framework provided that the addition or change could not reasonably have been raised when the policy framework was originally approved;
- (c) May not raise the competence or performance of a councillor or officer;
- (d) May not raise any matter involving exempt information or normally considered confidential;
- (e) May not make any abusive or defamatory comments; and
- (f) May not be related to a planning application, or any other quasi-judicial matter, that will or could be determined by the authority, including Nationally Significant Infrastructure Projects (NCIPS), or for which it is a statutory consultee.

11. Motions Without Notice

The following motions may be moved without notice:

- (a) To appoint a chair of the meeting at which the motion is moved.
- (b) In relation to the accuracy of the minutes.
- (c) To change the order of business in the agenda.
- (d) To refer something to an appropriate body or individual.
- (e) To appoint a committee or member arising from an item on the summons for the meeting.
- (f) To receive reports or adoption of recommendations of committees or officers and any resolutions following from them.
- (g) To withdraw a motion.
- (h) To amend a motion.
- (i) To proceed to the next business.
- (j) That the question be now put.
- (k) To adjourn a debate.
- (l) To adjourn a meeting.

- (m) To suspend a particular Council Procedure Rule.
- (n) To exclude the public and press in accordance with the Access to Information Rules.
- (o) To not hear further a member named under Rule 19.3 or to exclude them from the meeting under Rule 19.4.
- (p) To give the consent of the Council where its consent is required by this constitution.

12. Rules of Debate

12.1 No Speeches Until Motion Seconded

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

12.2 Right to Require Motion or Amendment in Writing

Unless notice of the motion or amendment has already been given, the Chair may require it to be written down and handed to them before it is discussed.

12.3 Secunder's Speech

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

12.4 Content and Length of Speeches

Speeches must be directed to the question under discussion or to a personal explanation or point of order. No speech may exceed five minutes without the consent of the Chair. **At the annual budget meeting, Group Leaders will have opening speeches immediately after the motion has been proposed and seconded, in order of members of the administration first and then the opposition, based on descending order of group size.**

12.5 When a Member may Speak Again

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

- (a) To speak once on an amendment moved by another member.
- (b) To move a further amendment if the motion has been amended since they last spoke.

- (c) If their first speech was on an amendment moved by another member, to speak on the main issue (whether or not the amendment on which they spoke was carried).
- (d) In exercise of a right of reply.
- (e) On a point of order.
- (f) By way of personal explanation.
- (g) For the annual budget debate, Group Leaders will also be able to speak on during the main debate itself, following their opening speeches.**

12.6 Amendments to Motions

- (a) An amendment to a motion must be relevant to the motion and should not seek to introduce into the motion a new issue unrelated to the subject in the motion. It will either be:
 - (i) To refer the matter to an appropriate body or individual for consideration or reconsideration.
 - (ii) To leave out words.
 - (iii) To leave out words and insert or add others.
 - (iv) To insert or add words.
 - (v) As long as the effect of (ii) to (iv) is not to negate the motion.
- (b) An amendment to a motion must be delivered to the Monitoring Officer and Democratic Services Manager in its draft form not later than noon two working days and its intended final form not later than noon one working day before the date of the meeting at which the motion is to be considered. If more than one amendment is received, amendments will be taken at the meeting in the order in which they were received by the Democratic Services Manager.

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

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

At the annual budget meeting, due to the complexity of the Business Plan and the need for financial compliance, any significant* amendments must be submitted to the Section 151 Officer, and the

Democratic Services Manager, at least five clear working days before the date of the meeting, in order to enable the Section 151 Officer to confirm whether the proposed amendments would result in a lawful budget.

Any minor* amendments must be submitted to the officers above not later than noon one working day before the date of Full Council.

[*Note – Amendments will be classified as significant if they call for changes, which will require the Section 151 Officer to expend a considerable amount of time checking the budget figures. Minor amendments will be those that relate to a single budget line. The final decision as to whether an amendment is significant rests with the Section 151 Officer].

- (c) Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been disposed. **At the annual budget meeting, amendments will be debated in the order selected by the Chair of the Council, having regard to the proportionality of the groups.**
- (d) If an amendment is not carried, other amendments to the original motion may be moved.
- (e) If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.
- (f) After an amendment has been carried, the Chair will advise the meeting of the content of the amended motion before accepting any further amendments, or if there are none, put it to the vote.
- (g) **At the annual budget meeting, if a majority vote in favour of either the original recommendation or the amended version cannot be achieved, the Chair shall immediately adjourn the debate and meeting, and ask Group Leaders to make themselves available with a view to commencing discussions / negotiations in order to arrive at a recommendation which will gain sufficient support to achieve a majority. As soon as a new recommendation has been proposed, (which is approved by the Section 151 officer), the Chair shall reconvene the meeting and ask for the amendment to be moved and debated.**

12.7 Alteration of Motion

- (a) A member may alter a motion of which they have given notice with the consent of the meeting. The meeting's consent will be signified without discussion.

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

12.8 Withdrawal of Motion

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

12.9 Right of Reply

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

12.10 Motions which may be Moved During Debate

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

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

12.11 Closure Motions

- (a) A member may move, without comment, the following motions at the end of a speech of another member:
 - (i) To proceed to the next business.
 - (ii) That the question be now put.
 - (iii) To adjourn a debate.
 - (iv) To adjourn a meeting.
- (b) If a motion to proceed to next business is seconded and the Chair thinks the item has been sufficiently discussed, they will give the mover of the original motion a right of reply and then put the procedural motion to the vote.
- (c) If a motion that the question be now put is seconded and the Chair thinks the item has been sufficiently discussed, they will put the procedural motion to the vote. If it is passed, they will give the mover of the original motion a right of reply before putting their motion to the vote.
- (d) If a motion to adjourn the debate or to adjourn the meeting is seconded and the Chair thinks the item has not been sufficiently discussed and cannot reasonably be so discussed on that occasion, they will put the procedural motion to the vote without giving the mover of the original motion the right of reply.

12.12 Point of Order

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

12.13 Personal Explanation

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

12.14 Officers Addressing the Council

Officers will not normally be called upon to address the Council or to answer questions unless specifically requested to do so by the Chair of the Council. This rule shall not apply to the provision of procedural advice by the Monitoring Officer or to the Head of Paid Service and Section 151 Officer when acting in their statutory roles.

13. State of County Debate

13.1 The Chair, in consultation with the Leader, may convene meetings of the Council to discuss matters relating to the state of the county. The application of these rules to such meetings may be varied in accordance with a detailed protocol agreed by the Council.

14. Previous Decisions and Motions

14.1 Motion to Rescind a Previous Decision

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

14.2 Motion Similar to One Previously Rejected

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

15. Voting

15.1 Majority

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

15.2 Chair's Casting Vote

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

15.3 Method of Voting

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

15.4 Electronic Voting

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

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

15.5 Recorded Vote

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

15.6 Recorded Vote at Annual Budget Meeting

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

15.7 Right to Require Individual Vote to be Recorded

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

15.8 Voting by Political Groups

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

15.9 Voting on Appointments

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

16. Minutes

16.1 Signing the Minutes

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

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

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

17. Exclusion of Public

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

18. Members' Conduct

18.1 Standing to Speak

A member may indicate their wish to speak and shall wait to be called by the Chair. When a member is called by the Chair to speak at full Council they must stand, if able, and address the meeting through the Chair. Whilst a member is speaking, other members who wish to make a point of order or a point of personal explanation must indicate their wish to the Chair, who will then call on them to speak.

18.2 Halting Debate

When the Chair indicates a wish to halt a debate with the gavel, any member speaking at the time must stop. The meeting must be silent.

18.3 Member not to be Heard Further

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

18.4 Member to Leave the Meeting

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

18.5 General Disturbance

If there is a general disturbance making orderly business impossible, the Chair may adjourn the meeting for as long as they think necessary.

19. Disturbance by Public

19.1 Removal of Member of the Public

If a member of the public interrupts meeting proceedings, the Chair will warn the person concerned. If they continue to interrupt, the Chair will order their removal from the meeting room.

19.2 Clearance of Part of Meeting Room

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

20. Photography and Audio Recordings of Meetings

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

21. Electronic Communication

Where these rules require that written notice is given to the proper officer, such notice will also be deemed to have been given if received by the proper officer by email within the specified deadline.

22. Suspension and Amendment of Council Procedure Rules

22.1 Suspension

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

22.2 Amendment

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

Cambridgeshire and Peterborough Combined Authority and Overview and Scrutiny Committee – Oral Questions at County Council Meetings

1. Members will have an opportunity to ask questions and comment on Cambridgeshire and Peterborough Combined Authority decisions at meetings of the County Council except extraordinary or special meetings of the Council and the first annual meeting of a new Council.
2. The Combined Authority will prepare a generic report summarising the decisions made by its formal committees for use by all local authorities within its area. This report shall be noted as read with no introduction.
3. Councillors may ask questions for a response by the Council's appointee on the Combined Authority, and its appointees to the Combined Authority Overview and Scrutiny Committee, which relate to the decisions of the Combined Authority Board and Overview and Scrutiny Committee, as set out in the generic report provided.
4. If members wish to raise questions or issues requiring a detailed response, they must give five working days' advance notice so that the necessary information can be obtained in advance of the meeting, unless a meeting of the Combined Authority is due to take place during the notice period, in which case the Chair will decide whether to accept the question.
5. Members will have two minutes in which to ask a question and one minute for a supplementary with up to a maximum of two minutes for a direct oral to each.
6. The Chair of Council will exercise discretion over the amount of time allocated to the discussion of this item or the maximum time allowed for these questions and answers will be 40 minutes (20 minutes for questions to the Council's appointee on the Combined Authority, and 20 minutes for questions to its appointees to the Combined Authority Overview and Scrutiny Committee).

Discussion of Fire Issues at County Council Meetings

- Members will have an opportunity to ask questions and comment on fire issues at the Council meetings in October and March.
- The Chair of the Fire Authority will prepare a short paper for inclusion in the agenda outlining some of the key issues facing the Authority in recent/ coming months.
- Councillors may ask questions for response by members of the Fire Authority or simply comment on concerns or issues.
- If members wish to raise questions or issues requiring a detailed response, it will usually be helpful if they give advance notice so that the necessary information can be obtained in advance of the meeting.
- The usual five minute time limit will apply to all speeches.
- The Chair of Council will exercise discretion over the amount of time allocated to the discussion of this item.
- The Cambridgeshire and Peterborough Fire Authority is a separate corporate body. The County Council is not in a position to direct any course of action by this organisation.

12. Cambridgeshire & Peterborough Health and Wellbeing Board

Introduction

The Cambridgeshire & Peterborough Health and Wellbeing Board (HWB) is established as a committee of the County Council under section 102 of the Local Government Act 1972. Its remit is to work to promote the health and wellbeing of Cambridgeshire's communities and its focus is on securing the best possible health outcomes for all residents. This involves a system level partnership with NHS and Local Government as equal partners and the alignment of partners' strategies across the system.

In consideration of the developments around the Integrated Care Partnerships (ICPs), Cambridgeshire & Peterborough HWB aims to ensure that integration is closely linked to prevention and tackling the wider determinants of health. A joint Cambridgeshire & Peterborough HWB has collective accountability and responsibility for population health care outcomes. The Board maintains its separate statutory identity from the ICP but where possible meets as a committee in common. It is the intention to have one shared Cambridgeshire & Peterborough Health & Wellbeing Strategy that is owned across the local system.

Membership

Membership from the Health and Wellbeing Board is 20 members, with an additional nine from the Integrated Care Partnership, creating the collective board membership.

Health and Wellbeing Board Members

- Cambridgeshire County Council (CCC) Vice-Chair of Adults & Health Committee (Lead member for HWB)¹
- CCC Chair of Adults & Health Committee
- Peterborough City Council (PCC) Cabinet / Lead member for Public Health/ HWB¹
- PCC Cabinet / Lead Member for Children's Services
- PCC/CCC Executive Director of Public Health¹
- PCC Executive Director: Adults Services or PCC Executive Director: Children and Young People's Service*
- CCC Executive Director for Adults, Health and Commissioning or CCC Executive Director for Children, Education and Families.*
- District Council representative (one officer on behalf of all districts to be appointed by the Cambridgeshire Public Service Board)
- Local Healthwatch Chair¹
- Voluntary & Community Sector Representative
- Cambridgeshire Constabulary (Chief Constable or officer to be determined)
- Cambridgeshire and Peterborough Combined Authority (Chief Executive Officer (CEO) or officer to be determined)
- Chief Executive Integrated Care Board (ICB¹)

- Chair Integrated Care Board
- Representative of Cambridge University Hospitals NHS Foundation Trust (CUHFT)
- Representative of North West Anglia NHS Foundation Trust (NWAFT)
- Representative of Papworth Hospital NHS Foundation Trust
- Representative of Cambridgeshire and Peterborough NHS Foundation Trust (CPFT)
- Representative of Cambridgeshire Community Services NHS Trust (CCS)
- Primary Care Representative (South)

* One member to be agreed between the Chief Executives of Peterborough City Council and Cambridgeshire County Council.

Integrated Care Partnership Board Members

- ICB Deputy Chief Executive/ Managing Director of Strategic Commissioning Accountable Business Unit
- ICB Chief of Partnerships and Strategy
- ICB Non Executive Member
- Primary Care Representative (North)
- District Council representative (one officer on behalf of all districts to be appointed by the Cambridgeshire Public Service Board)
- Police and Crime Commissioner
- Academic Health Science Network Representative
- Voluntary and Community Sector Representative
- Mayor of Cambridgeshire and Peterborough Combined Authority

¹ Denotes statutory members of the Health and Wellbeing Board as required by Section 194 of the Health and Social Care Act 2012. There is a statutory requirement for at least one local authority councillor and at least one representative of the ICS NHS Board, to be a member of the HWB.

