

Thursday, 18 May 2023

Democratic and Members' Services

Emma Duncan
Monitoring Officer

14:00

New Shire Hall
Alconbury Weald
Huntingdon
PE28 4YE

**TBD - Reserve date
[Venue Address]**

AGENDA

Open to Public and Press

CONSTITUTIONAL MATTERS

- 1 Notification of Chair and Vice-Chair**
- 2 Apologies for absence and declarations of interest**
Guidance on declaring interests is available at
<http://tinyurl.com/ccc-conduct-code>
- 3 Minutes - 23 March 2023** **5 - 18**
- 4 Public Questions and Petitions**

DECISIONS

- 5 Cambridgeshire Skills Accountability Agreement** **19 - 34**

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The Communities, Social Mobility and Inclusion comprises the following members:

Councillor Tom Sanderson (Chair) Councillor Alex Bulat (Vice-Chair) Councillor David Ambrose Smith Councillor Henry Batchelor Councillor Ken Billington Councillor Adela Costello Councillor Steve Criswell Councillor Claire Daunton Councillor Douglas Dew Councillor Janet French Councillor Bryony Goodliffe Councillor Ros Hathorn Councillor Keith Prentice and Councillor Philippa Slatter

Clerk Name:	Nick Mills
Clerk Telephone:	01223 699763
Clerk Email:	Nicholas.Mills@cambridgeshire.gov.uk



Communities, Social Mobility and Inclusion Committee Minutes

Date: Thursday 23 March 2023

Time: 10:00am – 12:05pm

Venue: New Shire Hall, Alconbury Weald

Present: Councillors Tom Sanderson (Chair), Alex Bulat (Vice-Chair), David Ambrose Smith, Adela Costello, Piers Coutts, Steve Criswell, Claire Daunton, Doug Dew, Ian Gardener, Bryony Goodliffe, Ros Hathorn, Keith Prentice, and Philippa Slatter

105. Apologies for Absence and Declarations of Interest

Apologies for absence were received from Councillor Henry Batchelor (substituted by Councillor Coutts), Councillor Ken Billington (substituted by Councillor Gardener), and Councillor Jan French.

Councillor Bulat declared a non-pecuniary interest in agenda item 8 (The Council's Approach to Supporting Asylum Seekers, Refugees, and Migrants), due to her employment in the migrant and refugee sector.

Councillor Hathorn declared a non-pecuniary interest in agenda item 9 (Cultivate Cambs – Endorsement of Recommendations (March 2023)), as the local member for Histon and Impington.

The Chair welcomed Councillor Bulat as the new Vice-Chair of the committee, noting her appointment by Full Council on 21 March 2023, and paid tribute, along with other committee spokes, to the work carried out by former Councillor Hilary Cox Condon as the previous Vice-Chair of the committee.

106. Minutes – 8 December 2022

The minutes of the meeting held on 8 December 2022 were agreed as a correct record and were signed by the Chair.

The Committee noted the Minutes Action Log.

107. Petitions and Public Questions

No public questions or petitions were received.

108. Coroner Service Toxicology Provision

The Committee received a report on the procurement of toxicology services for the Coroner service, alongside a proposal to extend an existing waiver that would allow the current provider to continue to provide the services until 30 June 2023.

While discussing the report, Members:

- Confirmed that the police were not involved in the procurement process, as despite their role in responding to sudden deaths, requests for toxicology samples were only made and agreed by the coroner.
- Sought clarification on whether samples stored by the current provider would be transferred to the new provider in the event of the procurement process identifying a different provider. Members were informed that there were rigorous processes in place to ensure samples were labelled and stored properly. As soon as testing had been carried out, all samples were destroyed appropriately and were therefore not stored for long periods of time.
- Established that although hair samples were often used for DNA purposes, this was not done by the Coroner service, which only took hair samples to assist in the identification of a cause of death.
- Suggested that sharing the services with another area could provide benefits, although it was acknowledged that a key objective of the toxicology process was obtaining results in as timely a manner as possible.

It was resolved unanimously to:

- a) Approve the commencement of the procurement process for toxicology provision, as set out in Section 2 of the report;
- b) Delegate authority to the Executive Director of Place and Sustainability, in consultation with the Chair and Vice-Chair of the Communities, Social Mobility and Inclusion Committee, to award and execute a contract once the procurement process has been completed; and
- c) Agree an extension to the existing waiver until 30 June 2023.

109. Household Support Fund 2023/24

The Committee received a report on the proposed delivery of the Household Support Fund 2023/24, following the Government's confirmation of a £7,162,849 allocation for the Council. The year-long fund would replace previous six-month iterations, and the Children and Young People Committee had already approved a continuation of the Direct Voucher Scheme, which would cost around £4m. This left an estimated working balance of £3,162,849 for the wider scheme and administrative costs, and it was

proposed to continue with the previous process for allocating the resources, as set out in Section 2 of the report.

While discussing the report, Members:

- Welcomed the new funding allocation that had been announced, highlighting its importance for many residents during the widespread ongoing economic difficulties. It was also acknowledged that the fund provided the Council with an initial contact with many residents, for whom a more targeted support offer could then be developed to help overcome the various kinds of poverty.
- Sought clarification on how the funds would be spread out across the year, to ensure that they were not all used up before the colder winter months, when they were of particular necessity for many residents. Members were informed that officers were analysing the varying levels of applications from previous rounds to identify when more resources would be required, and also to identify when communication publicising the fund would be most effective. The extended length of the scheme also aligned with the Council's preference for a more holistic approach to providing support to residents, rather than simply distributing funds as quickly as possible. It was also emphasised that there would be no kind of clawback from the government if funds were allocated progressively throughout the year.
- Welcomed the continuation of the Direct Voucher Scheme, noting how important it was for families that received the support, although it was acknowledged that the limited resources meant that the necessary criteria would restrict some people who needed support from being able to obtain it through the voucher scheme. Members also expressed concern that inflationary costs and wider economic pressures meant there would still be significant shortfalls despite the resources available through the Household Support Fund.
- Sought clarification on whether the Council had been able to retain data on pensioners who had previously been supported in arrears on their water bills, and emphasised the importance of ensuring that older people did not misinterpret the removal of the ringfenced pensioner element to mean that the new iteration of the fund was focussed on young people. **Action required**
- Clarified that although people could initially apply for one award from the Household Support Fund, they were now able to make two applications. Members were also informed that the Council had proactively contacted previous applicants to make them aware of this.
- Observed that there were still people eligible for support who were unaware of the Household Support Fund, and queried how the Council was working to identify and inform such people, particularly those who did not habitually follow communications from the Council and those who did not speak English as their first language. Members were informed that the Council was continuing to expand its network of trusted partners, some of whom were better equipped to identify people that were unaware of their eligibility. The Council was also in discussions with foodbanks around the county, as well as other organisations in the community and voluntary sector, to ensure as widespread coverage as possible. It had also promoted and

raised awareness of the fund internally, with a wide range of services that provided other support now reviewing their records and identifying additional people who had not previously applied.

- Noted that Paragraph 1.7 of the report mentioned a project already in place with Citizens Advice, and queried whether the Council also worked with alternative providers in East Cambridgeshire, where Citizens Advice did not operate. Members were informed that the varying support options that were in place across the county would be reviewed following the confirmation of additional funding.
- Expressed concern about the impacts of new rules announced by government regarding free childcare, although it was acknowledged that they would not directly affect the Household Support Fund 2023/24.

It was resolved unanimously to:

- a) Approve the approach to delivery of the Household Support Fund 2023/24, as set out in Section 2 of the report; and
- b) Delegate further decisions relating to the delivery of the Household Support Fund to the Assistant Director for Communities, Employment and Skills, in consultation with the Chair and Vice-Chair of the Communities, Social Mobility and Inclusion Committee.

110. Library Stock Procurement

The Committee received a report setting out a proposal for the library core stock procurement to be carried out through the East Midlands and Mid Anglia consortium, as it would reduce procurement, legal and evaluation costs, while strengthening purchase power to gain best value. The anticipated value of the four-year contract that would be secured through the procurement was £1.5m.