Summary of Functions

Delegated Authority	Delegated Condition
Authority to prepare the Joint Strategic Needs Assessment (JSNA) for Cambridgeshire and Peterborough: To develop a shared understanding of the needs of the community through developing and keeping under review the JSNA and to use this intelligence to refresh the Health & Wellbeing Strategy.	Section 116, Local Government and Public Involvement in Health Act 2007 Section 196, Health and Social Care Act 2012
Authority to prepare the Joint Health and Wellbeing Strategy for Cambridgeshire and Peterborough based on the need identified in the Joint Strategic Needs Assessment and overseeing the implementation of the Strategy, which informs and influences the commissioning plans of partner agencies.	Section 116A, Local Government and Public Involvement in Health Act 2007. Section 196, Health and Social Care Act 2012
Authority to respond to consultations about commissioning plans issued by the ICB in connection with Section 26 of the Health and Social Care Act 2012.	Section 26, Health and Social Care Act 2012
Authority to encourage persons who arrange for the provision of any health or social care services in the Council's area to work in an integrated manner.	Section 195, Health and Social Care Act 2012
Authority to provide any advice, assistance and support it thinks appropriate for the purpose of encouraging the making of arrangements under Section 75 of the National Health Service Act 2006.	Section 195, Health and Social Care Act 2012 Section 75, NHS Act 2006
Authority to produce the Pharmaceutical Needs Assessment (PNA) and liaise with NHS England and Improvement (NHSE&I) to ensure recommendations and gaps in services are addressed.	NHS (Pharmaceutical and Local Pharmaceutical Services) Regulations 2013 (SI 2013/349)
To consider options and opportunities for the joint commissioning of health and social care services for children, families and adults in Cambridgeshire to meet identified needs (based on the findings of the Joint Strategic Needs Assessment) and to consider any relevant plans and strategies regarding joint commissioning of health and social care services for children and adults.	

Delegated Authority	Delegated Condition
To identify areas where joined up or integrated commissioning, including the establishment of pooled budget arrangements, would benefit improving health and wellbeing and reducing health inequalities.	
By establishing subgroups as appropriate give consideration to areas of joint health and social care commissioning, including but not restricted to services for people with learning disabilities.	
To keep under consideration, the financial and organisational implications and impact on people's experience of joint and integrated working across health and social care services, and to make recommendations for ensuring that performance and quality standards for health and social care services to children, families and adults are met and represent value for money across the whole system.	
Authority to prepare and provide Health and Wellbeing Board sign off for the Better Care Fund Plan.	
Authority to approve non-statutory joint strategies on health and wellbeing issues (e.g. Cambridgeshire and Peterborough suicide prevention strategy).	
Authority to discharge any other functions specifically reserved to be undertaken by health and wellbeing boards as set out in legislation, guidance, circulars and directives received from national government.	
Authority to consider whether ICS Board draft forward plans take proper account of the joint local health and wellbeing strategy which relates to the period (or any part of the period) to which the plan relates.	Section 14Z54 White paper
To provide oversight to the work undertaken by the member partners to take forward the Cambridgeshire and Peterborough ICB to deliver the "triple aim" duty for all NHS organisations of better health for the whole population, better quality of care for all patients and financially sustainable services for the taxpayer.	

Delegated Authority	Delegated Condition
To provide a system wide governance forum, including NHS, Local Government and wider partners, to enable collective focus and direction to the responsibilities and decision making of the individual partners.	

Cambridgeshire & Peterborough Health and Wellbeing Board (Standing Orders)

1. Co-optees

The Cambridgeshire and Peterborough Health and Wellbeing Board will be entitled to appoint non-voting and voting co-opted members to the board. It shall determine whether the co-options shall be for a specified period, for specific meetings or for specific items. Co-options may only be made if the person co-opted has particular knowledge or elected expertise in the functions for which the board is responsible, or knowledge/responsibility for a geographic or academic agenda issue.

2. Notice of Meetings

Meetings of the board will be convened by the Integrated Care Board on behalf of Cambridgeshire County Council and Peterborough City Council. The Integrated Care Partnership will arrange the clerking of the HWB part of the agenda and recording of the whole meeting (a member of Cambridgeshire County Council's or Peterborough City Council's Democratic Services Team will act as support lead).

3. Chair

The appointment of the chair will be determined by the board at each meeting. It will be based on a rotating arrangement between CCC, PCC and the ICP.

4. Quorum

The quorum for all meetings of the board will be nine members from the Health and Wellbeing Board membership and must include at least one elected representative from CCC and PCC and a representative of the ICB.

5. Appointment of Substitute Members

Nominating groups may appoint a substitute member for each position. These members will receive electronic versions of agendas and minutes for all meetings. Notification of a named substitute member must be made in writing or by email to the clerk. Substitute members may attend meetings after notifying the clerk of the intended substitution before the start of the meeting either verbally or in writing. Substitute members will have full voting rights when taking the place of the ordinary member for whom they are designated substitute.

Attendance of a substitute member other than the named substitute will be allowed. Notification of an alternative substitute member attending the meeting must be made verbally or by email to the clerk prior to the meeting.

6. Decision Making

It is expected that decisions will be reached by consensus, however, if a vote is required it will be determined by a simple majority of those members and voting co-opted members present and voting. If there are equal numbers of votes for and against, the Chair will have a second or casting vote. There will be no restriction on how the Chair chooses to exercise a casting vote.

7. Meeting Frequency

The board will meet at least four times a year. In addition, extraordinary meetings may be called from time to time as and when appropriate. A board meeting may be called by the Chair, by any three members of the board or by the Executive Director of Public Health if they consider it necessary or appropriate.

8. Supply of information

The Cambridgeshire and Peterborough Health and Wellbeing Board may, for the purpose of enabling or assisting it to perform its functions, request any of the following persons to supply it with such information as may be specified in the request:

- (a) The local authority that established the Health and Wellbeing Board;
- (b) Any person who is represented on the Health and Wellbeing Board by virtue of section 194(2)(e) to (g) or (8) of the Health and Social Care Act 2012 (“the 2012 Act”); and
- (c) Any person who is a member of a Health and Wellbeing Board by virtue of section 194(2)(g) or (8) but is not acting as a representative.

A person who is requested to supply information under (a), (b) and (c) must comply with the request. Information supplied to a Health and Wellbeing Board under this section may be used by the board only for the purpose of enabling or assisting it to perform its functions.

9. Status of Reports

Meetings of the board shall be open to the press and public and the agenda, reports and minutes will be available for inspection on the CCC and PCC’s website at least five working days in advance of each meeting. [This excludes items of business containing confidential information or information that is exempt from publication in accordance with Part 5A and Schedule 12A to the Local Government Act 1972 as amended.] Other participating organisations may make links from their website to the board’s papers on CCC or PCC’s website.

10. Press Strategy

An electronic link to agendas for all meetings will be sent to the local media. CCC and/or PCC will be responsible for issuing press releases on behalf of the Board and dealing with any press enquiries. Press releases issued on behalf of the board will be agreed with the Chair or Vice-Chair and circulated to all board members.

11. Members' Conduct

Part 5 - Codes and Protocols of the Cambridgeshire County Council's Constitution applies to all elected and 'co-opted' members of the board including those attending as substitutes. The Clerk will ensure that a register of members interest is held for all members including the Integrated Care Partnership.

12. Amendment of the Terms of Reference

The board may recommend variations to its Terms of Reference by a simple majority vote by the members provided that prior notice of the nature of the proposed variation is made and included on the agenda for the meeting.

13. Governance and Accountability

The board will be accountable for its actions to its individual member organisations. There will be sovereignty around decision making processes. Representatives will be accountable through their own organisations for the decisions they take. It is expected that members of the board will have delegated authority from their organisations to take decisions within the terms of reference. Decisions within the terms of reference will be taken at meetings and will not normally be subject to ratification or a formal decision process by partner organisations. However, where decisions are not within the delegated authority of the board members, these will be subject to ratification by constituent bodies.

It is expected that decisions will be reached by consensus. Board members bring the responsibility, accountability and duties of their individual roles to the board to provide information, data and consultation material appropriate to inform the discussions and decisions.

14. Reporting

The board will take an annual report to Full Council in CCC and PCC and will report to NHS England and Improvement (NHSEI) via the regional team reports, as required.

Annual Audit & Accounts Committee Report 2022-23

To: Full Council

Meeting Date: 12th December 2023

From: Audit and Accounts Committee

Outcome: The Audit and Accounts Committee presents an annual report on its activity to Full Council.

Recommendation: Council is asked to review the annual report to Full Council.

Officer contact:
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1. Background

- 1.1 The Audit and Accounts Committee exists to provide independent assurance on the adequacy of the Council's risk management framework, the internal control environment and the integrity of the financial reporting and annual governance processes.
- 1.2 As part of their role, the Committee provides an annual report to Full Council outlining the work of the Committee over the past year.

2. The Audit & Accounts Committee in 2022/23

- 2.1 Audit and Accounts Committees within Local Authorities are necessary to satisfy the wider statutory requirements for sound financial management as part of best practice so that the Council can meet its duties under the Accounts and Audit Regulations. The Audit and Accounts Committee plays a vital role in ensuring that the residents of Cambridgeshire County Council are getting good-quality services and value for money, i.e. economy, efficiency and effectiveness.

Membership of the Committee:

- 2.2 The Audit and Accounts Committee currently had seven members and met five times in the 2022-23 financial year, with all meetings held in public. The Annual Council meeting held on 10th May 2022 agreed to appoint Councillor Wilson as the Chair and Councillor Gay as the Vice Chair for the Municipal Year 2022-23. Audit and Accounts Committee conducted its business throughout the year in a non-party political manner.
- 2.3 At the Audit and Accounts Committee meeting in July 2022, Members agreed to seek up to two apolitical, non-voting members to be co-opted to the Committee. The intention of this decision was to position the Council well to comply with any future legislative changes and to meet the aspirations of the CIPFA Position Statement on Audit Committees in Local Authorities and Police, which recommends that Committees include an independent or apolitical member. The Committee felt that introducing this arrangement at Cambridgeshire would be a valuable addition to the Council's governance arrangements.
- 2.4 Following an open advertised recruitment process, a total of eight applications were received, of which four were shortlisted and interviewed by Councillors Wilson, Gay and Boden. On 28th July 2023, the Committee received a report from the panel recommending the appointment of Mohammed Hussain as an independent non-voting member of the Audit and Accounts Committee. This proposal was approved by the Committee.

Committee Terms of Reference:

- 2.5 The Committee has been structured around the following responsibilities:
 - Considering and approving the Annual Statement of Accounts;
 - Ensuring that the financial management of the Council is adequate and effective;

- Ensuring that the Council has a sound system of internal control, which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk;
- Reviewing annually the Council's system of internal control and agreeing an Annual Governance Statement;
- Ensuring that the Council has an adequate and effective Internal Audit function.

2.6 On 9th February 2023, the Audit and Accounts Committee considered a review of the Committee's Terms of Reference, which had been re-evaluated in light of CIPFA's recent Position Statement on Audit Committees in Local Authorities and Police, which set out the Audit Committee practice and principles that should be adopted. The Terms of Reference were then considered at the Constitution and Ethics Committee before approval at full Council.

2.7 The report also included a proposal for the Committee to undertake a self assessment of its effectiveness. This proposal was agreed by the Committee and the review undertaken on 8th September 2023. The findings and actions from the review will be formally reported to the Audit and Accounts Committee in December 2023.

2.9 At its meeting on the 26th May 2023, the Committee also agreed a proposed training programme for the financial years 2023/24 – 2025/6. Training sessions on the accounts and risk management have been delivered in August and September 2023.

3. The Committee's relationship with Internal Audit

3.1 A key part of the Committee's role is to both challenge and support the Internal Audit service. The Committee has supported a flexible approach from the Internal Audit team, which ensures that planned coverage is continually re-assessed to direct audit resource towards areas of emerging risk, rather than a static plan agreed some months before. The Committee has taken a proactive role in this approach, both by reviewing the proposed plan of work for Internal Audit and requesting updates from Internal Audit and Council services on implementation of actions.

3.2 In its role of overseeing the work of Internal Audit, every ordinary meeting of the Audit & Accounts Committee was provided with updates on progress in delivering the agreed Annual Audit Plan. For the 2022-23 financial year, the Head of Internal Audit produced an Annual Report setting out her annual opinion on the Council's control environment, which was presented to the Committee on 26th May 2023. The annual opinion is summarised as follows:

On the basis of the audit work undertaken by Cambridgeshire's Internal Audit team during the 2022/23 financial year, it is the Head of Internal Audit's opinion that overall Internal Audit can provide moderate assurance¹ over the system of internal control in place at Cambridgeshire County Council for the financial year ended 31st March 2023.

¹ The opinion of 'moderate' assurance reflects the Council's Internal Audit service's standard definitions for assurance opinions, indicating that audit work has identified that there are control weaknesses that present a medium risk to the

This opinion is derived from an assessment of the range of individual opinions arising from work completed in 2022/23 by the Cambridgeshire Internal Audit team, taking account of the relative materiality of each area under review, and considering management's progress in addressing control weaknesses.

I would particularly highlight the following key pieces of evidence on which my opinion is based:

- Assurance opinions from Internal Audit reviews in 2022/23 showing a predominance of 'moderate' audit opinions. No instances were identified in-year where audit findings were deemed to have a 'major' organisational impact, and one action was recommended which was risk assessed as being 'essential' to avoid exposure to a significant organisational risk.*
- Reviews of Key Financial Systems for which Cambridgeshire County Council is the Lead Authority consistently demonstrating a good or moderate assurance across all systems. A prior-year issue around payroll control accounts is being addressed and will be reviewed in detail in a future audit undertaken by West Northamptonshire colleagues.*
- Procurement and contract management remains a key area of risk and focus for Cambridgeshire County Council, and this has been reflected in the Internal Audit plan and work completed throughout the year.*
- Review of the organisation's Code of Corporate Governance and the evidence supporting the Council's Annual Governance Statement, including Director's Assurance Statements. These documents demonstrate a sound core of organisational governance. There are some areas within the corporate policy framework which require further development, particularly with regards to project management and partnerships governance. There have been significant planned and actual changes in organisational structure at the Council in 2022/23 coupled with changes in senior management, and work to manage and embed these changes will continue into the new financial year. Organisational change of this nature may increase governance risk in the short term.*
- 62% of agreed audit actions due for implementation in 2022/23 have been completed by the organisation. This is broadly similar to the implementation rate of 64% for 2021/22.*

During 2022/23, the Council's Internal Audit service:

- Had unrestricted access to all areas and systems in the authority.*
- Received appropriate co-operation from officers and Members.*
- Had only just sufficient resources to enable it to provide adequate coverage of the authority's control environment.*

As a result, there are no qualifications to the 2022/23 Head of Internal Audit position statement. It should be noted that no systems of control can provide absolute assurance against material misstatement or loss, nor can Internal Audit give that assurance.

control environment; and that the control environment has mainly operated as intended, although errors have been detected. For more detail please see Section 3.2.4 of the Internal Audit Annual Report 2022/23.