While discussing the report, Members:

- Supported the proposal to procure through a consortium, noting that it would take advantage of the expertise of specialists in various areas. Members highlighted that the stock of individual libraries should reflect the communities in which they are located. It was noted that the Library service had its own development team based in the district areas, which worked closely with the Think Communities team to ensure that it was reactive to the evolving demographics of the different communities.
- Noted that in other parts of the country Ukrainian citizens were working with local councils to donate books in Ukrainian to libraries, and queried whether the Council was involved with such initiatives in Cambridgeshire and whether it could proactively work with communities of people from other countries as well to expand the foreign language stock. Members were informed that the Council was working on a national level through Libraries Connected and had also received books from the Ukrainian embassy, which were available in some of the county's hub libraries. It had also

purchased some dual-language books and was open to receiving to donated books. On a wider level, data from the 2021 census had been analysed to update purchasing patterns to reflect the evolving demographics across the county.

- Established that while the procurement of widely published local books would be carried out through the consortium if it offered the best value, smaller or self-published local titles would continue to be procured directly. It was also confirmed that Library service staff would continue to maintain autonomy on selecting titles.
- Acknowledged that preparing books for public use was a time-consuming and skilled task, noting that for new books, it took approximately 30-45 minutes per book to build a catalogue record and service the book accordingly. It was clarified that such work was carried out by suppliers, to ensure that staff were able to dedicate themselves to frontline services, rather than in back office functions.
- Welcomed that children's use of libraries accounted for around 55% of lending, and established that while the percentage of stock purchases was probably higher than this, on budgetary terms it was less, due to the higher cost of non-fiction and adult books.
- Paid tribute to the work of former Councillor Hilary Cox Condon in promoting the role of libraries in local communities.

It was resolved unanimously to:

- a) Agree to the procurement of library stock through the East Midlands and Mid Anglia consortium;
- b) Delegate the authority to the Service Director of Policy and Communities, in consultation with the Chair and Vice-Chair of the Communities, Social Mobility and Inclusion Committee, to award and execute the contract once procurement has been completed; and
- c) Delegate the authority to the Service Director of Policy and Communities to approve all necessary legal documentation relating to the contract award, along with any transactions, associated arrangements and their formal executions.

111. Cambridgeshire Skills Six Month Review

The Committee received a report that provided a six-month review of progress made by Cambridgeshire Skills in relation to its delivery plan, having been brought back into the Council's corporate centre after three years as an arms-length organisation.

While discussing the report, Members:

- Queried how much work was carried out by Cambridgeshire Skills with adults with learning disabilities or difficulties. Members were informed that the organisation was developing various programmes in this area, including through some groups specifically working with adults with learning disabilities in Cambridge and Fenland,

although it was acknowledged that more could be done, including linking to a supported employment model.

- Queried whether Cambridgeshire Skills retained information on the location of people that made enquiries to the organisation but who did not proceed to enrol, suggesting that it could demonstrate areas where there was demand for the service that was unable to be fulfilled for various reasons, including inadequate public transport provision. Members were informed that prospective learners were offered the opportunity to be placed on a mailing list or waiting list if a course was not available in the right place, and while data relating to some enquiries was retained, it was not universal, as people would have to grant permission for their data to be stored.
- Welcomed the ongoing work by Cambridgeshire Skills and the Combined Authority to support people who had an English as a second language (ESOL) need, noting the importance of a single point of contact to help people find the available ESOL courses in their area and beyond. Observing the additional six ESOL tutors that had been recruited to meet the increasing demand, Members queried whether this was sufficient. It was confirmed that there was an open recruitment drive for additional ESOL tutors on the Council's website, and Members were informed that someone who had recently arrived from Ukraine had been employed by the organisation as an ESOL tutor.
- Sought clarification on the reasons for lower enrolment numbers in Huntingdonshire and East Cambridgeshire, as indicated in Appendix 1 of the report. It was noted that East Cambridgeshire had a smaller population and there was also an overlap in provision from the College of West Suffolk, particularly in English (including ESOL) and maths courses. It was acknowledged that numbers were lower in parts of Huntingdonshire, particularly in St Neots, but Members were assured that work was ongoing to increase interest and enrolments in the area.
- Established that Cambridgeshire Skills supported learners who were struggling to continue with their courses in a number of ways, including financial support, guidance, counselling, and also identifying alternative courses or providers if appropriate. While 23% of the overall funding was spent on skills, the majority was used for community learning, which did not necessarily result in a formal qualification, but which helped to build learners' confidence in their ability to go on to learn and develop additional new skills.
- Welcomed the achievements from working alongside the Council's Traveller Health team, and requested that additional information on this area be included in the next iteration of the six-month review. **Action required**
- Expressed concern about the difficulties faced by residents of rural communities in accessing the courses provided by Cambridgeshire Skills due to inadequate public transport, and queried whether hubs would also be opened in smaller towns in the future. It was emphasised that courses were available online, with support available for those who were digitally excluded, while financial support for transport was available for some learners if required. Members were informed that while the organisation would like to expand its hubs to smaller towns, the fact that funding

was claimed each month, rather than being provided as an initial upfront payment, made this challenging to operate.

- Highlighted the importance of establishing a set of key performance indicators that would allow the committee to analyse and critique performance, especially given the increased relevance of scrutiny following the organisation being brought back within the Council. Members were informed that Cambridgeshire Skills was required to produce an annual accountability statement, which would be presented to the Committee at its meeting on 18th May 2023, and which would shape future monitoring of the service.
- Suggested that it would be beneficial to develop a single platform on which potential learners could explore the complete range of available course options from all providers in the region, including schools and colleges, rather than having to search through each individual provider.

It was resolved unanimously to:

Note the 6-month progress of the service operating as Cambridgeshire Skills.

112. The Council's Approach to Supporting Asylum Seekers, Refugees, and Migrants

The Committee received a report providing an update on the Council's response to a motion agreed by Full Council on 8 December 2022, relating to asylum seekers, refugees and migrants. The report detailed proposals for the Council to sign the City of Sanctuary pledge and commit to upskilling officers who worked directly with refugees and asylum seekers, and it also sought the appointment of a Migrant Champion.

While discussing the report, Members:

- Welcomed the support provided by the Council to migrants, refugees and asylum seekers. It was suggested that the Committee could receive further reports in the future to provide updates on actions that had been taken by the Council, in order to continue raising awareness.
- Observed that it was being proposed for the Council to sign a City of Sanctuary pledge, and expressed concern that refugees and asylum seekers in rural parts of the county may feel that it did not apply beyond Cambridge City. Members were informed that signing the City of Sanctuary pledge would enable it to then move towards obtaining Council of Sanctuary status, but it was agreed to investigate whether City of Sanctuary UK would consider developing a County of Sanctuary pledge. **Action required**
- Clarified that the recommendations did not include a commitment to progress the Place of Safety pledge, with some Members expressing concern about explicitly pledging to not fully cooperate with the Home Office in the reporting of issues relating to immigration enforcement. Other Members argued that it was important for

people to be able to approach elected officials for advice or signposting, without the fear of being reported for immigration enforcement. It was confirmed that while members and partners were encouraged to sign up to the pledge, the Committee was not being asked to make any such commitment, and it was also emphasised that the Council would continue to provide information to the Home Office where it was required to do so by law, as set out in Paragraph 2.13 of the report.

- Endorsed the role description of Migrant Champion, as set out in Paragraph 2.2 of the report, highlighting the intergenerational nature of the work necessary to bring about social cohesion, and emphasising that the role was symbolic and should not include specific questions or any form of case work. Members acknowledged the importance of the Council maintaining clear and consistent communication about migrant and asylum issues, particularly as the Council did not have a dedicated workforce in the area. It was clarified that there was no remuneration for the role.
- Observed the temporary nature of councillors' positions compared to the more secure and permanent nature of officers' positions, and queried whether the network also included officer Migrant Champions, given that they were the people who worked with migrants and asylum seekers on a daily basis. It was emphasised that work towards obtaining Council of Sanctuary status would be undertaken by officers, as exemplified by the proposed commitment to upskill officers, and it was agreed to establish whether Migrant Champions in other local authorities were officers.

Action required

- Considered whether Migrant Advocate would be a more appropriate name for the role, although it was acknowledged that the Migrant Champion title was used nationally and adopted by those councillors who formed the Migrant Champions Network.

It was proposed by the Chair, seconded by Councillor Slatter and agreed unanimously to nominate Councillor Bulat as the Migrant Champion.

It was resolved unanimously to:

- a) Agree the role description of Migrant Champion, as set out in Paragraph 2.2 of the report, and appoint Councillor Bulat as the Migrant Champion;
- b) Approve that the Council signs the City of Sanctuary pledge and continues to work towards becoming an awarded Council of Sanctuary member; and
- c) Support the Council making a commitment to upskill its officers who work directly with refugees and asylum seekers.

113. Cultivate Cambs – Endorsement of Recommendations (March 2023)

The Committee received a report recommending sixteen grant applications for funding through the Cultivate Cambs fund, following a meeting of the Recommendation Panel on 8 March 2023. It was confirmed that if funding was approved for all the applications,

a total of approximately £2.64m would have been committed from the overall available funds of £2.65m, meaning this would be the final allocation of Cultivate Cambs funding.

While discussing the report, Members:

- Sought clarification on whether the Groundwork East project would deliver home energy-efficiency advice and support to vulnerable households in just Cambridge or across the whole county. **Action required**
- Paid tribute to officers that had supported the Cultivate Cambs fund and its previous form as the Innovate and Cultivate Fund, highlighting its success in enabling and supporting a wide range of community projects across the county, and welcoming the learning and collaboration that it had brought about. Members expressed disappointment that the fund would not continue, although one member noted that Littleport Town Council would continue to fund one of the projects due to the recognised benefits for the local community.

It was resolved unanimously to:

Agree to fund the following sixteen applications:

- i) Hope Against Poverty CIC
- ii) Groundwork East
- iii) Soham Community Association
- iv) Camtrust
- v) Cambourne Men's Shed
- vi) Rowan
- vii) Social Echo North Huntingdonshire CIC
- viii) SSAFA Cambridgeshire
- ix) Home start Cambridgeshire
- x) Cambridge Curiosity and Imagination
- xi) Orchard Park Community Council
- xii) The Baca Charity
- xiii) Switch180
- xiv) Sports Connections Foundation
- xv) Next Generation CIC
- xvi) Shelford and Stapleford Youth Initiative.

114. Performance Monitoring Report – Quarter 3 (2022/23)

The Committee received a report providing an update on the performance of services within its remit over Quarter 3 of the 2022/23 financial year. Attention was drawn to the higher than anticipated number of visitors to libraries over the quarter, and although it was not possible to confirm the specific reasons for visits, the service concluded that the Council's work in promoting libraries as warm spaces had proven effective and beneficial to residents.

It was resolved unanimously to:

Note the contents of the report.

115. Finance Monitoring Report – January 2023

The Committee received the Finance Monitoring Report to the end of January 2023 for the services within its remit, with a previous overspend of around £50k having been reduced to approximately £11k.

While discussing the report, Members:

- Sought clarification on the role and functions of Cultural Services. **Action required**
- Requested further information on why Youth in Communities had only spent £48k of its £395k budget. Members were informed that the budgetary figures included grant income, which artificially skewed the actuals figures and made it appear that the team had spent less. Some of this grant income related to delivering a contract in the following financial year, so would be carried forward.

It was resolved unanimously to:

Review and comment on the report.

116. Community, Social Mobility and Inclusion Committee Agenda Plan

The Committee noted its agenda plan and agreed to:

- a) Appoint Councillor Bulat to:
 - i) County Advisory Group on Archives and Local Studies
 - ii) Cross Party Working Group for Library Services
 - iii) Cultivate Cambs Steering Group
- b) Councillor Daunton to:
 - i) The Library Presents
- c) Councillor Meschini to:
 - i) Capital Fund Steering Group
- d) Councillor Shailer to:
 - i) Cambridge & District Citizens Advice Bureau Management Committee
 - ii) Community Safety Partnerships
 - iii) White Ribbon Delivery Group
- e) Councillor Wilson to:
 - i) Hunts Forum of Voluntary Organisations

Communities, Social Mobility and Inclusion Committee Minutes Action Log

This is the Committee's updated minutes action log, and it captures the actions arising from recent Communities, Social Mobility and Inclusion Committee meetings and updates Members on the progress in complying with delivery of the necessary actions.

Minutes of the Committee Meeting Held on 1 November 2022

84.	Household Support Fund (October 2022 to March 2023)	G Porter / L Riddle	Monitor the patronage of libraries during colder months in order to identify to what extent people were using them as warm hubs.	While visits to libraries were higher than in 2021/22, it is not possible to attribute improving performance to the Council's warm hub offer, as visitors visiting libraries to keep warm cannot be distinguished from people visiting for other reasons. The Library service has shaped a distinctive 'warm offer', including hosting Cost of Living sessions in all major sites in partnership with district councils and other partners, and putting a warm wrapper around the existing programme of events and activities, such as offering warm drinks, board game cafes, etc.	Action Complete
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Minutes of the Committee Meeting Held on 23 March 2023

109.	Household Support Fund 2023/24	L Riddle	Provide clarification on whether the Council had been able to retain data on pensioners who had previously been supported in arrears on their water bills.	The agreement with Anglian Water and Cambridge Water was a short-term piece of work where a set amount of funding was allocated to support residents in arrears. The Council did not receive person specific data, and instead each company allocated the funds, providing postcode level data confirming the number of individuals awarded.	Action Complete
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				The ringfenced pensioner element was removed in October 2022 with the launch of Household Support Fund 3. Due to the effective Age UK offer of a dedicated front door to people of pensionable age, this partnership continues and will be maintained throughout 2023/2024 and Household Support Fund 4.	
111.	Cambridgeshire Skills Six Month Review	T Molloy	Include additional information on the joint working of Cambridgeshire Skills and the Council's Traveller Health team in the next iteration of the report.	This will be included in the next Cambridgeshire Skills report.	Action Ongoing
112.	The Council's Approach to Supporting Asylum Seekers, Refugees, and Migrants	L Riddle	Investigate whether City of Sanctuary UK would consider developing a County of Sanctuary pledge.	Officers have contacted City of Sanctuary UK to request this.	Action Ongoing
		L Riddle	Establish whether any Migrant Champions in other local authorities were officers, rather than Members.	According to the Joint Council for Welfare of Immigrants, who set up the Migrants Champion's network, the network was set up to 'support local councillors to champion the rights of migrants in their local areas and beyond.' All the wording refers to councillors, rather than officers.	Action Complete

113.	Cultivate Cambs – Endorsement of Recommendations (March 2023)	A Garford	Confirm whether the Groundwork East project would deliver home energy-efficiency advice and support to vulnerable households in just Cambridge or across the whole county.	The project will support 500 households in Cambridge.	Action Complete
115.	Finance Monitoring Report – January 2023	L Riddle	Provide clarification on the role and functions of Cultural Services.	The service areas and related budgets that sit within Cultural Services as detailed in the Finance Monitoring Report are The Library Presents staffing and cultural offer and Museum Support.	Action Complete

Cambridgeshire Skills Accountability Agreement

To: Communities, Social Mobility, and Inclusion Committee

Meeting Date: 18 May 2023

From: Head of Cambridgeshire Skills

Electoral division(s): All

Key decision: No

Outcome: To approve the Accountability Agreement for Cambridgeshire Skills.

Recommendation: The Committee is recommended to:

- a) Approve the Accountability Agreement; and
- b) Adopt the key performance indicators listed in the Accountability Agreement, in addition to those already in place.

Officer contact:

Name: Tom Molloy
Post: Head of Service – Cambridgeshire Skills
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Tel:

Member contacts:

Names: Cllr Tom Sanderson
Post: Chair
Email: tom.sanderson@cambridgeshire.gov.uk
Tel: 01223 706398

1. Background

- 1.1 An Accountability Agreement is a new requirement for providers that receive in excess of £1m in funding from the Department for Education. It sets out the provider's Vision and Statement of Purpose. In addition, it offers a high-level overview of what and how it intends to deliver with the public money it receives, and the rationale behind those decisions. This will contribute to ensuring that Cambridgeshire Skills delivers high-quality adult education services that meet the needs of learners, employers and the wider community.
- 1.2 Cambridgeshire Skills' Accountability Agreement was developed using the Council's Strategic Framework as its foundation and taking the elements most relevant to Cambridgeshire's residents of national policies, such as the government's Skills for Jobs white paper and the Levelling Up and Regeneration Bill, and regional ones, such as the Combined Authority's Employment and Skills Strategy. This information is then combined with local knowledge and data, such as the Census, to develop an offer that meets the different needs of all communities and localities.
- 1.3 Linking the Agreement to the Strategic Framework will evidence effective management and a good use of public funds that is required by showing that decisions are linked to wider plans and aims. On an operational level, this will also be the case with all courses that Cambridgeshire Skills designs and delivers, being linked to at least one of the seven ambitions.
- 1.4 The Accountability Agreement sets out a limited number of priority aims and targets for the year ahead, but not all, that the service has identified as the best use of the funding. These proposed key performance indicators (KPIs) have also been linked to the seven aims in the Strategic Framework.
- 1.5 The annual Accountability Agreement is designed to be used in a range of discussions with local partners, such as the Combined Authority, city and district councils, community organisations, and national bodies, including Ofsted and the Department of Work and Pensions.
- 1.6 The Accountability Agreement will need to be reviewed and updated annually and will have no direct bearing on funding allocations.