- 3.3 The issues referenced in the Head of Audit opinion are outlined in more detail in the full Annual Internal Audit report considered by the Audit and Accounts Committee on 26th May 2023. Assurance over the payroll system is currently provided by the Internal Audit team at West Northamptonshire Council under arrangements managed via the Lead Authority Board. In 2022/23, the Audit and Accounts Committee continued to receive regular updates on payroll system assurances via Internal Audit.
- 3.4 On 24th November 2022 the Committee received a report on the external assessment of the Council's Internal Audit's compliance with Public Sector Internal Audit Standards (PSIAS). In 2022 the external assessment was carried out by the Head of Internal Audit at Peterborough City Council, in line with PSIAS recommendations that it be undertaken externally every five years. The conclusion of the assessment of Cambridgeshire's PSIAS compliance was that the Internal Audit team fully conformed to the requirements of the PSIAS and the CIPFA Local Government Application Note.
- 3.5 As part of the Annual Report, the Head of Internal Audit highlighted ongoing resourcing issues within the Internal Audit team, primarily due to an extremely competitive market for audit professionals. The Committee continues to receive regular updates on the actions being undertaken to secure sufficient audit resource, including recruitment, succession planning and procurement of a co-sourcing arrangement to supplement internal resource.

4. Proactive Work of the Committee

The following section provides a summary of the proactive work undertaken by the Committee over the last year. This aspect of the Committee's work is vital, and has assisted in improving the effectiveness of the Council's overall corporate governance arrangements.

4.1 Corporate Governance

- 4.1.1 The Council's Annual Governance statement is compiled on the basis of the findings of Internal Audit reviews throughout the year, assurance statements from executive and corporate directors, and input from senior management and members of the Committee. The 2022-23 Annual Governance Statement was reviewed by the Committee on 26th May 2023, prior to final sign-off and inclusion in the Council's annual Statement of Accounts.
- 4.1.2 The 2022-23 Annual Governance Statement included an action plan to further strengthen the Council's governance arrangements. The implementation of this action plan will be monitored via the new Statutory Officers Group and reported to the Audit and Accounts Committee.

4.2 Council Finance and Statement of Accounts

- 4.2.1 Throughout 2022-23, the Committee has maintained its oversight of Council finances to assess progress in delivering the Council's Business Plan. The Committee regularly receives reports on specific risk areas. In 2022/23, this included reports on debt management and consultants and interims.

Cambridgeshire County Council Statement of Accounts and External Audit:

- 4.2.2 The Committee considers and approves the annual Statement of Accounts for Cambridgeshire County Council. During 2022/23, the Committee received and approved the Council's audited financial statements for the year ending 31st March 2021.
- 4.2.3 On 26th May 2023 Members received a report setting out progress with the Statement of Accounts for the year ending 31st March 2022, and matters relating to the production of accounts for 2022-23. Members noted that the objections for years preceding 2022-23, i.e. relating to the periods 2018-22, had been determined by the External Auditor and the statement of reasons issued to the objector, with no further actions proposed. The appeal period had elapsed without the objector applying to the Court and these matters are now closed. There are also two objections lodged in 2017 and 2018 with the predecessor external auditor. The Committee has requested regular updates on their progression and required the attendance of a senior representative of that auditor at the Committee to press that point.
- 4.2.4 In relation to the External Audit for 2022-23, the deadline in the national regulations was for the draft version of the Council's accounts to be published by 31st May 2023. The County Council was not able to meet the 31st May deadline due to awaiting for and responding to outstanding external audit work. The Council has made strong representations in response to the government consultation on this issue, highlighting capacity constraints and the lack of External Audit resources available nationally. The draft accounts were subsequently published on 20th July 2023 and presented to the Committee on 28th July 2023.
- 4.2.5 The Regulations require the accounts to be audited and fully signed off by 30th September 2023, but this has also not been possible, with the reasons for this and the national context in terms of local government audit set out in full in the report to Committee on 28th July 2023. No local authority is due to meet this deadline and Government and regulatory bodies continue to explore a way to resolve the national delays.
- 4.2.6 In respect of the process of closedown of accounts and external audit for the 2023/24 year, officers have engaged with the Department for Levelling Up, Housing and Communities (DLUHC) to note that the audit of the 2022-23 accounts will still be taking place at the time that the Council is closing down its accounts for 2023/24. Additionally, the Council will be changing its External Auditors from EY to KPMG, and there will also be significant Code changes likely to be issued between December 2023 and March 2024, making this an extremely complex process.
- 4.2.7 The Committee will continue to check and ensure the Council's finance team are preparing for early closedown next year, whilst officers continue to lobby for a reasonable and pragmatic closedown date.

Pension Fund:

- 4.2.8 The Committee reviews and approves the Cambridgeshire Pension Fund Annual Statement of Accounts, alongside the Annual Report of the Pension Fund. The Fund's audited Statement of Accounts for the year ending 31st March 2022 was presented to the Committee on 24th November 2022 and approved.

4.3 Procurement and Commercial Annual Report

- 4.3.1 On 26th May 2023 the Committee received the Procurement and Commercial Annual Report. The Committee noted that many actions that had been undertaken in response to the Value For Money conclusions for 2017-18 by the previous external auditor, BDO, which had been critical in relation to the Council's procurement arrangements. Members were reminded that in 2021 the County Council had exited the Local Government Shared Service (LGSS) arrangements, and an enhanced procurement team had been established within the Council.
- 4.3.2 The report highlighted key areas of activity, how compliance was improving, the reduced number of waivers being issued and changes to procurement legislation. It was noted that there would be further changes resulting from decoupling from the arrangements with Peterborough City Council.

4.4 Performance Management Framework

- 4.4.1 The Committee received a report on the revised and refreshed Performance Management Framework on 31st May 2022 and its role in the Council's governance framework. The Performance Management Framework sets out how the Council manages performance in delivering services against its overarching priorities. It describes performance management activity at three levels: strategic (Committees and senior officers), operational (directorates and senior management teams) and individual (based on the Our Conversations framework).

4.5 Whistleblowing, Fraud and Corruption and Investigations

- 4.5.1 On 29th September 2022 the Committee reviewed the updated Anti-Fraud & Corruption and Anti-Money Laundering policies, and on 24th November the Committee approved an updated version of the Council's Whistleblowing Policy.
- 4.5.2 The Committee received periodic updates on all referrals received under the Whistleblowing Policy in the quarterly Internal Audit Progress reports throughout 2022/23, and also received a report on the awareness raising campaign, including the staff whistleblowing survey. The Committee also received the annual update on the use of the Regulation of Investigatory Powers Act 2000 (RIPA) at its meeting on 26th May 2023, which confirmed that the Council's RIPA policy had been reviewed and updated, and that no RIPA powers had been used by the authority in the previous 12 months.

4.6 Risk Management

- 4.6.1 Under the Council's Constitution, the Strategy, Resources and Performance Committee is responsible for the development and oversight of the Council's risk management strategy and process. The Audit and Accounts Committee also has important functions in relation to risk, including considering the effectiveness of the risk management arrangements and associated control environment and to seek assurances that appropriate action is being taken in response to risk.

4.6.2 During 2022/23, the Corporate Leadership Team and Directorate Management Teams formally considered risk on a quarterly basis. The Audit and Accounts Committee received updates on the risk management approach adopted via reporting from Internal Audit.

4.6.3 On 28th July 2023 the Committee received the Annual Risk Management Report, which summarised activity for 2022-23, highlighting key changes to the Risk Register, and outlining the introduction of new regular Corporate Leadership Team (CLT) risk assurance meetings, and a new system of risk assurance reviews. The report also detailed the assessment of the Council's risk maturity, which aimed to identify any gaps in current arrangements as well as helping plan and prioritise actions to further enhance and embed effective risk management, and the action plan appended to the report as a Risk Strategy, which will be reported back to CLT and the Committee at regular intervals.

5. Forward Plan for the Committee

5.1 Following the review of effectiveness undertaken on the 8th September 2023, a report on the review and a supporting action plan for the Committee is being developed and will be presented to the Committee in December. Key areas that the Committee is intending to focus on within that action plan include:

- Continuing implementation of the Committee's training plan;
- Further building relationships between the Audit & Accounts Committee and the other Committees of the Council, and reminding other Committees that they can refer matters to the Committee for its consideration or action;
- Conducting a review of the Committee's terms of reference to ensure this is aligned to best practice.

6. Source documents

6.1 Source documents

[Minutes and reports of the Audit & Accounts Committee, 2022 - 2023](#)

Pension Fund Committee Annual Report 2022-23

To: Council

Meeting Date: 12 December 2023

From: Pension Fund Committee

Purpose: To report on the work of the Pension Fund Committee over the previous year.

Recommendation: Council is recommended to note the content of the report.

Officer contact:

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1. Annual Reports to the Council

- 1.1 Some of the Council's committees report to the Council annually on their work to improve awareness of any concerns and to provide the Council with an opportunity to debate issues which might not otherwise be referred for discussion. It also allows the Council to exercise oversight of activity in a number of important areas and to emphasise the accountability of these committees to the Council.

2. Background

- 2.1 Part 3B of the Constitution states that the Pension Fund Committee has delegated responsibility, with regards to the Cambridgeshire Local Government Pension Fund, for:

- Funding Strategy
- Investment Strategy
- Administration Strategy
- Communication Strategy
- Discretions
- Governance
- Risk Management

- 2.2 It is the responsibility of the Pension Fund Committee to develop and maintain strategies, policies, and procedures, thus ensuring effective governance, oversight and accountability is upheld on behalf of the Fund's stakeholders.

- 2.3 The information contained in sections 3, 4 and 5 of this report demonstrates the key decisions and approvals that have been made by the Pension Fund Committee during 2022-23, supported by the Investment Sub-Committee and Pension Fund Board.

3. Key Governance Activities of the Pension Fund Committee

3.1 Approval of the Pension Fund Annual Business Plan and Medium-Term Strategy

- 3.1.1 Each year the Pension Fund Committee agrees a Pension Fund Business Plan and Medium-Term Strategy that sets out how the Fund's objectives will be met and other key priorities for the year and following two years. The Strategy also details performance indicators for the Fund and an estimate of the Fund account.

- 3.1.2 The purpose of the business plan is to:

- Explain the background and objectives of Cambridgeshire County Council in respect of the management of the Cambridgeshire Pension Fund.
- Document the priorities and improvements to be implemented by the Pensions Service during the next three years to help achieve those objectives.
- Enable progress and performance to be monitored in relation to established priorities; and
- Provide a clear vision for the next three years.

3.1.3 The Pension Fund Committee receives regular updates on how the Fund is meeting its objectives via Business Plan Update reports presented at every meeting.

3.1.4 The Pension Fund Committee approved the Annual Business Plan and Medium-Term Strategy in March 2022 and the associated meeting details can be found [here](#).

3.2 Approval of the Cambridgeshire Pension Fund Communication Plan

3.2.1 The Local Government Pension Scheme Regulations 2013 requires the Pension Fund to prepare, maintain and publish a written statement setting out its policy concerning communications with members and scheme employers.

3.2.2 The Communication Plan is produced annually to support the Communication Strategy and outlines the Fund's planned communication activities for each stakeholder group. As well as setting out planned newsletters, surveys, employer training and web updates the plan also highlights some of the Fund's key initiatives for the year.

3.2.3 At the March 2022 meeting of the Pension Fund Committee the Communication Plan for 2022-23, which outlined the core communication activities for the year, was approved. The associated meeting details can be found [here](#).

3.3 Approval of Administering Authority discretions

3.3.1 There are a number of areas within Local Government Pension Scheme (LGPS) legislation that provide either the administering authority, Cambridgeshire County Council, or individual employers participating in the Fund with flexibility over how the particular provision is exercised. In some cases, there is a specific requirement for a policy decision in relation to such provisions to be published.

3.3.2 The Administering Authority Discretions Policy is in place for dealing with the discretions required to be exercised by Cambridgeshire County Council in its role as an administering authority. The policy decisions apply to all employers and scheme members in the Cambridgeshire Pension Fund.

3.3.3 The revised Administering Authority Discretions Policy was approved at the June 2022 meeting of the Pension Fund Committee and the associated meeting details can be found [here](#).

3.4 Approval of the Data Improvement Strategy and Plan

3.4.1 The Cambridgeshire Pension Fund collects and processes large amounts of personal data and is heavily reliant on the timely receipt of accurate data from data providers such as scheme employers and payroll providers.

3.4.2 The primary purpose of the Cambridgeshire Pension Fund is to pay the correct pension benefits to its members when they become due. It is therefore essential that the Fund achieves and maintains the highest possible data quality standards.

3.4.3 In order to demonstrate to the Pensions Regulator that the Fund has high standards and accurate data the Fund has reviewed the Strategy and updated the plan to ensure they remain fit for purpose.

3.4.4 The revised strategy and plan were approved by the Committee in June 2022 and the associated meeting details can be found [here](#).

3.5 Approval of the Reporting breaches of the law to the Pensions Regulator Policy

3.5.1 In line with the Pensions Regulator's Code of Practice number 14 (Governance and administration of public service pension schemes); the Fund has a policy in place that sets out the mechanism for reporting breaches of the law.

3.5.2 The policy ensures that those with a responsibility to report breaches of the law are able to meet their legal obligations, by analysing situations effectively in order to make an informed decision on whether a breach has been made.

3.5.3 The Pension Regulator's new code of practice was due to come into force in November 2021 but was postponed with no confirmed date of release and as a result the review of the policy had been postponed. However, it was felt prudent to conduct the review in line with current arrangements in 2022 to ensure it remained fit for purpose. The intention is for a further review to be carried out within 6 months of the new code coming into effect.

3.5.4 The revised Reporting Breaches of the Law to the Pensions Regulator Policy was approved by the Committee in October 2022 and the associated meeting details can be found [here](#).

3.6 Approval of the Conflicts of Interest Policy

3.6.1 The Conflicts of Interest Policy details how actual and potential conflicts of interest are identified and managed by those involved in the management and governance of the Cambridgeshire Pension Fund whether directly or in an advisory capacity.

3.6.2 The Policy is in place to ensure that those individuals covered do not act inappropriately or create a perception that they may have acted improperly. It is an aid to good governance, encouraging transparency and minimising the risk of any matter prejudicing decision making or management of the Fund otherwise.

3.6.3 The recommendation to manage conflicts at Fund level is being considered by the Department for Levelling Up, Housing and Communities (DLUHC). However, Cambridgeshire County Council as Administering Authority of the Fund considers it good practice to document within a policy, such as this, how any such conflicts or potential conflicts are to be managed in relation to Fund matters.

3.6.4 Training on the principles of the policy was delivered in November 2022 to both Committee and Board members with the policy coming into force on 15 December 2022 following Committee approval. The associated meeting details can be found [here](#).