2. Main Issues

- 2.1 The Agreement must set out the provider's vision. It is proposed that the vision should be:

Providing learning that empowers Cambridgeshire's residents and communities to fulfil their potential.

The proposed Statement of Purpose is:

At Cambridgeshire Skills we are committed to providing, and targeting, high-quality learning opportunities that meet the diverse needs and aspirations for the people of Cambridgeshire, with a focus on those most in need. Our purpose is to empower

adults and their communities to develop the knowledge, skills, and attitudes they need to achieve their personal and professional goals. We support individuals to adapt to new challenges and opportunities, contribute to their communities and help create a greener, fairer, and more caring Cambridgeshire.

- 2.2 The Agreement also needs to provide some, but not all, KPIs, which are included in the Accountability Agreement attached at Appendix 1.

3. Alignment with ambitions

- 3.1 Net zero carbon emissions for Cambridgeshire by 2045, and our communities and natural environment are supported to adapt and thrive as the climate changes.

The Accountability Agreement sets out how Cambridgeshire Skills will contribute to achieving this aim.

- 3.2 Travel across the county is safer and more environmentally sustainable.

The Accountability Agreement sets out how Cambridgeshire Skills will contribute to achieving this aim.

- 3.3 Health inequalities are reduced.

The Accountability Agreement sets out how Cambridgeshire Skills will contribute to achieving this aim.

- 3.4 People enjoy healthy, safe, and independent lives through timely support that is most suited to their needs.

The Accountability Agreement sets out how Cambridgeshire Skills will contribute to achieving this aim.

- 3.5 Helping people out of poverty and income inequality.

The Accountability Agreement sets out how Cambridgeshire Skills will contribute to achieving this aim.

- 3.6 Places and communities prosper because they have a resilient and inclusive economy, access to good quality public services and social justice is prioritised.

The Accountability Agreement sets out how Cambridgeshire Skills will contribute to achieving this aim.

- 3.7 Children and young people have opportunities to thrive.

The Accountability Agreement sets out how Cambridgeshire Skills will contribute to achieving this aim.

4. Significant Implications

4.1 Resource Implications

There are no significant implications within this category.

4.2 Procurement/Contractual/Council Contract Procedure Rules Implications

There are no significant implications within this category.

4.3 Statutory, Legal and Risk Implications.

There are no significant implications within this category.

4.4 Equality and Diversity Implications

There are no significant implications within this category.

4.5 Engagement and Communications Implications

There are no significant implications within this category.

4.6 Localism and Local Member Involvement

There are no significant implications within this category.

4.7 Public Health Implications

There are no significant implications within this category.

4.8 Climate Change and Environment Implications on Priority Areas

4.8.1 Implication 1: Energy efficient, low carbon buildings.

Status: Neutral

Explanation:

4.8.2 Implication 2: Low carbon transport.

Status: Neutral

Explanation:

4.8.3 Implication 3: Green spaces, peatland, afforestation, habitats, and land management.

Status: Neutral

Explanation:

4.8.4 Implication 4: Waste Management and Tackling Plastic Pollution.

Status: Neutral

Explanation:

4.8.5 Implication 5: Water use, availability, and management:

Status: Neutral

Explanation:

4.8.6 Implication 6: Air Pollution.

Status: Neutral

Explanation:

4.8.7 Implication 7: Resilience of our services and infrastructure and supporting vulnerable people to cope with climate change.

Status: Neutral

Explanation:

Have the resource implications been cleared by Finance? Yes

Name of Financial Officer: Clare Andrews

Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the Head of Procurement and Commercial? Yes

Name of Officer: Clare Ellis

Has the impact on statutory, legal and risk implications been cleared by the Council's Monitoring Officer or Pathfinder Legal? Yes

Name of Legal Officer: Emma Duncan

Have the equality and diversity implications been cleared by your EqIA Super User?

Yes

Name of Officer: Lisa Riddle

Have any engagement and communication implications been cleared by Communications?

Yes

Name of Officer: Christine Birchall

Have any localism and Local Member involvement issues been cleared by your Service Contact? Yes

Name of Officer: Lisa Riddle

Have any Public Health implications been cleared by Public Health?

Yes

Name of Officer: Kate Parker/Val Thomas

5. Source Documents

5.1 None



2023

Accountability Agreement



Cambridgeshire County Council / Cambridgeshire Skills Accountability Agreement

Statement of Purpose

At Cambridgeshire Skills we are committed to providing, and targeting, high-quality learning opportunities that meet the diverse needs and aspirations for the people of Cambridgeshire with a focus on those most in need. Our purpose is to empower adults and their communities to develop the knowledge, skills, and attitudes they need to achieve their personal and professional goals. We support individuals to adapt to new challenges and opportunities, contribute to their communities and help create a greener, fairer and more caring Cambridgeshire.

Vision

Providing learning that help Cambridgeshire's residents and communities fulfil their potential.

Strategic Ambitions

1. Net zero carbon emissions for Cambridgeshire by 2045, and our communities and natural environment are supported to adapt and thrive as the climate changes.
2. Travel across the county is safer and more environmentally sustainable.
3. Health inequalities are reduced.
4. People enjoy healthy, safe, and independent lives through timely support that is most suited to their needs.
5. People are helped out of poverty and income inequality.
6. Places and communities prosper because they have a resilient and inclusive economy, access to good quality public services and social justice is prioritised.
7. Children and young people have opportunities to thrive.

Places and communities prosper because they have a resilient and inclusive economy, access to good quality public services and social justice is prioritised.

Context.

Cambridgeshire has a population of 678,600 (2021 Census). 10.4% (70,574) live in England's top 10% of most deprived wards, 17% (115,362) of adults have no qualification and this rises to 26% in Fenland. 60% of residents aged 16 and over, are economically active, 2% of the population is registered as unemployed (March 2023), 4.2% of households have a least one adult where English is not the main language and 6.7% of households have no adults where English is their first language.

Include maps and graphics for above

Partners and Stakeholders

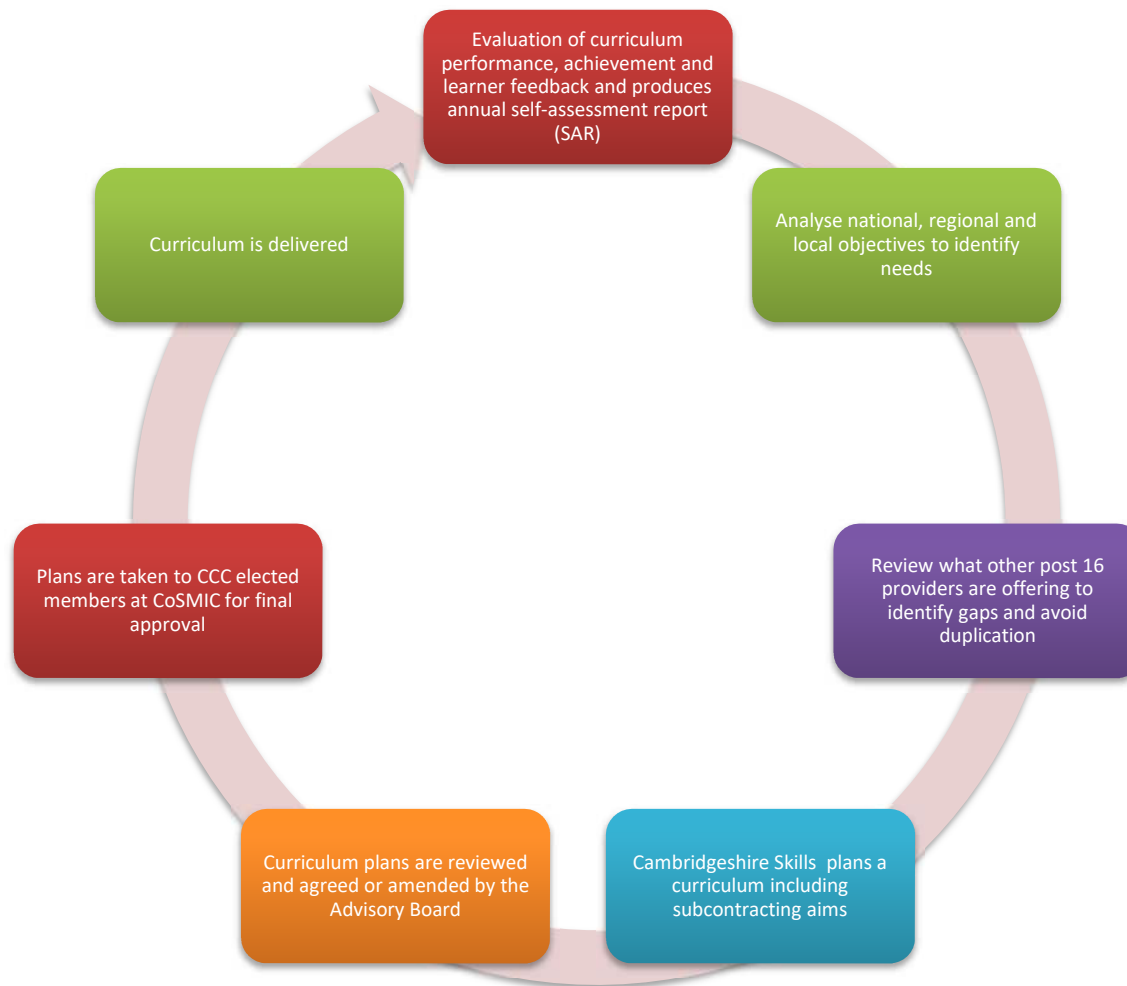
We will work with several stakeholders and partners and use the data and information provided to design and deliver a needs-based curriculum.

These fall into 11 categories that are illustrated here:



The Planning Process

Our annual planning cycle is a continuous process reviewing performance and changes in local need and providing a targeted and responsive offer across Cambridgeshire.



Planning Framework for a Needs Based Offer 23/24

National Drivers		Local Needs
<ul style="list-style-type: none"> • Skills for Jobs: lifelong learning for opportunity and growth • Levelling Up • Free Courses for Jobs (FCFJ) • Multiply • Cost of Living Support/Refugee and Asylum Seekers • Sustainability • New Community Learning objectives 		<ul style="list-style-type: none"> • Local Skills Improvement Plan (when published) • CPCA Skills and Economic Recovery Strategy • CCC Strategic Framework • Census data • DWP/Jobcentre • Working with Partners to feed in co-design programmes to meet needs • Current learner needs and progression pathways • Response to local community and stakeholder needs • Local ESOL Planning Partnership • Local Labour Marketing Information
Examples of 23/24 Curriculum		
Basic Skills	Social Mobility	Employment Skills
<ul style="list-style-type: none"> • English, including Public Health Literacy (Entry to Level 2) • Maths, including Multiply (Entry to Level 2) • ESOL (pre-entry – Level 2) • Digital Skills – (entry – Level 2) 	<ul style="list-style-type: none"> • Mental health and well-being • Family learning • Parenting • Mentoring • Healthy Eating • Confidence • Preparation for Employment and Independence Skills (ALDD provision) 	<ul style="list-style-type: none"> • Employability and Guidance Hubs (Entry to Level 1) • Volunteering (Entry to Level 2) • Self-Employment and Social Enterprise (Entry to Level 2) • Counselling (Level 1 and 2) • Supporting teaching and learning in schools (Level 1 and 2) • Horticulture (Level 1 and 2) • Business Admin (Level 2) • Customer Service (Level 2) • Education and Training (Level 3) • Management (Level 3) • Construction (Level 3) • Early Years Workforce including Forest Schools (Level 1, 2 and 3)
Areas of Delivery		
<ul style="list-style-type: none"> • Fenland: March, Chatteris, Wisbech, Whittlesey • Huntingdonshire: Huntingdon including Oxmoor, St Neots, Ramsey, St Ives • Cambridge: Cambridge including Abbey, Arbury, Coleridge, Trumpington, Parkside, Chesterton wards • East Cambridgeshire: Ely including High Barns, Soham, Littleport, Bottisham, Anglesey Abbey, Isleham, Haddenham • South Cambridgeshire: Greater Shelford, Bar Hill, Landbeach, Cambourne, Comberton, Melbourn • Online 		

Our contribution to national, regional, and local priorities

This Accountability Agreement sets out a small number of outcome targets for areas of our curriculum that we are planning to further develop for the coming year. These targets reflect how we are contributing to the priorities.

Below are some of the ways that Cambridgeshire Skills will meet the councils strategic aims whilst also meeting local needs. Further outcome targets may be added once the Local Skills Improvement Plan is published.

This is only a sample of the offer and is not comprehensive. For full details of our whole offer please visit: [Cambridgeshire Skills - adult learning - Cambridgeshire County Council](#)

CCC Strategic Aims	Impact and/or Contribution towards National, Regional and Local Priorities for Learning and Skills.	KPI
Net zero carbon emissions for Cambridgeshire by 2045, and our communities and natural environment are supported to adapt and thrive as the climate changes	We will develop and deliver a range of courses that help improve residents Carbon Literacy, Green Skills, Biodiversity and help people gain the skills to work in new Green Industries. We will work with CCC Waste Management team Education Centre at Waterbeach to devise a range of standalone courses and modules which can be embedded into all courses, to help maximise recycling and reduce the amount of waste sent to landfill.	20 Courses 200 Enrolments
Travel across the county is safer and more environmentally sustainable.	We will utilise the library network and other CCC buildings to ensure face to face courses are delivered in easily accessible and local venues. We will enhance our hybrid/online offer to provide choices and reduce travel where possible. We will utilise our Learner Support Funds to re-imburse travel costs for those most in need.	Increase direct delivery from 3 to 8 Libraries At least 30% of provision available remotely £10k allocated to support those most in need
Health inequalities are reduced.	There is a well-established relationship between poor education and health inequalities. People with lower levels of	Public Health project 100 enrolments

	<p>education often have poorer health outcomes compared to those with higher levels of education. By increasing the education levels, with a specific focus on English/ESOL, will improve access to health services and the ability of individuals to prevent/manage health conditions.</p> <p>Cambridgeshire Skills will work closely with local social prescribers to promote our training and development opportunities for individuals seeking to improve their health and well-being as an alternative to medication.</p>	100 referrals
People enjoy healthy, safe, and independent lives through timely support that is most suited to their needs.	<p>We will further develop and enhance the impact of our Independent Living Skills programme for adults with disabilities and/or learning difficulties to ensure that it focuses on gaining learners the skills they need to support their personal development, live independent lives, and gain meaningful employment.</p> <p>We will deliver a range of courses that support improved mental health and wellbeing for all residents.</p>	<p>5 Course 50 enrolments</p> <p>25 Courses 250 enrolments</p>
People are helped out of poverty and income inequality.	<p>Provide the Basic Skills and ESOL courses that are the foundation for securing, sustaining and progressing in paid employment.</p> <p>Provide high quality, impartial Careers Advice that supports people into work directly or through learning/apprenticeship opportunities.</p> <p>Multiply interventions provide residents with the skills to better manage their money.</p>	<p>500 ESOL enrolments 500 English & Maths enrolments</p> <p>200 1-2-1 Careers Advice sessions delivered</p> <p>250 Multiply enrolments</p>
Places and communities prosper because they have a resilient and inclusive economy, access to good quality public services and social justice is prioritised.	The Business & Intellectual Property Centre (BIPC) will work with subject matter experts to deliver a programme of business support to aspiring and existing entrepreneurs, equipping learners with the key skills required to run successful businesses, including budgeting, finance, sales,	200 Enrolments

	<p>and marketing. Programmes will be made up of a combination of one to ones, workshops, webinars and events.</p> <p>People are able to gain the Digital Skills to fully participate in local democracy and are able to access a full range of services that are available online.</p> <p>We will work with the Traveller Health Team to provide vocational learning to the Gypsy, Roma, Traveller community that provides a pathway into paid employment.</p>	<p>100 enrolments</p> <p>30 enrolments</p>
Children and young people have opportunities to thrive.	<p>Work with CCC Early Years Qualification Centre to develop and deliver courses that provide the skills to increase capacity and quality of the Early Years workforce.</p> <p>Deliver Family Learning courses for parents/carers to improve their parenting skills and have the knowledge and understanding to support children's education, giving them greater opportunities to achieve.</p> <p>We will deliver courses that help parents and carers keep themselves and their families safe online.</p>	<p>150 Enrolments</p> <p>250 Enrolments</p> <p>50 Enrolments</p>

Cambridgeshire Priorities Capital Fund

To: Communities, Social Mobility and Inclusion Committee

Meeting Date: 18 May 2023

From: Assistant Director for Communities, Employment and Skills

Electoral division(s): All

Key decision: No

Outcome: To consider the proposed criteria and application process for capital grants from the Cambridgeshire Priorities Capital Fund.