3.7 Approval of the Overpayment of Pension Entitlement Policy

3.7.1 It is important for the Fund to have a policy on how overpayments of pension and lump sums are managed once identified. Such a policy provides assurance to the Fund's stakeholders that all overpayments are treated in a fair and equitable manner and that the Fund seeks to recover overpayments and has in place steps to prevent and also investigate potentially fraudulent activity.

3.7.2 An Overpayment of Pension Entitlement Policy also strengthens the Fund's position should a complaint be made using the Internal Dispute Resolution Procedure (IDRP) which if exhausted without resolution, can be referred by the scheme member or their representative to the Pensions Ombudsman.

3.7.3 A revised Overpayment of Pension Entitlement Policy was approved in March 2023 and the associated meeting details can be found [here](#).

3.8 Approval of the Communication Strategy

3.8.1 Regulation 61 of the Local Government Pension Scheme Regulations 2013 states that an administering authority must prepare, maintain and publish a written statement setting out its policy concerning communications with members and scheme employers.

3.8.2 The communications strategy was updated to reflect current membership and employer numbers, to include a new section on lifestyle communications, and to reflect technological updates on methods of communication.

3.8.3 The revised Communication Strategy was approved in March 2023 and the associated meeting details can be found [here](#).

3.9 Approval of the Annual Report and Statement of Accounts

3.9.1 The Pension Fund's Statement of Accounts form part of the County Council's Statement of Accounts and is covered by the external auditor's opinion.

3.9.2 The Annual Report and Statement of Accounts have been subject to audit fieldwork by the County Council's external auditor. Whilst the external auditor performs a full audit of the Statement of Accounts, their work on the Annual Report is limited to a review to ensure compliance with guidance and consistency with the Statement of Accounts.

3.9.3 The Statement of Accounts is the financial representation of every activity that the Fund has been directly or indirectly involved with over the course of the financial year.

3.9.4 They are based on actual transactions accounted for within the Fund's financial ledger, information received from Fund Managers and the Fund's Custodian, and assumptions and estimations utilising the professional judgement of officers to give a true and fair statement of the Fund's financial position.

3.9.5 On 31 March 2022, the net decrease for the year was £70.8m, with the Fund's net assets falling to £4,234.6m reflecting negative performance in the first two quarters of the year. Markets continued to be disrupted by the ongoing war in Ukraine and inflationary pressures, impacting on investment returns achieved by the Fund's assets.

3.9.6 The Annual Report in respect of 2022-23 was presented to the Pension Fund Committee in July 2023. The associated meeting details can be found [here](#).

4. Key Investment Activities of the Pension Fund Committee

4.1 Decisions surrounding Asset Pooling

4.1.1 The Cambridgeshire Pension Fund has continued to work with 10 other Local Government pension funds in the ACCESS Pool to meet the Government's asset pooling agenda, delivering scale, strong governance, reduced costs and improved capacity to invest in infrastructure.

4.1.2 A Pension Committee representative of each ACCESS Fund sits on a Joint Committee (JC), which meets quarterly and has oversight of the work of the Pool and delegated authority with regards to specific asset pooling functions. Listed assets held within the ACCESS Pool are run by Waystone (formerly Link Fund Solutions), a Financial Conduct Authority regulated "Operator".

4.1.3 ACCESS funds have total assets of £59bn (as of 31 March 2023), of which over £34.5bn (59%) has been pooled or is under pool governance, serving 3,500 employers with 1.2 million members including 340,000 pensioners, delivering net savings since inception in excess of £27m.

4.1.4 The Cambridgeshire Pension Fund transferred its first active fund to the pool in 2018-19. As of 31 March 2023, the Fund has pooled over 61.2% of the Fund's assets, generating annualised fee savings for the 2022-23 financial year resulting from the asset pooling agenda in excess of £3.59m.

Waystone/Link Fund Solutions

4.1.5 In September 2022, the Financial Conduct Authority (FCA) issued draft notices to Link Fund Solutions (LFS) relating to its role as Authorised Corporate Director (ACD) in the handling of Woodford Equity Income Funds. These notices indicated that restitution of £306m and a fine of up to £50m may be payable by LFS.

4.1.6 Link Group announced in October 2022 the intention to commence a process to explore divestment options for the LFS business, and that Macquarie Capital and UBS Securities Australia Ltd have been appointed as advisers.

4.1.7 Link Group announced on 20 February 2023 that it is in exclusive negotiation with the Waystone Group in respect of the sale of the whole of its Fund Solution business. This followed a period of confidential exclusive negotiation and due diligence by Waystone. Link Group was granted a further period of exclusivity to Waystone to enable the parties to conclude the necessary legal agreements before the end of March 2023.

4.1.8 During the following financial year, 2023-24, Waystone completed the acquisition of LFS and ACCESS authorities signed a Deed of Novation.

Apex/MJ Hudson

- 4.1.9 MJ Hudson provided non-listed consultancy advice to the ACCESS Pool.
- 4.1.10 In December 2022 MJ Hudson announced it had suspended its Chief Financial Officer (CFO) and trading of the company's shares, which were listed on the Alternative Investment Market (AIM) stock market, as it would not meet the Stock Exchange deadline of publishing audited accounts by 31 December 2022. Irregularities had been identified in the audit of its accounts to June 2022 in relation to the reporting of income. This announcement was followed by resignations of EY (Ernst & Young) as the auditor and the CEO of MJ Hudson Group PLC (the parent of the company providing services to ACCESS).
- 4.1.11 In March 2023, given the developments at MJ Hudson, the ACCESS JC (Joint Committee) agreed to pause all MJ Hudson activity for three months to continue monitoring the situation and prepare for a potential re-procurement if required.
- 4.1.12 During the following financial year, 2023-24, the MJ Hudson advisory business was sold to Apex, who now provide non-listed consultancy advice to the ACCESS Pool.

UK Core and Global Real Estate mandates

- 4.1.13 A procurement was undertaken to put in place UK Core and Global Real Estate mandates for the ACCESS Pool. Hampshire County Council acted as the Lead Procurement Authority, and the evaluation and scoring were carried out by MJ Hudson with reviews by Hampshire and the Non-Listed Sub-Group (NLSG). CBRE emerged as the successful bidder for both mandates.

Independent Third Party Review

- 4.1.14 In December 2022, the JC agreed a proposal for the appointment of an independent Consultant to conduct a review encompassing the effectiveness of ACCESS against pool objectives/audit of governance and the ASU (ACCESS Support Unit).
- 4.1.15 Following a procurement exercise in January 2023 with Essex County Council as Procurement Lead Authority, Barnett Waddingham were identified as the preferred bidder with overall score of 75%.
- 4.1.16 The independent review was concluded in the following financial year. Officers are yet to fully analyse and discuss the report but initial findings suggest a need to review resourcing within the Access Support Unit (ASU) and clarify a number of governance arrangements.

4.2 Strategic Changes to the Funds Asset Allocation and portfolios

- 4.2.1 At the start of 2022-23 the Fund's strategic asset allocation was as follows:
- Equities 55% (of which 20% was passive equity)
 - Fixed Income 20%
 - Alternatives 25%

4.2.2 The Pension Fund Committee performed a review of the Strategic Asset Allocation at the March 2023 meeting in conjunction with the Fund's Investment Consultants, Mercer Ltd and the independent Investment Advisor.

4.2.3 The following changes to the strategy were approved by Pension Fund Committee in March 2023, movements to the new allocation will take place over the following year.

- Reduce the equity allocation by 12.5%, retaining the passive equity allocation at 20%;
- Increase fixed income (+10%) and alternatives (+2.5%) allocations to provide greater exposure to inflation linked, cashflow generative assets while protecting the strong funding position;
- Discontinuation of the equity protection mandate and switch of the Funds gilts, being used as collateral for the equity protection, to a segregated mandate;
- Remove the Secured Loans Fund (-2.5%) within the alternatives allocation to facilitate direct investment across private market alternative assets;
- Consider sustainable and impact opportunities across an expanded private markets portfolio.

4.3 Climate Action Plan

4.3.1 In February 2022 the ISC (Investment Sub Committee) approved the Fund's Climate Action Plan which set out key milestones, actions, and dates to decarbonise the Fund's portfolio. The Fund's passive portfolio, managed by UBS, was considered a priority area to investigate opportunities for carbon reduction.

4.3.2 Following a deep dive review of climate aware passive equity options in June 2022, in November 2022 the ISC agreed to revised mandates with regards to the 20% of Fund allocated to passive equity; a 70% allocation to UBS Climate Aware Fund and 30% allocation to the fossil free Osmosis Research Efficient Core Equity Fund.

4.3.3 Following approval of the Investment Strategy in March 2023, the new passively managed portfolio structure was implemented in 2023-24.

5. Key Service Activities of the Pension Fund Committee

5.1 Valuation of the Fund

5.1.1 The Committee was updated with developments related to the 31 March 2022 triennial valuation at every meeting during 2022-23 (with the exception of July 2023). The results were published by 31 March 2023 and new employer contribution rates effective from 1 April 2023.

5.1.2 The Committee work plan comprised of the following areas for consideration:

- approval of the valuation process, including the approach to setting contribution rates for the large scheduled bodies in the Fund.
- approval of the draft and final funding strategy statement versions.
- noting the whole Fund valuation results.
- noting trends from employer contribution rate assessments.
- approval of the final valuation report and rate and adjustments certificate.

5.1.3 In March 2023, the Committee were provided with assurance on the completion of the valuation exercise, confirming that:

- the consultation period had concluded with employers.
- all employers that required a valuation had received their result schedule and contribution rate for the period 1 April 2023 to 31 March 2026.
- employers that did not require a formal valuation but needed new contribution rates confirmed, received these ahead of the 31 March 2023 deadline.
- the final valuation report was due to be published to the website ahead of the 31 March 2023 deadline.

5.1.4 To support the associated decision making, Hymans Robertson, the Fund's actuarial advisors delivered training to the Committee where appropriate.

5.2 Age Discrimination Remedy

5.2.1 The McCloud remedy was originally due to come into force on 1 April 2022 and was subsequently deferred until 1 October 2023. During 2022-23 the Fund continued to collect data from employers, verify data quality and rectify members records where required.

5.2.2 In December 2022, HM Treasury brought the Public Service Pensions (Exercise of Powers, Compensation and Information) Directions 2022 into force. The Directions set out how certain powers in the Public Service Pensions and Judicial Offices Act 2022 must be exercised. The Act gives relevant government departments powers to rectify McCloud discrimination.

5.2.3 The Scheme Advisory Board set up a data issues scoping group and subsequently in March 2023 provided guidance on the approach to be taken in regard to both missing and incorrect data.

5.2.4 The Pension Fund Committee have received updates via the Governance and Compliance Report where appropriate during the period.

5.3 Cyber Resilience

5.3.1 The increasing threat to Pension Funds of cyber-crime activities is a significant concern across the pensions industry and as a result industry bodies such as the Pension Regulator and the Pensions Administration Standards Association (PASA) issued guidance on how Funds should mitigate their risks of a cyber event occurring.

5.3.2 In order to demonstrate that the Fund was compliant with the guidance a cyber strategy was put into place and an ongoing action plan that comprised of the following activities:

- Cyber Strategy
- Data and asset mapping
- Cyber security surveys
- Staff cyber security awareness training
- Hygiene guidelines
- Committee and Board training
- Phishing simulation

- Incident Response Plan

5.3.3 The Committee were updated on progress made against the plan for the duration of the 2022-23 period via the Cyber Strategy Update.

5.4 Reports noted by the Pension Fund Committee

5.4.1 During the year the Pension Fund Committee has been presented with various reports consisting of a range of information in relation to the administration to the Fund. The Administration Report in particular, provides the Committee with the performance of the Fund and performance information regarding Scheme Employers. Reports such as Asset Pooling, Risk Monitoring and Business Plan updates are delivered to the Committee at least biannually where activity in these areas are reported and discussed. The Governance and Compliance Report is designed as a best practice report whereby compliance can be demonstrated, and information provided to the Committee on current issues affecting the operation and management of the Fund.

5.4.2 These reports demonstrate to the Committee that appropriate thought and consideration have been provided to the delegated areas under the Constitution and that the Committee can challenge information and make recommendations where appropriate.

5.4.3 All Pension Committee reports highlight risks associated with proposals and appropriate mitigations. Risks are monitored throughout the year in conjunction with the Pension Fund Board to ensure they remain fit for purpose.

6. Source documents

Administering Authority discretions
Annual Report and Statement of Accounts
Business Plan and Medium-Term Strategy 2021/22
Communication Plan
Communication Strategy
Conflicts of Interest Policy
Data Improvement Strategy and Plan
Overpayment of Pension Entitlement Policy
Reporting Breaches of the Law to the Pension Regulator Policy

[Key documents \(CCC\) - Cambridgeshire and Northamptonshire LGPS \(westnorthants.gov.uk\)](https://www.westnorthants.gov.uk)

Location

The Pensions Service,
West Northamptonshire Council, One Angel Square, Northampton, NN1 1ED

Cambridgeshire Local Pension Board Annual Report 2022-23

To: County Council

Date: 12th December 2023

From: Chair of the Local Pension Board

Purpose: To report on the work of the Local Pension Board over the previous year.

Recommendation: It is recommended that Full Council note the content of the report.

Officer contact:

Name: Michelle Rowe
Post: Democratic Services Manager
Email: michelle.rowe@cambridgeshire.gov.uk
Tel: 01223 699180

1. Annual Reports to the Council

- 1.1 Some of the Council's committees report to the Council annually on their work to improve awareness of issues and to provide the Council with an opportunity to debate issues which might not otherwise be referred for discussion. It also allows the Council to exercise oversight of activity in a number of important areas and to emphasise the accountability of these committees to the Council.

2. Background

- 2.1 The Local Government Pension Scheme (LGPS) for Cambridgeshire, which is administered by the County Council, provides pensions and related benefits for employees of the County Council, Peterborough and Cambridge City Council, the five District Councils, and other public sector employers and bodies admitted to the Fund within the county.

- 2.2 Information about the LGPS for Cambridgeshire is included in the Annual Report of the Cambridgeshire Pension Fund Committee attached at Agenda Item No. 10.

- 2.3 The Public Services Pensions Act 2013 requires all Public Service Pension Schemes to establish a Local Pension Board to assist the Administering Authority (Cambridgeshire County Council) to:

- secure compliance with the LGPS regulations and other legislation relating to the governance and administration of the LGPS and also the requirements imposed by the Pensions Regulator in relation to the LGPS; and
- ensure the effective and efficient governance and administration of the LGPS.

The Cambridgeshire Local Pension Board is in addition to the existing Cambridgeshire Pension Fund Committee. It is a non-decision-making body and is designed to act as a critical friend to the existing Committee and Investment Sub-Committee.

- 2.4 The Local Pension Board comprises 3 scheme employer and 3 scheme member representatives and meets approximately 4 times a year.

3. Cambridgeshire Local Pension Board Report 2022-23

- 3.1 A copy of the full Cambridgeshire Local Pension Board Report for 2022-23 is attached at Appendix 1.

4. Source Documents

- 4.1 Cambridgeshire Local Pension Fund Board agendas and minutes.
[Cambridgeshire Local Pension Fund Board](#)

Cambridgeshire Pension Fund Board

Annual Report 2022-23

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Chair's Foreword

It is my pleasure, as Chair of the Cambridgeshire Pension Fund Board, to introduce the eighth Cambridgeshire Pension Fund Board Annual Report, for 2022-23. The Board was established in accordance with the Public Service Pensions Act 2013. Our task is to assist Cambridgeshire County Council by making sure it is administering the Local Government Pension Scheme effectively and efficiently and is compliant with the law.

I was delighted to be re-elected Chair of the Board and to welcome back Barry O'Sullivan who continues in the role of Vice-Chair. Aligned with the net zero aspirations of the administering authority, we continue in the main to meet virtually. All meetings of the Board are available to watch on the County Council's YouTube site at [Cambridgeshire County Council - YouTube](#)

I wish to put on record my thanks to Councillor Philippa Slatter, Employer Representative, and Martin Dachs, Employee Representative who both stood down from the Board in 2023, for their contributions. The Board welcomed Councillor Geoffrey Seeff, Employer Representative, to his first meeting in March 2023.

As Chair, I am keen for the Board to continue to work hard to protect both the interests of the Pension Fund and its members. I am grateful for the continuing support from members of the Board. I am confident that the dedication and commitment of these members to assist Cambridgeshire County Council in maintaining the high standards of the administration of the Fund will continue into 2023-24.

I welcome comments and feedback on the administration and governance of the Cambridgeshire Pension Fund from both employers and members and all other stakeholders and encourage them to raise any issues of concern directly with me or any other member of the Cambridgeshire Local Pension Board.

Councillor Denis Payne
Chair of Cambridgeshire Local Pension Board

Background

The Public Services Pensions Act 2013 requires all Public Service Pension Schemes to establish a Local Pension Board to assist the Administering Authority (Cambridgeshire County Council) to:

- secure compliance with the Local Government Pension Scheme (LGPS) regulations and other legislation relating to the governance and administration of the LGPS and also the requirements imposed by the Pensions Regulator in relation to the LGPS; and
- ensure the effective and efficient governance and administration of the LGPS.

The Cambridgeshire Local Pension Board is in addition to the existing Cambridgeshire Pension Fund Committee. It is a non-decision-making body and is designed to act as a critical friend to the existing Committee and Investment Sub-Committee.

The Local Government Pension Scheme (Amendment) (Governance) Regulations 2015 relating to the creation and ongoing operation of the local pension boards were laid before Parliament on 28 January 2015 and came into force on 20 February 2015.

The Cambridgeshire Local Pension Board was established by Cambridgeshire County Council (the administering authority) at its full Council meeting on 24 March 2015. The first meeting of the Board was held on 16 July 2015.

Role and Remit

The role and remit of the Cambridgeshire Local Pension Board is to assist Cambridgeshire County Council (the administering authority) by making sure it is administering the Local Government Pension Scheme effectively and efficiently and, in doing so, is complying with relevant laws and regulations. The Board does this by reviewing the policies and practices that Cambridgeshire County Council has adopted and checking them against the applicable regulations, as well as comparing them to examples of best practice elsewhere.

Governance Compliance Statement

Each Administering Authority must have in place a Governance Compliance Statement that sets out whether it delegates its functions, or part of its functions, under the Regulations to a committee, a sub-committee or an officer of the authority. Where the Administering Authority does delegate its functions, the statement must include:

- the terms, structure and operational procedures of the delegation;
- the frequency of any committee or sub-committee meetings;
- whether such a committee or sub-committee includes representatives of scheme employers or members, and if so, whether those representatives have voting rights;
- the extent to which a delegation, or the absences of a delegation, complies with guidance given by the Secretary of State and, to the extent that it does not so comply, the reasons for not complying; and
- details of the terms, structure and operational procedures relating to the Local Pension Board.

Constitution and Membership

Cambridgeshire County Council approved the terms of reference for the Cambridgeshire Local Pension Board on the basis that the Board is a stand-alone authority. With the assistance of the Local Pension Board, it has also approved standing orders for the Board. [A copy of Part 3B of the Council's constitution, within which the scheme of delegation is held, is available here](#) (see from page 7)

A local pension board must include an equal number of employer and member representatives with a minimum requirement of four in total. At its meeting on 24 March 2015, Cambridgeshire County Council agreed to establish a local pension board with three employer representatives and three scheme member representatives. The term of appointment for all members is four years or until qualification for membership ceases.

The method of appointment is two employer representatives appointed by Cambridgeshire County Council Full Council and all other members appointed via an open and transparent selection process. An application pack containing the terms of reference and an outline of the knowledge and understanding, and capacity requirements is available and advertised to employers and members within the Fund in a way that is compliant with the Local Government Pension Scheme (LGPS) – Guidance on the Creation and Operation of Local Pension Boards in England and Wales whenever a new member is recruited.

Following receipt of applications from potential representatives, a short listing and interview process involving the Council's Monitoring Officer or their representative determines whether the representative has the required attributes to carry out the role effectively. At the request of the Board, the Monitoring Officer has agreed that the Chair and Vice-Chair of the Board can be involved in the interview process.

The membership of the Board is as set out overleaf:

Employer Representatives



Councillor Simon King
Cambridgeshire County Council Conservative Group
Simon.King@cambridgeshire.gov.uk
Appointed: 23 May 2017



Councillor Philippa Slatter
Cambridgeshire County Council Liberal Democrat Group
Cllr.philippa.slatter@gmail.com
Appointed: 18 May 2021
No longer a member: 21 March 2023



Councillor Geoffrey Seeff
Cambridgeshire County Council Liberal Democrat Group
geoffrey.seeff@cambridgeshire.gov.uk
Appointed: 21 March 2023



Councillor Denis Payne
Histon and Impington Parish Councillor
Denis.payne@hisimp-pc.gov.uk
Appointed: 3 February 2017
Reappointed: 22 February 2021

Scheme Member Representatives



Barry O'Sullivan
Cambridgeshire County Council, Customer Service Advisor
Barry.O'Sullivan@cambridgeshire.gov.uk
Appointed: 16 July 2015
Reappointed: 3 May 2019
Reappointed: 28 April 2023



Val Limb
Former Senior Internal Auditor (Manager) – The Phoenix Group
democraticservices@cambridgeshire.gov.uk
Appointed: 1 January 2021

Martin Dachs
Interim Finance Director
democraticservices@cambridgeshire.gov.uk
Appointed: 23 February 2021
No longer a member: 25 March 2023

The Chair and Vice-Chair of the Board are elected by the Board on annual basis.

For this reporting period, the Chair was Councillor Denis Payne and the Vice-Chair was Barry O’Sullivan.

The Board has met four times during the period of this Annual Report.

The attendance record for members of the Board is detailed below:

Employer Representatives

Date	Councillor Simon King	Councillor Philippa Slatter	Councillor Geoffrey Seeff	Councillor Denis Payne
1 July 2022	Attended	Apologies	Not a member	Attended
11 November 2022	Apologies	Attended	Not a member	Attended
23 January 2023	Apologies	Attended	Not a member	Attended
28 April 2023	Attended	Not a member	Attended	Attended

Scheme Member Representatives

Date	Barry O’Sullivan	Val Limb	Martin Dachs
1 July 2022	Attended	Apologies	Apologies
11 November 2022	Attended	Attended	Attended
23 January 2023	Attended	Attended	Attended
29 April 2022	Attended	Attended	Not a member

Code of Conduct and Conflicts Policy

Cambridgeshire County Council (the administering authority) is required to prepare and approve a code of conduct for the Board to adopt. The code of conduct should set out the standards of behaviour expected of members, incorporating the 'Seven Principles of Public Life' (known as the Nolan Principles).

The elected and co-opted members of a local authority are governed by their local authority's code of conduct for councillors. This code is required of every local authority by the Localism Act 2011 and sets out the standards of behaviour expected of individuals in their capacity as councillors. In addition, there is a legal obligation for councillors to disclose, in a register maintained by the authority's monitoring officer, certain pecuniary interests, as defined in regulations made under the 2011 Act. Both of these requirements apply to any members of a Local Pension Board who are also councillors of a local authority. They do not apply to members of a Local Pension Board who are not councillors unless they are specifically adopted in terms of reference or other policy document to apply to the other members of the Board.

The Cambridgeshire Local Pension Board has agreed formally, at its meeting on 21 October 2015, to adopt the Cambridgeshire County Council Code of Conduct for all members of the Board. [A link to the completed code of conduct forms for County Councillor Board members is available here](#) (*click on the relevant member and go to "Members Interests"*)

The code of conduct forms for non-County Councillor members are retained by the Democratic Services Assistant, Rhiannon Leighton, supporting the Board.

It is not anticipated that significant conflicts of interest will arise in the same way as would be the case if the Board was making decisions on a regular basis (compared, for example, to a Pension Fund Committee). However, officers will take steps to identify, monitor and manage conflicts effectively. At its meeting on 20 April 2018, the Board agreed a formal Pension Fund Conflicts of Interest Policy, under which a register of conflicts of interest will be maintained and published on the administering authority's website.

A fund specific Conflicts of Interest Policy was enacted in December 2022 to ensure actual and potential conflicts of interest are identified and managed appropriately and is available [here](#).

Knowledge and Understanding

In accordance with Section 248A of the Pensions Act 2004, every individual who is a member of a Local Pension Board must be conversant with:

- the rules of the Local Government Pension Scheme (LGPS); and
- any document recording policy about the administration of the Fund which is for the time being adopted in relation to the Fund.

Each individual must have knowledge and understanding of the law relating to pensions and such other matters as may be prescribed.

Cambridgeshire County Council (the administering authority) is required to make appropriate training to Local Pension Board members to assist them in undertaking their role and where possible support all members of the Board in undertaking that training. The Board approved a Knowledge and Understanding Policy Framework for Cambridgeshire Pension Fund Board Members at its meeting on 21 October 2015.

During 2021, a suite of core competency modules were delivered to the Board on the following topic areas -

- Introduction to the LGPS
- Pensions legislation and guidance and national guidance
- Local governance and pensions procurement, contract management and relationship matters
- Funding strategy and actuarial methods, and financial, accounting and audit
- Investments – Financial markets and products
- Pensions Administration and Communication

The Local Pension Board is required to keep appropriate records of the learning activities of individual members and the Local Pension Board as a whole. This will assist members in demonstrating their compliance, if necessary, with the legal requirement and how they have mitigated risks associated with knowledge gaps. It is a statutory requirement to include details of the training undertaken by members of the Pension Fund Board in the Fund's Annual Report. In addition, this information may be required by other agencies such as the Pensions Regulator from time to time.

From July 2023, the Hymans Robertson Online platform is a mandatory component of the Training Strategy and covers the core CIPFA modules as well as current issues in the LGPS landscape.

The most recent version of the Training Strategy can be found [here](#).

A schedule detailing the training undertaken by Cambridgeshire Local Pension Board members is detailed below:

Member	Event	Date
Cllr Simon King [Appointed 23 May 2017]	Statutory and non-statutory policies – training item	23/02/2018
	Cross Pool Open Forum	27/03/2018
	CIPFA Training Day	09/05/2018
	Introduction to the LGPS	26/09/2018
	Completion of the Pension Regulator’s Toolkit	29/09/2018
	Internal Dispute Resolution Procedure	15/02/2019
	Investment Presentation	15/02/2019
	Cyber Resilience	03/05/2019
	Monitoring and Maintaining Outsourced Providers	01/07/2019
	Valuation Presentation	01/07/2019
	Valuation Presentation (Committee)	10/10/2020
	LGPS Investment costs and risk management (virtual)	03/06/2020
	Schroders Training Session (virtual)	19/06/2020
	Schroders Training Session (virtual)	26/06/2020
	Investment Training Day (virtual)	15/07/2020
	Pension Information Day (virtual)	10/02/2021
	Hymans Valuation Training (virtual)	01/02/2021
	Governance and Fiduciary Duty (virtual)	21/06/2021
	Aon 7 Core Competency Modules (virtual)	Summer 21
	Aon Climate Webinar	12/07/2021
Hymans Valuation Training (virtual)	01/02/2022	
Aon Cyber Resilience (virtual)	08/03/2022	
Aon Conflicts of Interest Training (virtual)	25/11/2022	
Cllr Philippa Slatter [Appointed 18 May 2021]	Hymans Valuation Training (virtual)	01/02/2021
	Aon/Cyber Griffin - Cyber Resilience (virtual)	08/03/2021
	Governance and Fiduciary Duty (virtual)	21/06/2021
	Aon 7 Core Competency Modules (virtual)	Summer 21
	Hymans Valuation Training (virtual)	01/02/2022
	Aon Cyber Resilience (virtual)	08/03/2022
	Responsible Investments (virtual)	26/07/2022
	Conflicts of Interest Training (virtual)	25/11/2022
Pension Liability and LDI (virtual)	16/12/2022	
Cllr Geoffrey Seeff [Appointed 21 March 2023]		