Recommendation: The Committee is recommended to:

- a) Approve the proposed criteria, eligibility and two stage process for applications to the £1,000,000 Cambridgeshire Priorities Capital Fund, as set out in the report;
- b) Reserve the remaining £500,000 of available resources to make capital improvements to Council owned community assets and projects;
- c) Subject to recommendation a), appoint seven Members to the Assessment Panel, based on political proportionality.

Officer contact:

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Member contacts:

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Email: tom.sanderson@cambridgeshire.gov.uk
alex.bulat@cambridgeshire.gov.uk
Tel: 01223 706398

1. Background

- 1.1 In April 2020, the Cambridgeshire Communities Capital Fund was launched across the county. The £5,000,000 fund was set up to support community-led capital bids, and 35 projects secured funding, totalling £3,490,783.
- 1.2 In July 2022, a Member-led Steering Group was set up to review incomplete projects from the Communities Capital Fund and to bring the fund to an end.
- 1.3 The Steering Group was also tasked with the development of a new capital fund, called the Cambridgeshire Priorities Capital Fund. While developing the new fund, the Steering Group set out to establish criteria that supports the Council in achieving its vision and ambitions as detailed in the 2023-2028 Strategic Framework, to align with the principles of the Care Together programme, and to propose a suitable application process which ensures potential projects meet statutory building compliance and other regulations, such as health and safety.
- 1.4 The total amount of funding available for the Cambridgeshire Priorities Capital Fund is £1,509,216.
- 1.5 Officers from the Communities service and the Property service supported the Steering Group to develop the proposals, criteria and application process outlined in this report. To inform the development of the criteria and the process, officers also sought input and advice from the voluntary and community sector, the Chief Finance Officer, Cambridgeshire ACRE and Care Together.

2. Main Issues

- 2.1 The Cambridgeshire Priorities Capital Fund (the fund) will support capital projects that put people at the forefront of decision making around the community buildings they value and use, providing an opportunity to bid for funding to improve or upgrade community buildings and assets to meet the needs of the communities that use them.
- 2.2 Applications to the fund must evidence how they support the Council to achieve its vision of becoming a greener, fairer and more caring Cambridgeshire through the delivery of at least three of the following ambitions, as set out in its 2023-2028 Strategic Framework:
 - Net zero carbon emissions for Cambridgeshire by 2045, and our communities and natural environment are supported to adapt and thrive as the climate changes.
 - Travel across the county is safer and more environmentally sustainable.
 - Health inequalities are reduced.
 - People enjoy healthy, safe, and independent lives through timely support that is most suited to their needs.
 - People are helped out of poverty and income inequality.

- Places and communities prosper because they have a resilient and inclusive economy, access to good quality public services and social justice is prioritised.
- Children and young people have opportunities to thrive.

2.3 Applications that support the Council to achieve the aims and ambitions of the Care Together programme will be particularly welcome. Care Together aims to:

“Keep local people at the heart of everything we do, the council works with communities and partners to design and develop local services that enable our changing population to fulfil their wish to remain independent at home for as long as possible”.

2.4 Applications will be invited that recognise the importance community assets can play in supporting people to remain independent at home for as long as possible, for example by providing spaces that support people to remain active and stay socially connected.

2.5 The principle of keeping local people at the heart of everything the Council does, and working with communities and partners to design and develop local services is at the heart of the Council's commitment to decentralisation. Therefore, applications that adhere to these principles in supporting other groups in our communities, such as children and young people, will be welcomed.

2.6 The fund will contribute to capital projects only, although it is not prescriptive beyond this. For example, projects could relate to buildings, land, equipment or other capital-related expenditure. All projects will be required to demonstrate statutory building compliance, general safety and the use of competent contractors, compliance with building regulations and the expectations of the Health and Safety Executive, value for money, due diligence, and an understanding of the Council's responsibility in issuing grants for capital spend.

2.7 The fund will open for a single round of applications during the 2023/24 financial year.

2.8 It is proposed to establish an assessment panel that will include seven Members, based on political proportionality, alongside officers from the Council's Communities service, Property service and Finance team, to assess the bids and make recommendations to the Committee.

2.9 It is recommended that the fund consist of a pot of £1,000,000 for applications from eligible groups and organisations, with the remaining £500,000 reserved for County Council owned community-based asset capital projects, for example library improvements, where this will facilitate the broadening of the offer in support of the Council's commitment to decentralisation. A future report will be presented to the Committee on the detail and proposed spend of County Council capital projects outside of the process detailed in section 2.10 of this report.

2.10 Cambridgeshire Priorities Capital Fund application process for eligible groups and organisations – Stage One

2.10.1 It is recommended that the fund be accessed via a two-stage application process:

- Stage one – Expression of Interest
- Stage two – Full Proposal

2.10.2 To pass from stage one to stage two, the following must be confirmed:

- The eligibility criteria, outlined in section 2.11 of this report, have been met.
- Based on evidenced need or forecast demand, the project supports the Council to tangibly and demonstrably achieve its ambitions in a measured way across a minimum of three areas out of seven areas.
- Based on evidenced need or forecast demand, the project meets the needs Cambridgeshire residents.
- The project will not incur revenue or capital costs for the County Council after it is delivered.
- The bid is no greater than £25,000 and can demonstrate it meets the public sector Value for Money test by showing that the return, monetary, environmental or social value is greater, over no more than three years, than the sum invested.

2.10.3 An officer panel will determine eligibility and confirm the progression of applications to stage two.

2.11 Eligibility criteria

2.11.1 The following groups and organisations are eligible to apply:

- Cambridgeshire based voluntary, community and social enterprise sector organisations. If the organisation is based outside of the County, it must have a presence in the County.
- Public sector bodies in Cambridgeshire, such as district, town and parish councils.
- Businesses are eligible to apply but will need to clearly set out the public benefit of the project as set out in 2.10.2 of this report.

Any works being carried out to a building must have the full consent of the owner, not breach lease agreements and with no dilapidation costs falling on the Council.

2.11.2 The fund is not open to individuals to apply for.

2.11.3 The fund will support capital improvements where projects aim to upgrade, extend or improve facilities or purchase capital items for community use spaces and places. Applications can relate to buildings, indoor and outdoor equipment, installation services or any other related capital item intended for community use that will support the Council to achieve its vision and ambitions. Clarification of what constitutes a capital improvement will be set out in the details of the fund.

2.11.4 The fund will not be available for projects that;

- Solely seek to repair, maintain or renew as these are revenue costs;
- Do not support the council to achieve its vision and ambitions;
- Are not intended for community use;
- Have the potential to cause detrimental impacts upon the wider determinants of health, for example improving a community space that is used for gambling activity; or
- Have an impact that is contrary to the Council's longer-term planning, such as keeping a building open that is not deemed to meet health and safety compliance requirements.

2.11.5 Organisations that have previously been awarded funding from the Cambridgeshire Community Capital Fund are not eligible to apply for funding from the Cambridgeshire Priorities Capital Fund.

2.12 Application process – Stage Two

2.12.1 Applicants who are successful at stage one will be invited to complete a stage two application. Officers from the Council will provide advice and guidance to applicants on the application process. The business case at stage two will be expected to provide the full detail of the project including the nature and timescale of the expected delivery, any procurements that will be needed, other funding sources and the security of these sources, and any declarations of interest. A full set of requirements will be set out in the stage two application form.

2.12.2 The assessment panel will consider full proposals using the following scoring criteria:

- (i) Does the application demonstrate how the project will support the Council to achieve its ambitions in a minimum of three out of seven areas? Maximum possible score of 30. Higher scoring will be awarded where the case can demonstrably identify a shift expected in performance / outcomes measured under that ambition.
- (ii) Does the application demonstrate how the project will achieve statutory compliance, general safety including competent contractors, certification, compliance with building regulations, Health and Safety Executive (HSE) expectancy, due diligence, value for money and an awareness of the Council's responsibility in issuing grants for capital projects? Maximum possible score of 30.

(iii) Does the application incorporate local community involvement in the project design and implementation (including formal groups such as parish councils)? Maximum possible score of 20.

(iv) Does the project satisfy local government Value for Money test, and does the proposal contain an element of match funding (match funding is an expectation for bids from a district council)? Maximum possible point score of 20.