Member	Event	Date
Cllr Denis Payne [Appointed 3 February 2017]	Completion of the Pension Regulator's Toolkit	28/02/2017
	Training Needs Analysis	07/03/2017
	Local Pension Board Two Years on Seminar	28/06/2017
	Pension Information Day	05/07/2017
	LGC Investment Summit	07/09/2017
	Pension Information Day	06/10/2017
	Pension Information Day	22/11/2017
	Employers Forum	29/11/2017
	Pension Information Day	07/02/2018
	Statutory and non-statutory policies – training item	23/02/2018
	Local Pension Board Three Years on Seminar	27/06/2018
	CIPFA Training Day	09/05/2018
	LGC Investment Summit	07/09/2018
	Internal Dispute Resolution Procedure	15/02/2019
	Investment Presentation	15/02/2019
	Cyber Resilience	03/05/2019
	PLSA Local Authority Conference	13/05/2019
	Local Pension Board Annual Event	26/06/2019
	Monitoring and Maintaining Outsourced Providers	01/07/2019
	Valuation Presentation	01/07/2019
	LGC Investment Seminar	06/09/2019
	Pension Information Day	06/03/2020
	Schroders Training Session (virtual)	12/06/2020
	Schroders Training Session (virtual)	19/06/2020
	Schroders Training Session (virtual)	15/07/2020
	Investment Training Day (virtual)	15/07/2020
	PLSA Annual Conference (virtual)	12-16/10/20
	LAPF Strategic Investment Forum (virtual)	4-5/02/2021
	Pension Information Day (virtual)	10/02/2021
	Local Pension Board Spring Seminar (virtual)	18/02/2021
	Hymans Valuation Training (virtual)	01/02/2021
	Aon Cyber Resilience Training (virtual)	08/03/2021
	Governance and Fiduciary Duty (virtual)	21/06/2021
	Aon 7 Core Competency Modules (virtual)	Summer 21
	Aon Climate Webinar	12/07/2021
	Aon/Cyber Griffin - Cyber Resilience (virtual)	8&22/07/21
	Mercer 'LGPS: setting a course to net zero' webinar	22/09/2021
	Employer Forum (virtual)	17/11/2021
	LGA Governance Conference (virtual)	January 22
	Hymans Valuation Training (virtual)	01/02/2022
PLSA ESG Conference (virtual)	9&10/03/22	
Aon Cyber Resilience (virtual)	08/03/2022	
Responsible Investments (virtual)	26/07/2022	
Conflicts of Interest Training (virtual)	25/11/2022	
Governance Conference (virtual)	19-20/01/23	

Member	Event	Date
Barry O'Sullivan [Appointed 16 July 2015]	LGA Local Pension Board Training	21/05/2015
	LGSS Joint Local Pension Board Training	01/09/2015
	UBS First Steps	03/11/2015
	UBS Second Steps	03/11/2015
	LGSS Valuation Training	03/02/2016
	Local Pension Board Seminar	29/06/2016
	Pension Ombudsman Case Study-Training item	22/07/2016
	Completion of the Pension Regulator's Toolkit	02/02/2016
	LGC Investment Seminar	03/02/2017
	Local Pension Board Two years on Seminar	28/06/2017
	Pension Information Day	05/07/2017
	Unison Eastern Regional pensions forum	22/09/2017
	National LGPS Seminar	10/01/2018
	Pension Information Day	06/10/2017
	Pension Information Day	22/11/2017
	Training Needs Analysis	06/12/2017
	National LGPS Seminar	10/01/2018
	Statutory and non-statutory policies – training item	23/02/2018
	CIPFA Training	09/05/2018
	CIPFA Training	04/07/2018
	LGC Investment Summit	06/09/2018
	UNISON LGPS Seminar	11/12/2018
	Internal Dispute Resolution Procedure	15/02/2019
	Investment Presentation	15/02/2019
	Local Pension Board Annual Event	26/06/2019
	Monitoring and Managing Outsourced Providers	01/07/2019
	Valuation Presentation	01/07/2019
	LGC Investment Seminar	08/09/2019
	Investment Information Day	09/10/2019
	Pension Information Day	06/03/2020
	Investment Training Day (virtual)	15/07/2020
	Pension Information Day (virtual)	10/02/2021
	Local Pension Board Spring Seminar (virtual)	10/02/2021
	Hymans Valuation Training (virtual)	01/02/2021
	Aon Cyber Resilience Training (virtual)	08/03/2021
	Governance and Fiduciary Duty (virtual)	21/06/2021
	Aon 7 Core Competency Modules (virtual)	Summer 21
	Aon/Cyber Griffin - Cyber Resilience (virtual)	8&22/7/21
	Unison De-carbonising Pension Investments (virtual)	10/12/2021
	LGA Governance Conference (face to face)	January 22
	Hymans Valuation Training (virtual)	01/02/2022
	Hymans Planning for the 2021 valuation webinar	02/02/2022
	Aon Cyber Resilience (virtual)	08/03/2022
Responsible Investments (virtual)	26/07/2022	
Conflicts of Interest Training (virtual)	25/11/2022	
Person Liability and LDI (virtual)	16/12/2022	
Governance Conference (face to face)	19-20/01/23	

Member	Event	Date
Val Limb [Appointed 1 January 2021]	The Pensions Regulator Toolkit incl scams module	22/11/2020
	LAPF Strategic Investment Forum (virtual)	4-5/02/2021
	Pension Information Day (virtual)	10/02/2021
	Local Pension Board Spring Seminar (virtual)	18/02/2021
	Hymans Valuation Training (virtual)	01/02/2021
	Aon Cyber Resilience Training (virtual)	08/03/2021
	DG Publishing Responsible Investments Seminar (virtual)	28/04/2021
	PLSA ESG Conference (virtual)	18/05/2021
	Governance and Fiduciary Duty (virtual)	21/06/2021
	Aon 7 Core Competency Modules (virtual)	Summer 21
	Barnett Waddingham & CIPFA LGPS Local Pension Boards Annual event (virtual)	23/06/2021
	Aon/Cyber Griffin - Cyber Resilience (virtual)	8&22/07/21
	Hymans Valuation Training (virtual)	01/02/2022
	Aon Cyber Resilience (virtual)	08/03/2022
	PLSA Local Authority Conference (virtual)	9&10/03/22
	Link Investment Day (virtual)	13/05/2022
	Responsible Investments (virtual)	26/07/2022
	Cyber Griffin Cyber Resilience (virtual)	18,24/10/22
	Conflicts of Interest Training (virtual)	25/11/2022
	Person Liability and LDI (virtual)	16/12/2022
Governance Conference (virtual)	19-20/01/23	
Martin Dachs [Appointed 23 February 2021]	Governance and Fiduciary Duty (virtual)	21/06/2021
	Aon 7 Core Competency Modules (virtual)	Summer 21
	Cyber Griffin Part A Cyber Resilience	30/11/2021
	Cyber Griffin Part B Cyber Resilience	17/12/2021
	Hymans Valuation Training (virtual)	01/02/2022
	Aon Cyber Resilience (virtual)	08/03/2022
	Responsible Investments (virtual)	26/07/2022
	Conflicts of Interest Training (virtual)	25/11/2022

It is important to note that at the beginning of the pandemic all face to face training was cancelled. It took time for virtual training to be set up so there was less training available for much of 2020 than would otherwise have been the case.

A Local Pension Board is also required to prepare and keep updated a list of the core documents recording policy about the administration of the Fund and make sure that the list and documents (as well as the rules of the LGPS) are accessible to its members.

[The Pensions Service has prepared such a list for Cambridgeshire Local Pension Board members, which is available here.](#)

Reporting Breaches of the Law to the Pensions Regulator Policy

In accordance with section 70 of the Pensions Act 2004, certain individuals must report to the Pensions Regulator as soon as reasonably practicable where that individual has reasonable cause to believe that:

- a duty which is relevant to the administration of the LGPS, and is imposed by or by virtue of an enactment or rule of law, has not been or is not being complied with; and
- the failure to comply is likely to be of material significance to the Regulator in the exercise of any its functions.

This obligation directly applies to each individual who is a member of the Local Pension Board. The Local Pension Board must therefore have effective arrangements in place to meet its duty to report breaches of law.

At its meeting on 21 October 2015, the Cambridgeshire Local Pension Board was informed that, in line with the Pensions Regulator's Code of Practice number 14 (Governance and administration of public service pension schemes), the Fund had developed a policy that sets out the mechanism for reporting breaches of the law.

The policy ensures that those with a responsibility to report breaches of the law are able to meet their legal obligations, by analysing situations effectively in order to make an informed decision on whether a breach has been made.

As the Cambridgeshire Pension Fund Board does not have decision making powers, the Board is not able to approve this policy. Instead it reviewed the Policy on 21 October 2015 before it was approved by the Pension Fund Committee at its meeting on 22 October 2015. The Policy was subsequently reviewed by the Board on 6 July 2018 and 1 July 2022.

[The current version of the "Reporting Breaches of the Law to the Pensions Regulator Policy" is available here.](#)

Work Programme 2022-23

The Cambridgeshire Local Pension Fund Board met four times in 2022-23, on 1st July 2022, 4th November 2022, 27th January 2023 and 28th April 2023.

Board Meeting – 1st July 2022

This was the first meeting of the Board in the municipal year. The Board considered the Administration Report, Governance Compliance Report, Data Improvement Strategy and Plan, Reporting Breaches of the Law to the Pensions Regulator Policy, Valuation Update, Local Pension Fund Board Agenda Plan, Cyber Strategy Update, Risk Register and ACCESS update.

Board Meeting – 4th November 2022

The Board considered the Internal Audit Report, Administration Report, Governance and Compliance Report, Business Plan Update, Annual Report, Local Pension Fund Board Agenda Plan, Valuation Update, Risk Register, Cyber Resilience Update, Responsible Investment – Climate Action Plan and ACCESS update.

Board Meeting – 27th January 2023

The Board received reports on Administration, Governance and Compliance, Overpayment of Pension Entitlement Policy, Communications Strategy and Plan, Pension Fund Annual Report and Statement of Accounts 2021-22, Conflicts of Interest Policy, Valuation Update, Local Pension Fund Board Agenda Plan, Business Plan Update, Cambridgeshire Pension Fund Risk Monitoring, and ACCESS update.

Board Meeting – 28th April 2023

Members considered the following reports: Administration, Governance and Compliance, Pension Fund Annual Business Plan and Medium-Term Strategy 2023/24 to 2025/26, Valuation Update, Local Pension Fund Board Agenda Plan, Cambridgeshire Pension Fund Risk Monitoring, Investment Strategy Review, and ACCESS update.

The agendas and minutes of the above meetings are available [here](#)

Work Programme 2023-24

The Cambridgeshire Local Pension Board maintains a work programme (agenda plan) which is considered at every meeting. The Work Programme for 2023-24 is as set out below:

30 June 2023

- Administration Report
- Business Plan Update
- Governance and Compliance Report
- Training Strategy
- Risk Monitoring
- ACCESS Update

3 November 2023

- Administration Report
- Business Plan Update
- Governance and Compliance Report
- Administration Strategy
- Cash Management Strategy
- Investment Strategy Statement
- External Audit plan and draft accounts
- AVC Review
- Managed Exits
- Risk Monitoring
- ACCESS Update

26 January 2024

- Administration Report
- Business Plan Update
- Governance and Compliance Report
- Cambridgeshire Pension Fund Assurance Report on Potential Breaches of the Law
- External Audit
- Data Improvement Policy
- Risk Monitoring
- ACCESS Update

26 April 2024

- Administration Report
- Business Plan Update
- Governance and Compliance Report
- Communication Strategy
- Risk Monitoring

- ACCESS Update

The Pension Fund Board supports the Pension Fund Committee in meeting its statutory obligations. The agenda plan for the year ensures a balance of pre and post scrutiny review on policies and strategies as well as information papers for comment and consideration. The work of the Board is delivered to the Committee to support its decision-making processes.

Key Officers supporting the Local Pension Board

Head of Pensions

Mark Whitby

Mark.Whitby@westnorthants.gov.uk

Governance & Regulations Manager

Michelle Oakensen

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Democratic Services Deputy Manager

Daniel Snowdon

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Democratic Services Assistant

Rhiannon Leighton

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**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Agenda Item No.13

Cambridgeshire & Peterborough Combined Authority Reports from Constituent Council Representatives on the Combined Authority

The following meetings have taken place in September 2023.

Skills and Employment Committee

Date 4 September 2023

Councillor L Nethsingha

Decision Summary Attached as appendix 1.

Audit and Governance Committee

Date 8 September 2023

Councillor G Wilson

Decision Summary Attached as appendix 2.

Environment and Sustainable Communities Committee

Date 11 September 2023

Councillor L Dupré

Decision Summary Attached as appendix 3

Transport and Infrastructure Committee

Date 13 September 2023

Councillor N Shailer

Decision Summary Attached as appendix 4.

Overview and Scrutiny Committee

Date 18 September 2023

Councillors A Bradnam and M Goldsack

Decision Summary Attached as appendix 5.

Combined Authority Board

Date 20 September 2023

Councillor L Nethsingha

Decision Summary Attached as appendix 6.

Human Resources Committee

Date 27 September 2023

Councillor L Nethsingha

Decision Summary Attached as appendix 7.

Skills and Employment Committee Decision Statement

Meeting: 4 September 2023
 Agenda/ Minutes: [Skills and Employment Committee 4 September](#)
 Chair: Councillor Lucy Nethsingha

1 Announcements, Apologies for Absence and Declarations of Interest

Apologies were received from Cllr Wakeford who was substituted by Cllr Pitt.
 No declarations of interest were made.

2 Minutes and Action Log

The minutes of the meeting on 3 July 2023 were approved as an accurate record.
 The action log was noted by the Committee.

3 Public Questions

The public question received had been published on the CPCA website, under additional meeting documents, and was read out at the meeting by the Governance Manager. The Chair informed the Committee that a response was being prepared which would be sent to the questioner and also published on the website.

4 Combined Authority Forward Plan

RESOLVED:

- a) That the Combined Authority Forward Plan be noted.

5 Adult Education Budget (AEB) Impact Evaluation

RESOLVED (UNANIMOUS):

- a) To note the progress made in completing an Impact Evaluation of the Adult Education Budget since devolution.
- b) To participate in the Focus Group for members on 4 September 2023.

6 Cambridgeshire & Peterborough Careers Hub Delivery Focus 2023-24

RESOLVED (UNANIMOUS):

- a) That the Skills and Employment Committee receive and note the update regarding the delivery focus of the Careers Hub for 2023/24

7 Further Education Cold-Spots Projects Update

RESOLVED (UNANIMOUS):

- a) To receive an update on the FE Cold-Spots projects in East Cambridgeshire and St Neots
- b) To note the revised milestones for the FE Cold-Spots projects
- c) To note the collaborative work with partners to establish new adult learning and skills provision in St Neots, Soham and Ely.

8 Skills Bootcamps 2024-25 FY

RESOLVED (UNANIMOUS):

- a) To recommend that The Combined Authority Board approves the submission of the grant proposal to Department for Education (DfE) for Skills Bootcamp funding for the 2024-25 Financial Year (FY).
- b) Subject to confirmation of grant funding approval from Department for Education (DfE) to recommend that the Combined Authority Board delegates authority to the Executive Director for Economy and Growth to procure, enter into, award and extend contracts.

9 Budget and Performance Report – Sept 23

RESOLVED (UNANIMOUS):

- a) To note the financial position of the Skills Division for the financial year 2023/24 to July 2023
- b) To review and comment on the current Skills and Employment budgets within the Combined Authority's Medium-Term Financial Plan and Capital Programme.

10 Skills and Employment Committee Agenda Plan

RESOLVED (UNANIMOUS)

- a) To note the Agenda Plan

11 Exclusion of the Press and Public

RESOLVED (UNANIMOUS)

- a) To remain in public session

12 UK SPF – Skills Projects Mobilisation and Succession Planning for Skills Brokerage Services

A change to recommendation B, asking for delegated authority to be given to *the Executive Director – Economy and Growth* instead of the *Assistant Director – Skills* was highlighted by the Chair and agreed by the Committee.

RESOLVED (UNANIMOUS)

- a) To recommend that the Combined Authority Board delegates authority to the Executive Director – Economy and Growth to proceed to implement plans to mobilise UK Shared Prosperity Fund (SPF) People and Skills funded projects as outlined within this proposal
- b) To recommend that the Combined Authority Board approves the proposal outlined within this paper to bring together the Careers and Enterprise Company (CEC) funded Careers Hub delivery and the UKSPF funded People and Skills projects to provide a successive service to the Growth Works with Skills Programme, and to delegate authority to the **Executive Director – Economy and Growth** to proceed to engage in financial, legal and procurement activities as necessary to enact mobilisation plans.
- c) To recommend that the Combined Authority Board approve the virements across the revenue budgets within the Medium-Term Finance Plan to create the appropriate delivery budgets set out in Appendix 1.

13 Date of next meeting

The date of the next meeting was confirmed as Monday 6 November 2023

Audit and Governance Committee

Meeting: 8 September 2023
 Agenda/ Minutes: [Audit and Governance Committee 8 September](#)
 Chair: John Pye

1	Apologies and Declarations of Interests	Apologies were received from Cllr Smith, substituted by Cllr Corney. No disclosable interests were declared.
2.	Chair's Announcements	The Chair Introduced Cllr Murphy – Lead member for Governance. The Chair then advised that he would be meeting with Richard Carr he then also reminded members about Register of Interest Forms that had not yet been completed.
3.	Minutes & Action Log	The minutes of the meetings held on 7 th July 2023 were approved as a correct record and the Action log noted.
4.	Improvement Framework Report	The Committee received the report which provided the Audit and Governance Committee with an opportunity to review progress in July and August against the key areas of concern identified by the External Auditor in his letter dated June 2022 and February 2023, and the Department for Levelling up, Housing and Communities (DLUHC) in its letter dated January 2023. The Committee RESOLVED: a) Note the progress made over July and August 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.
5.	Update to member officer protocol	The Committee received the report which provided the proposed amendments to the Officer Protocol that will be sent to the Combined Authority Board. Committee RESOLVED: a) Approve the amendments to the member officer protocol
6.	Risk Management Framework and Deep Dive	The Committee received the report which outlines the proposed Risk Management Framework procedure, to be approved by the CPCA Board Committee RESOLVED: a) Recommend to CPCA Board approval of the Risk Management Framework and Procedure (including refined Financial risk scoring definitions).

		<p>b) To note and feedback on the Risk Deep Dive – Finance – Inflation and Future funding</p> <p>c) To note the July - Risk Register</p>
7.	Single Assurance Framework	<p>The Committee received the DRAFT Single Assurance Framework (SAF) document to the Audit & Governance Committee for it to consider. It is standard practice for Assurance Frameworks to be considered by a Combined Authority's</p> <p>a) The Audit & Governance Committee is asked to consider the Draft SAF document at Appendix A, provide comment on its content and endorsement before it moves forward for consideration at the Combined Authority Board.</p> <p>b) The Audit & Governance Committee is asked to consider the developing Draft terms of reference for the Investment Committee and the Investment Panel, attached at Appendix B and C, and provide feedback</p>
8.	Internal Audit Progress Report September 2023	The Committee received and noted the Report.
9.	External Audit – Verbal update	
10.	Update Procurement Review	<p>The Committee received the report which provides them with an update on the various workstreams within the procurement improvement work.</p> <p>The Committee RESOLVED:</p> <p>a) To note the guidance document attached within appendix A (which will be reported to Board on 20 September) and invite comments from this committee</p> <p>b) To note the Internal Audit of procurement is scheduled for Quarter 4 2023-24</p> <p>c) To note there may be a paper returning to this committee should there be any significant changes once the impact of the Procurement Bill is known and that updates on procurement will be provided to the committee annually thereafter</p>
11.	Review of Mayoral Combined Authority Audit & Governance Committee Arrangements.	<p>The Committee received a copy of the report which provided them with an overview of the arrangements for Audit & Governance Committees by the other Combined Authorities.</p> <p>The Committee RESOLVED:</p> <p>a) To note and discuss the different arrangements for Audit & Governance Committees amongst Mayoral Combined Authorities and decide which, if any,</p>

		<p>should be considered for adoption by this Audit & Governance Committee.</p> <p>b) To commission further work from Officers to understand the impact of adoption of any changes stemming from Recommendation (A) prior to making any recommendations for change to the Board.</p>
12.	Independent Person	<p>The Committee RESOLVED:</p> <p>a) Comment on and agree to recommend to the CPCA Board that an additional independent person is appointed to sit on Audit Committee for a period of four years 1.1 which may be renewed up to a maximum of one further term (i.e. total maximum 8 years).</p> <p>b) Recommend that the CPCA Board agrees to delegate to the Executive Director of Resources and Performance and the Monitoring Officer, in consultation with the Chair of the Audit and Governance Committee, authority to finalise the draft role description, skills, competencies and person specification attached as Appendix 1 and to approve the advert.</p> <p>c) Recommend to the CPCA Board that the recruitment of the Independent Member be led by a panel consisting of the Chairman of the Audit and Governance Committee and three members of the three main political parties of the committee supported by the Executive Director of Resources and Performance and the Monitoring Officer. Nominations for members of the committee be provided.</p> <p>d) Following the recruitment process, a report to formally appoint the Independent Person will be presented to a future CPCA Board meeting.</p>
13.	Audit and Governance Work Programme	<p>The Committee RESOLVED:</p> <p>a) note the draft work programme for the Audit and Governance Committee for the 2023/24 municipal year attached at Appendix 1</p>
13.	Date and Time of Next Meetings	<p>Friday 17th November 2023 Venue: Pathfinder House, Huntingdon</p>

Environment and Sustainable Communities Committee

Meeting: 11 September 2023
Agenda/ Minutes: [Environment and Sustainable Communities 11 September](#)
Chair: Councillor Bridget Smith

1 **Announcements, Apologies for Absence and Declarations of Interest**

Apologies were received from Ms Belinda Clarke, Ms Tina Barsby, Mayor Dr Nik Johnson, Cllr Dee Laws, and Cllr Nigel Simons who was substituted by Cllr Dr
No declarations of interest were made.

2 **Minutes and Action Log**

The minutes of the meeting on 12 June 2023 were approved as an accurate record.
The action log was noted by the Committee.

3 **Public Questions**

No public questions were received.

3 **Combined Authority Forward Plan**

RESOLVED:

- a) That the Combined Authority Forward Plan be noted.

4 **Directorate Highlight Report**

RESOLVED:

- a) To note the content of the report.

5 **Affordable Housing Programme – Update on Implementation**

RESOLVED:

- a) To note the content of the report.

6 **Housing Loans Update**

RESOLVED:

- a) To note the current position in respect of outstanding loan repayments required to fund the 2021-2022 Affordable Housing Programme.

7 **Climate Partnership Update**

RESOLVED:

- a) To note the updates from the June meeting of the Climate Partnership.

8 **Budget and Performance Report – Sept 23**

RESOLVED:

- a) To note the financial position of the Environment and Sustainable Communities division for the financial year 2023/24 to July 2023
- b) To review and comment on the current Environment and Sustainable Communities budgets within the Combined Authority's Medium-Term Financial Plan and Capital Programme.

9 **Environment and Sustainable Communities Committee Agenda Plan**

RESOLVED:

- a) To note the Agenda Plan

10 **Exclusion of the Press and Public**

RESOLVED:

- a) To remain in public session

11 **Affordable Housing Programme – Heylo Swap from SN Developments to Vistry Units**

RESOLVED:

- a) To agree to terminate the Heylo Grant funding agreement (GFA) to acquire units from SN Developments with CPCA (Cambridgeshire and Peterborough Combined Authority), dated 28 January 2022.
- b) To approve the site swap from New Road Haddenham (11 units) to the Vistry (12 units) and to approve the use of the allocated funding of £528,750 for these units.

12 **Date of next meeting**

The date of the next meeting was confirmed as Monday 13 November 2023

Transport and Infrastructure Committee

Meeting: 13 September 2023
 Agenda/ Minutes: [Transport and Infrastructure Committee 13 September](#)
 Chair: Councillor Anna Smith

1 Announcements, Apologies for Absence and Declarations of Interest

Apologies were received from Cllr Shailer and Cllr Beckett attended as his substitute.

2 Minutes and Action Log

RESOLVED (UNANIMOUS)

- a) That the minutes of the meeting of 12 July 2023 be approved as an accurate record.
- b) That the Action Log be noted.

3 Public Questions

Four public questions had been received. The questions are published on the CPCA website here: [CMIS > Meetings](#) under additional meeting documents.

4(6) Electric Vehicles

RESOLVED (UNANIMOUS):

- a) To note progress on the delivery of the Electric Vehicles and Local Vehicle Infrastructure (LEVI) fund
- b) To recommend to the CPCA Board, (subject to confirmation of receipt of funding) to approve the drawdown of £403,440 of the LEVI Capability Fund to be spent in Financial Years 2023/2024 and 2024/2025
- c) To recommend to the Combined Authority to delegate authority to the Interim Head of Transport in consultation with the Chief Finance Officer and Monitoring Officer to enter into Grant Funding Agreements with Cambridgeshire County Council and Peterborough City Council.
- d) To recommend to the Combined Authority Board to delegate authority to the Interim Head of Transport in consultation with the Chief Finance Officer and Monitoring Officer to enter into one or more contracts with a consultant as needed to continue the development of the overarching programme.

5(8) Bus Network Review – Initial Recommendations

RESOLVED:

- a) To recommend to the CPCA Board the extension of 51 Bus Service contracts to March 2025.
- b) To recommend 18 services are reviewed and that discussions with relevant local communities take place to help identify options for improvements (noting that 7 services have yet to be assessed). Also to request that further recommendations are brought back to TIC and the CPCA Board on these services alongside any new service or enhanced service proposal.
- c) To recommend to the CPCA Board the extension of the Ting contract to March 2024 and for CPCA officers to undertake a review of the Ting service
- d) To present options and recommendations for investing BSIP+ funding to TIC and CPCA Board in November 2023.
- e) To instruct the Executive Director of Place and Connectivity to report progress against these recommendations back through to the TIC and CPCA Board at appropriate intervals during the municipal year 2023/24.

6(9) Bus Reform

RESOLVED (UNANIMOUS):

- a) Receive and consider the Bus Franchising Scheme assessment ("Assessment") as presented in the exempt Appendix A to this report. Note that the Assessment

recommends the introduction of a franchising scheme as the proposed scheme, which assumes the medium level of investment as described in the Assessment having compared that to alternative realistic options, subject to review by an independent auditor and statutory consultation pursuant to the Bus Services Act ("Act").

- b) If the CPCA wishes to proceed with the proposed franchising scheme, recommend to the CPCA Board to delegate authority to the Executive Director of Place and Connectivity to commission a review from an independent auditor of the Assessment in accordance with the provisions of the Act.
- c) Request that the findings of the auditor's report are brought back to the TIC and CPCA Board.
- d) Note that the assessment of Bus Reform options remains subject to further development and refinement.
- e) Instruct the Executive Director of Place and Connectivity to report progress against these recommendations back through to the TIC and CPCA Board at appropriate intervals during the municipal year 2023/24.

7(10) **Depot for Electric Buses- Peterborough**

NB. Additional wording to the published recommendations is shown in **bold**.

RESOLVED (UNANIMOUS)

- a) To note arrangements to progress delivery of a depot facility to accommodate electric buses in Peterborough.
- b) ~~To authorise the Executive Director of Place and Connectivity to commit funding of up to £200k~~ **To recommend to the Combined Authority Board to approve the drawdown of £200,000 from the 'subject to approval' budget to the 'approved budget' to meet expenses yet to be incurred by Peterborough City Council (PCC) to commission further feasibility work, investigate governance and funding models, establish site infrastructure requirements, and formulate a site specification.**
ADDITIONAL RECOMMENDATION:
- c) **To recommend to the Combined Authority Board to delegate authority to the Executive Director of Place and Connectivity in consultation with the Chief Finance Officer and Monitoring Officer, to enter into a grant funding agreement with PCC for the feasibility study.**

8(12) **ITSO Approved Contracts for English National Concessionary Travel Scheme (ENCTS)**

RESOLVED (UNANIMOUS)

- a) To note the evaluation in the appendix to this report and recommend to the CPCA Board that the HOPS (Host Operator Processing System) and Smartcard Services continue to be outsourced; and
- b) To recommend to the Combined Authority Board to delegate authority to the Interim Head of Transport, or any subsequent permanent postholder, in consultation with the Chief Finance Officer and Monitoring Officer, to:
 1. approve the procurement of replacement HOPS and Smartcard services through an Integrated Transport Smartcard Organisation (ITSO) approved framework for a period of 5 years to commence on 1 April 2024;
 2. award a contract or contracts for HOPS and Smartcard Services following the procurement via a framework; and
 3. enter into and execute the contract or contracts for HOPS and Smartcard Services.
- c) To note that officers will continue to investigate ticketing schemes for non-ENCTS residents as a separate project in 2024/25

9(7) **Connecting Cambridgeshire Digital Connectivity Progress Update**

RESOLVED (UNANIMOUS)

- a) To note the content of the report and Appendix A

10(11) Budget and Performance Report

RESOLVED (UNANIMOUS)

- a) To note the financial position of the Transport Division for the financial year 23/24 to July 2023.
- b) To review and comment on the current Transport budgets within the Combined Authority's Medium-Term Financial Plan and Capital Programme.

11(5) Place and Connectivity Monthly Highlight Report – August 2023

RESOLVED (UNANIMOUS):

- a) That the Transport and Infrastructure Committee note the report.

12(4) Combined Authority Forward Plan

RESOLVED:

- a) That the Combined Authority Forward Plan be noted.

13 Transport and Infrastructure Committee Agenda Plan

RESOLVED (UNANIMOUS):

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

14 Date of next meeting

The date of the next meeting was confirmed as Wednesday 15 November 2023.