2.12.3 For projects to be recommended for approval, it is proposed that a minimum score of 80 points in total must be achieved. All projects recommended for approval must demonstrate full compliance at stage two with statutory and legal duties in relation to building compliance, building regulations and health and safety.

2.12.4 Scoring will be moderated as appropriate for any outlying scores on particular projects. No Member will be permitted to score a proposal relating to their own division.

2.12.5 The Stage 1 and Stage 2 application windows will open for a minimum of 10 weeks. The fund will launch in the summer of 2023, with the stage two application window concluding by the end of December 2023.

2.12.6 It is proposed that the assessment panel convenes in January 2024 to score the bids and recommend projects for funding at the next available Committee meeting.

2.13 To assist with the management of risk in the allocation of Council funding, and to ensure value for money, it is expected that most capital projects will be between £10,000-£25,000. All applications reaching stage two must demonstrate how they will achieve the best value for money if funding is awarded, and this will be assessed as part of the scoring process.

2.14 Applicants must demonstrate provision for contingency planning in their project proposals and costings to address issues that might arise, such as cost over-run, poor delivery from contractors, or unforeseen circumstances that may require adaptations to the project.

2.15 Funding payments will be issued in line with the Grants to External Organisations Policy at the point of agreed milestones being met. Milestones will be agreed on a case-by-case basis during stage 2 of the application process, linked to measures of contribution to ambitions and/or delivery of works, and confirmed in the grant paperwork at the point of award.

2.16 Stage one and two application deadlines will be clearly publicised. Failure to submit applications ahead of the deadline will prevent the application from being considered for funding.

2.17 The Council reserves the right to delay payment or request repayment if the project milestones are not met. Failure to initiate projects that are successful at stage 2 by the agreed date will be terminated; applications cannot be re-submitted and terminated projects will not receive funding. All projects must commence within six months of funding being awarded, failure to do so will result in a termination of funding.

2.18 Where possible, the fund aims to award funding across all five city/district council areas across the county. The fund will be publicised through the Council's communication

channels and a seminar for Members, so that the information reaches as many communities as possible.

3. Alignment with ambitions

- 3.1 Net zero carbon emissions for Cambridgeshire by 2045, and our communities and natural environment are supported to adapt and thrive as the climate changes.

The Cambridgeshire Priorities Capital Fund will require all potential projects to evidence how they will support the council to achieve a minimum of three of the seven ambitions. This paper sets out the criteria and application for the Fund, therefore at this stage there are no significant implications for this ambition.

- 3.2 Travel across the county is safer and more environmentally sustainable

See wording under paragraph 3.1.

- 3.3 Health inequalities are reduced

See wording under paragraph 3.1.

- 3.4 People enjoy healthy, safe, and independent lives through timely support that is most suited to their needs

See wording under paragraph 3.1.

- 3.5 Helping people out of poverty and income inequality

See wording under paragraph 3.1.

- 3.6 Places and communities prosper because they have a resilient and inclusive economy, access to good quality public services and social justice is prioritised

See wording under paragraph 3.1.

- 3.7 Children and young people have opportunities to thrive

See wording under paragraph 3.1.

4. Significant Implications

- 4.1 Resource Implications

There are no significant implications within this category as the funding comes from unallocated money from the previous capital fund, and the criteria to progress must ensure there are no future revenue or capital costs to the Council in any form.

4.2 Procurement/Contractual/Council Contract Procedure Rules Implications

It is unlikely that procurement activity will arise from the administration of the fund. However, if the situation arises that procurement is necessary, applicants will need to follow the Council's Contract Procedure Rules, and the Council's Procurement team will be engaged to provide support. The fund will be managed through the Council and its officers. Funding will be issued in line with the relevant Council policies and at the point of agreed milestones being reached. The difference between grants and contracts is defined within the Grants to External Organisations Policy, and grants (as defined in that policy) are not subject to the Council's Contract Procedure Rules, except where the body that is awarded the grant needs to tender for work to be done on the project.

4.3 Statutory, Legal and Risk Implications

There are no significant implications within this category.

4.4 Equality and Diversity Implications

There are no significant implications within this category.

4.5 Engagement and Communications Implications

Countywide communication of this fund to eligible organisations is essential to ensure bids are submitted that help the Council to achieve its vision and ambitions as set out in the Strategic Framework. Cambridgeshire and Peterborough Association of Local Councils (CAPALC) have agreed to promote the fund alongside the Council's own communication channels and networks.

4.6 Localism and Local Member Involvement

Local Members play a vital role in helping to promote the fund to community organisations and in supporting the process through attendance at the recommendation panel.

4.6 Public Health Implications

Projects that are deemed to have a potentially negative impact upon the wider determinants of health will not be funded by the scheme.

4.7 Environment and Climate Change Implications on Priority Areas:

At this stage, all implications relating to environment and climate change have been given a neutral status. It is recognised that the fund is likely to have positive impact on priority areas once the criteria and process is approved and open for applications.

4.7.1 Implication 1: Energy efficient, low carbon buildings.

Positive/neutral/negative Status: Neutral

Explanation: N/A

- 4.7.2 Implication 2: Low carbon transport.
Positive/neutral/negative Status: Neutral
Explanation: N/A
- 4.7.3 Implication 3: Green spaces, peatland, afforestation, habitats and land management.
Positive/neutral/negative Status: Neutral
Explanation: N/A
- 4.7.4 Implication 4: Waste Management and Tackling Plastic Pollution.
Positive/neutral/negative Status: Neutral
Explanation: N/A
- 4.7.5 Implication 5: Water use, availability and management:
Positive/neutral/negative Status: Neutral
Explanation: N/A
- 4.7.6 Implication 6: Air Pollution.
Positive/neutral/negative Status: Neutral
Explanation: N/A
- 4.7.7 Implication 7: Resilience of our services and infrastructure, and supporting vulnerable people to cope with climate change.
Positive/neutral/negative Status: Neutral
Explanation: N/A

Have the resource implications been cleared by Finance? Yes
Name of Financial Officer: Clare Andrews

Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the Head of Procurement? Yes
Name of Officer: Clare Ellis

Has the impact on statutory, legal and risk implications been cleared by the Council's Monitoring Officer or Pathfinder Legal? Yes
Name of Legal Officer: Emma Duncan

Have the equality and diversity implications been cleared by your EqIA Super User? Yes
Name of Officer: Sue Grace

Have any engagement and communication implications been cleared by Communications? Yes
Name of Officer: Christine Birchall

Have any localism and Local Member involvement issues been cleared by your Service Contact? Yes
Name of Officer: Lisa Riddle

Have any Public Health implications been cleared by Public Health? Yes
Name of Officer: Val Thomas

5. Source Documents

5.1 [2023-2028 Strategic Framework](#)

Committee Agenda Plan and Appointments to Outside Bodies, Internal Advisory Groups and Panels, and Member Champions

To: Communities, Social Mobility and Inclusion Committee

Meeting Date: 18 May 2023

From: Democratic Services Officer

Electoral division(s): All

Key decision: No

Outcome: To review the Committee's agenda plan and make appointments to outside bodies, internal advisory groups and panels, and Member Champions to lead on specific subject areas.

It is important that the Council is represented on a wide range of outside bodies to enable it to provide clear leadership to the community in partnership with citizens, businesses and other organisations.

Recommendations: The Committee is recommended to:

- a) Review its agenda plan attached at Appendix 1;
- b) Agree the appointments to outside bodies, as detailed in Appendix 2;
- c) Agree the appointments to internal advisory groups and panels, as detailed in Appendix 3; and
- d) Agree the appointments of the Community Safety Champion and the Migrant Champion, as detailed in Appendix 4.

Officer contact:

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Member contacts:

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alex.bulat@cambridgeshire.gov.uk
Tel: 01223 706398

1. Background

- 1.1 The Committee reviews its agenda plan at every meeting.
- 1.2 The Council's Constitution states that the Committee has the authority to nominate representatives to outside bodies other than the Combined Authority, Greater Cambridge Partnership, Cambridgeshire and Peterborough Fire Authority, the County Councils Network Council, and the Local Government Association.
- 1.3 Appointments to outside bodies, as well as internal advisory groups and panels, are agreed by the relevant Policy and Service Committee.
- 1.5 The appointment of representatives to any vacancies on outside bodies, groups, and panel within the remit of the Committee is delegated to the Executive Director of Strategy and Partnerships, in consultation with the Chair and Vice-Chair of the Committee.