Overview and Scrutiny Committee

Meeting: 18 September 2023
 Agenda/ Minutes: [Overview and Scrutiny Committee 18 September](#)
 Chair: Councillor Charlotte Cane

1.	Apologies	Apologies received from Cllr Jon Neish.
2.	Declarations of Interest	No declarations of interest were made.
3.	Public Questions	There were no public questions.
4.	Minutes of the previous meeting and Action Log	<u>RESOLVED</u> That the minutes of the meeting held on 24 July 2023 be approved as a correct record and that the Action Log be noted.
5.	Performance Management Framework and Corporate Performance Report	The Committee received the report which set out for the Overview and Scrutiny the progress made on identified areas of improvement and provided an update the performance management framework and corporate performance. The Committee RESOLVED:- <ol style="list-style-type: none"> a) Note the draft Performance Management Framework and plans for further development b) Note progress to evaluate the impact of the Devolution Deal Investment Fund in a Gateway Review. c) Review and comment on the relevance and accessibility of the performance information presented in this report.
6.	Improvement framework report.	The Committee received a report updating them on the progress against the key performance indicators identified by the External Auditor RESOLVED: <ol style="list-style-type: none"> a) 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.
7.	Bus Network review	The Committee received the report which provided the detail of the recommendations and considerations for the bus network review. RESOLVED:- <ol style="list-style-type: none"> a) To note and provide comments on the Bus Network Review
8.	Increased Connectivity Priority Area	The Committee received a report on Powered Two Wheelers and the position with regards to legislation, and Road Safety. RESOLVED:- <ol style="list-style-type: none"> a) Note the developing e-scooter scheme and associated legislation.

		b) Note work on Vision Zero.
9.	CA Board Agenda	The Committee submitted no questions to the CA Board
<p style="text-align: center;">---o0o---</p> <p style="text-align: center;">Cllr's Haseeb, Van De Weyer and Hassall left the meeting at the break.</p> <p>To ensure that decisions could be made while the Committee was still quorate the Committee agreed to re-order the agenda items. Taking items 11 and 12 before resuming the agenda order.</p> <p style="text-align: center;">---o0o---</p>		
11.	Access to Information The report	<p>The Committee received the report which set out the protocol that could be adopted by the Combined Authority to clarify the rights of members to access to information held the Combined Authority.</p> <p>The Committee RESOLVED:- (with 9 votes For and 1 Abstention)</p> <p>That a statement be added to the protocol that stated that O&S members would be provided with information requested unless provided with written reasons why they could not receive the information requested. The Chair and Monitoring Officer would agree the final exact wording.</p> <p>RESOLVED:-</p> <ol style="list-style-type: none"> a) Endorse the Access to Information Protocol with the amendment agreed. b) Recommend to the Combined Authority Board to approve and adopt the Protocol and to delegate to the Monitoring Officer to circulate the Protocol to all members and substitutes of the Combined Authority Board, Business Board and Committees as a reference point for members.
12.	Appointment of Rapporteurs to Thematic Committees	<p>Committee members were presented with details of the roles, and to nominate members to these positions.</p> <p>RESOLVED:-</p> <ol style="list-style-type: none"> a) Ratify the appointments of Cllr Coles and Cllr Rippeth as the rapporteurs for the Skills and Employment Committee. b) Appoint Cllr Goldsack and Cllr Hassal as the rapporteurs for the Environment and Sustainable Communities Committee c) Appoint Cllr Neish and Cllr Van de Weyer as the rapporteurs for the Transport & Infrastructure Committee
10.	Corporate Strategy & Medium Term Financial Plan Refresh	<p>The Committee received a paper that provides Overview & Scrutiny with a draft timeline and process to refresh both the Corporate Strategy and the MTFP.</p> <p>RESOLVED:-</p> <ol style="list-style-type: none"> a) To note and comment upon the proposed timetable and process to refresh the Corporate Strategy and the Medium Term Financial Plan (MTFP)
13.	Combined Authority Forward Plan	<p>Cllr Coles as one of the rapporteurs for the Skills and Employment Committee provided an update. No further updates were provided.</p>

14	O&S Committee Draft Work Programme	<u>RESOLVED:</u> 1. That the draft work programme as shown at Appendix A be noted.
15.	Date and Time of Next Meeting	1) Informal O&S meeting – 1 st November 2023 10am Venue – Virtual via Teams Microsoft. . 2) Public OSC meeting - Monday 27 th November at 11am. Venue: 10am at Civic Suite, Huntingdonshire DC

Combined Authority Board

Meeting: 20 September 2023
Agenda/ Minutes: [Combined Authority Board](#)
Chair: Mayor Dr Nik Johnson

1 Announcements, Apologies for Absence and Declarations of Interest

Apologies for absence were received from Councillor Bridget Smith (Councillor John Williams substituting). There were no declarations of interest.

2 Combined Authority Membership Update September 2023

It was resolved unanimously to:

- A Note the appointments to the Combined Authority Board from the Business Board: with the representative to be Al Kingsley, and the substitute to be Andy Neely, as Chair and Vice Chair of the Business Board respectively.
- B Note the temporary change to Cambridgeshire County Council's substitute member on the Transport and Infrastructure Committee from 12 September 2023 to 14 September 2023.

3 Minutes

The minutes of the meetings on 26 July 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

One public question was received in advance of the meeting in accordance with the procedure rules in the Constitution. A copy of the question and response can be viewed [here](#) when available.

6 Forward Plan

It was resolved to:

- A Approve the Forward Plan for September 2023

7 Combined Authority Chief Executive Highlights Report

It was resolved to:

- A Note the contents of this report.

8 Improvement Plan Update

It was resolved to:

- A 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 Note the observations on progress following the meeting of the Independent Improvement Board meeting on 11 September

9 Budget Update Report KD2023/042

It was resolved to:

- A Note the financial position of the Combined Authority
- B Approve the reprofiling of the Market Towns programme budgets as set out in section 6.

- C Approve the proposed use of unbudgeted Treasury Management loan interest to fund the proposals set out in section 7.

10 Corporate Strategy & Medium-Term Financial Plan Refresh Process

It was resolved to:

- A Approve the proposed timetable and process to refresh the Corporate Strategy and the Medium-Term Financial Plan (MTFP).

11 Single Assurance Framework

It was resolved to:

- A Approve the Single Assurance Framework, attached at Appendix A, for submission to Government.
- B Note the developing terms of reference for the Investment Committee and Investment Panel, attached at Appendix B and C, and provides feedback on their content.

12 Risk Management Framework

It was resolved to:

- A Approve the Risk Management Framework and Procedure

13 Performance Management Framework and Corporate Performance Report Q1 2023-24

It was resolved to:

- A Approve the Performance Management Framework
- B Scrutinise performance information relating to the Combined Authority's Corporate Key Performance Indicators.
- C Scrutinise performance information relating to the Combined Authority's Most Complex Programmes and Projects.
- D Scrutinise performance information relating to the Combined Authority's Headline Priority Activities.
- E Note progress to evaluate the impact of the Devolution Deal Investment Fund in a Gateway Review
- F Review and comment on the relevance and accessibility of the performance information presented in this report.

14 Review of the Constitution

Procurement Update

a.

It was resolved to:

- A Note the contents of the Procurement Guidance attached as an appendix to the report, as requested at the Board meeting in July 2023

b. Members Access to Information

It was resolved to:

- A Endorse the Access to Information Protocol
- B Approve and adopt the Protocol and delegate to the Monitoring Officer to circulate the Protocol to all members and substitutes of the Combined Authority Board, Business Board and Committees as a reference point for members.

c. Co-option of Independent Members

It was resolved to

- A Review the suggested update to the Combined Authority constitution and adopt the proposed changes as revisions to the Constitution, so that a co-opted independent member and substitute from constituent authorities can be appointed.
- B To delegate the recruitment, selection and appointment of independent co-opted member(s) to the Audit and Governance Committee and that the arrangements for

the selection of such members be delegated by the Audit & Governance Committee to the Chairman of the Audit and Governance Committee in consultation with the Monitoring officer.

- C Agree that the role of any independent co-opted member(s) from a constituent authority is not remunerated but note that they will receive expenses in line with the authority's current expenses policy.

d. Appointment of Independent Person

It was resolved to

- A Comment on and agree that an additional independent person is appointed to sit on Audit Committee for a period of four years
- B Approve the amendments to the constitution as set out in the report
- C Delegate to the Executive Director of Resources and Performance and the Monitoring Officer, in consultation with the Chair of the Audit and Governance Committee, authority to finalise the role description, skills, competencies and person specification attached as Appendix A and to approve the advert.
- D Agree that the recruitment of the Independent Person be led by a panel consisting of the Chairman of the Audit and Governance Committee and three members of the three main political parties of the Audit and Governance committee supported by the Executive Director of Resources and Performance and the Monitoring Officer
- E Following the recruitment process, a report to formally appoint the Independent Person will be presented to a future CPCA Board meeting

15 Local Transport and Connectivity Plan KD2022/056

The approval of the Local Transport and Connectivity Plan required a vote in favour, by at least two-thirds of all Members (or their Substitute Members) appointed by the Constituent Councils to include the Members appointed by Cambridgeshire County Council and Peterborough City Council.

The vote did not meet those criteria as Peterborough City Council voted against the recommendation and therefore the Local Transport and Connectivity Plan was not approved.

16 Recommendations from the Skills and Employment Committee

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

Skills Bootcamps 2024-25 FY [KD2023/035]

- A Approve the submission of the grant proposal to Department for Education (DfE) for Skills Bootcamp funding for the 2024-25 Financial Year (FY)
- B To delegate authority to the Executive Director for Economy and Growth to procure, enter into, award and extend contracts (subject to confirmation of grant funding approval from the Department for Education).

UK SPF Skills Projects Mobilisation and Succession Planning for Skills Brokerage Services [KD2023/033]

- A Delegate authority to the Executive Director Economy and Growth to proceed to implement plans to mobilise UK Shared Prosperity Fund (SPF) People and Skills funded projects as outlined
- B Approve the proposal outlined to bring together the Careers and Enterprise Company (CEC) funded Careers Hub delivery and the UKSPF funded People and Skills projects to provide a successive service to the Growth Works with Skills Programme, and delegate authority to the Executive Director Economy and Growth to proceed to engage in financial, legal and procurement activities as necessary to enact mobilisation plans.
- C To approve the virements across the revenue budgets within the Medium-Term Finance Plan to create the appropriate delivery budgets set out in Appendix 1.

17 Recommendations from Transport and Infrastructure Committee

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

Electric Vehicles

- A (subject to confirmation of receipt of funding) approve the drawdown of £403,440 of the LEVI Capability Fund to be spent in financial years 2023/2024 and 2024/2025
- B Delegate authority to the Interim Head of Transport in consultation with the Chief Finance Officer and Monitoring Officer to enter into Grant Funding Agreements with Cambridgeshire County Council and Peterborough City Council
- C Delegate authority to the Interim Head of Transport in consultation with the Chief Finance Officer and Monitoring Officer to enter into one or more contracts with a consultant as needed to continue the development of the overarching programme

Bus Network Review – initial recommendations [KD2023/039]

- A Approve the extension of 51 bus service contracts to March 2025
- B Approve the extension of the Ting contract to March 2024

Bus Reform – draft outline business case [KD2023/026]

- A Delegate authority to the Executive Director of Place and Connectivity to commission a review from an independent auditor of the Bus Franchising Assessment in accordance with the provisions of the Bus Services Act.

ITSO Approved Support Contracts for ENCTS [KD2023/027]

- A approve for the Host Operator Processing System (HOPS) and Smartcard Services to continue to be outsourced
- B delegate authority to the Interim Head of Transport, or any subsequent permanent postholder, in consultation with the Chief Finance Officer and Monitoring Officer to:
 - approve the procurement of replacement HOPS and Smartcard Services through an Integrated Transport Smartcard Organisation (ITSO) approved framework for a period of 5 years to commence on 1 April 2024
 - award a contract or contracts for HOPS and Smartcard Services following the procurement via a framework
 - enter into and execute the contract or contracts for HOPS and Smartcard Services

Depot for Electric Buses, Peterborough

It was resolved to defer this item until further work on due diligence was carried out to assess the impact on this project of the LTCP not being approved to ensure compliance with good governance.

18 Recommendations from Business Board

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

Net Zero Training Centre – Project Change Request [KD2023/043]

- A Approve the proposed project change

Notes:

- a) Statements in **bold type** indicate additional resolutions made at the meeting.
- b) Five Members of the Overview and Scrutiny Committee may call-in a key decision of the Mayor, the Combined Authority Board or an Officer for scrutiny by notifying the Monitoring Officer, except for any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

For more information contact: Alison Marston, Head of Democratic Services:

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Human Resources Committee

Meeting: 27 September 2023
 Agenda/ Minutes: [Human Resources Committee](#)
 Chair: Mayor Dr Nik Johnson

Any key decision/s set below will come into force and may be implemented after 5.00pm on the fifth clear working day after publication of the decision, unless they are called-in, with the exception of any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

1 **Announcements, Apologies for Absence and Declarations of Interest**

Apologies were received from Cllr Nethsingha who was substituted by Cllr Murphy and Cllr Anna Smith who was substituted by Cllr Simon Smith.

2 **Declarations of Interest**

No declarations of interest were made.

3 **Chair's Announcements**

No announcements were made.

4 **Minutes of the Previous Meetings**

RESOLVED (UNANIMOUS)

a) That the minutes of the Human Resources Committee held on 6th July 2023 be approved as an accurate record.

5 **Recruitment of Executive Director for Place and Connectivity and Director Legal and Governance.**

RESOLVED (3 votes For and 1 Abstention) :

- a) Approve the new Executive Director Job Descriptions/Person Specifications contained at Appendix A of the report.
- b) Approve the new Director Legal and Governance (Monitoring Officer) Job Description/Person Specification contained at Appendix B of the report.
- c) Approve that the Job Descriptions/Person Specifications at Appendices 1 and 2, meets the requirement in Chapter 11, rule 3.1 of the Combined Authority's Constitution.

6 **Care Leavers Report**

RESOLVED: (UNANIMOUS)

- a) Agree that 'care experience' will be treated as if it were a Protected Characteristic under the Equalities Act 2010 in relation to HR Policies and Procedures.
- b) Approve the amendment of the Combined Authority's Equality, Diversity and Inclusion HR Policy to reflect 'care experience' being treated as if it were a protected characteristic.
- c) Note that officers will take a report to the CPCA Board in November to recommend a broader proposal to treat Care Experience as if it were a

protected characteristic under the Equalities Act 2010 across all CPCA work and services. That report will include an action plan of activities

7 Date of next meeting

The date of the next meeting was confirmed as the 10th November 2023 at 11am at Huntingdonshire District Council

Interviews for the roles discussed above would be held on the 16th November 2023 at Huntingdonshire District Council