2. Appointments

- 2.1 The Committee is invited to review its appointments to outside bodies where appointments are required, as set out in Appendix 2.
- 2.2 The internal advisory groups and panels for review are set out in Appendix 3 to this report.
- 2.3 The appointment of the Community Safety Champion and Migrant Champion is set out for review in Appendix 4.

3. Alignment with ambitions

- 3.1 There are no significant implications for the following ambitions:
 - Net zero carbon emissions for Cambridgeshire by 2045, and our communities and natural environment are supported to adapt and thrive as the climate changes
 - Travel across the county is safer and more environmentally sustainable
 - Health inequalities are reduced
 - People enjoy healthy, safe, and independent lives through timely support that is most suited to their needs
 - Helping people out of poverty and income inequality
 - Places and communities prosper because they have a resilient and inclusive economy, access to good quality public services and social justice is prioritised
 - Children and young people have opportunities to thrive

4. Significant Implications

4.1 There are no significant implications within these categories

Resource Implications

Procurement/Contractual/Council Contract Procedure Rules Implications

Statutory, Legal and Risk Implications

Equality and Diversity Implications

Engagement and Communications Implications

Localism and Local Member Involvement

Public Health Implications

Environment and Climate Change Implications on Priority Areas

5. Source Documents

5.1 [Membership of Outside Bodies and Internal Advisory Groups and Panels](#)

Communities, Social Mobility and Inclusion Committee Agenda Plan

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

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

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

The following are standing agenda items which are considered at every Committee meeting:

- Minutes of previous meeting and Minutes Action Log
- Agenda Plan, Training Plan and Appointments to Outside Bodies and Internal Advisory Groups and Panels

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
18/05/23	Cambridgeshire Priorities Capital Fund	L Riddle		08/05/23	10/05/23
	Cambridgeshire Skills Accountability Statement	T Molloy			
06/07/23	Decentralisation	S Parker		26/06/23	28/06/23
	Performance Monitoring Report – Quarter 4 (2022-23)	J Ossel			
	Finance Monitoring Report – Outturn 2022-23	C Andrews			
	Finance Monitoring Report	C Andrews			
[14/09/23] <i>Reserve date</i>				04/09/23	06/09/23

09/10/23	Business Planning Update for 2024-29	T Kelly		27/09/23	29/09/23
	Cambridgeshire and Peterborough Coroner Service Annual Report	P Gell			
	Cambridgeshire Skills Six-Month Review	T Molloy			
	Support Cambridgeshire Update	J Buckingham			
	Council of Sanctuary Membership	L Riddle			
	Performance Monitoring Report – Quarter 1 (2023-24)	J Ossel			
	Finance Monitoring Report	C Andrews			
07/12/23	Business Planning Proposals for 2024-29	T Kelly		27/11/23	29/11/23
	Cambridgeshire Registration Service Annual Report	P Gell			
	Cambridgeshire and Peterborough Trading Standards Annual Report	P Gell			
	Library Service Annual Report	G Porter			
	Cultivate Cambs Annual Evaluation Report 2021-2022	J Buckingham			
	Performance Monitoring Report – Quarter 2 (2023-24)	J Ossel			
	Finance Monitoring Report	C Andrews			
[11/01/24] Reserve date				29/12/23	03/01/24

21/03/24	Cambridgeshire Skills Six-Month Review	T Molloy		11/03/24	13/03/24
	Performance Monitoring Report – Quarter 3 (2023-24)	J Ossel			
	Finance Monitoring Report	C Andrews			
<i>[09/05/24] Reserve date</i>				26/04/24	30/04/24

Please contact Democratic Services (democraticservices@cambridgeshire.gov.uk) if you require this information in a more accessible format.

Cambridgeshire County Council

Appointments to Outside Bodies: Policy and Service Committees

Name of Body	Meetings per Annum	Reps Appointed	Representative(s)	Guidance Classification	Committee to Approve
<p>Cambridge & District Citizens Advice Bureau Management Committee</p> <p>To provide free, independent, confidential and impartial advice to the public. Its aims are to provide the advice people need for the problems they face and improve the policies and practices that affect people's lives.</p>	4 – 6	1	<p>Previous representative:</p> <p>Councillor N Shailer (L)</p>	Charity and limited company (confirmation of Member status needed)	Communities, Social Mobility and Inclusion

Name of Body	Meetings per Annum	Reps Appointed	Representative(s)	Guidance Classification	Committee to Approve
<p>Cambridge City and South Cambridgeshire Gypsy Roma Traveller (GRT) Accommodation – Member Reference Group (MRG)</p> <p>The GRTA MRG acts as a steering group comprising of an elected Member from each of the three local authorities partnering to deliver accommodation sites for the GRT community.</p> <p>Members will support and advise the Strategic Group with its overarching aim to work collaboratively to find solutions where it is found that there is a lack of legal sites and stopping places for Gypsy, Roma and Traveller communities. Whilst the GRTA MRG is not a decision-making group, it will offer the strategic officer leads a steer on the shape and format of recommendations for formal governance bodies within the three councils as and when required.</p>	8	2	New appointment	Other Public Body representative	Communities, Social Mobility and Inclusion Committee

Name of Body	Meetings per Annum	Reps Appointed	Representative(s)	Guidance Classification	Committee to Approve
<p>Cambridge Sports Hall Trust Management Committee</p> <p>A management committee administering the running of the Kelsey Kerridge Sports Hall in Cambridge.</p>	6	1	<p>Previous representative:</p> <p>Councillor C Rae (L)</p>	<p>Charity (confirmation of Member status needed)</p>	<p>Communities, Social Mobility and Inclusion</p>

Name of Body	Meetings per Annum	Reps Appointed	Representative(s)	Guidance Classification	Committee to Approve
<p>Community Safety Partnerships</p> <p>Statutory Crime and Disorder Reduction Partnerships (CDRPs, also known as Community Safety Partnerships) were set up in each district council area of Cambridgeshire in 1998. The partnerships are responsible for carrying out a three yearly audit to review the levels and patterns of crime, disorder and misuse of drugs, to analyse and consult on the results, and subsequently develop a three-year strategy for tackling crime and disorder and combating the misuse of drugs.</p> <ul style="list-style-type: none"> • Cambridge City • East Cambridgeshire • Fenland • Huntingdonshire • South Cambridgeshire (Crime Reduction Partnership) 	3-4	1 on each	<p>Previous representatives:</p> <p>Councillor N Shailer (L) Councillor A Whelan (LD) Councillor J French (C) Councillor T Sanderson (Ind) Councillor S van de Ven (LD)</p>	Other Public Body representative	Communities, Social Mobility and Inclusion

Name of Body	Meetings per Annum	Reps Appointed	Representative(s)	Guidance Classification	Committee to Approve
Duxford Neighbours Forum Liaison meeting with the Director of the Museum.	2	1	Previous representative: Councillor P McDonald (LD)	Other Public Body representative	Communities, Social Mobility and Inclusion
East Anglia Reserve Forces & Cadets Association To raise, recruit and administer the Territorial Army Volunteer Reserve and Cadet Forces.	2	1	Previous representative: Councillor S Kindersley (LD)	Unincorporated Association Member	Communities, Social Mobility and Inclusion

Name of Body	Meetings per Annum	Reps Appointed	Representative(s)	Guidance Classification	Committee to Approve
<p>ESOL Local Planning Partnerships (North and South)</p> <p>To provide whole-system leadership in Cambridgeshire & Peterborough, working towards co-production, to:</p> <ul style="list-style-type: none"> • Provide a collaborative approach to Local ESOL coordination at sub-regional, city-wide and district council level • Improve the effectiveness in providing ESOL support to all CPCA residents and to maximize opportunities and outcomes for citizens and our regional businesses • Provide an impartial and proactive networking group which includes providers, both large and small, and other third sector organisations offering support and meeting the needs of a range of client groups including new residents, migrants, established communities, asylum seekers and refugees. 	4	<p>2</p> <p>(one for each partnership)</p>	<p>Previous representatives:</p> <p>South: Councillor A Bulat (L)</p> <p>North: Councillor S Hoy (C)</p>	Other Public Body representative	Communities, Social Mobility and Inclusion

Name of Body	Meetings per Annum	Reps Appointed	Representative(s)	Guidance Classification	Committee to Approve
<p>Hinchingbrooke Country Park Joint Group</p> <p>To monitor the operation of Hinchingbrooke Country Park.</p>	2	1	<p>Previous representative:</p> <p>Councillor K Billington (C)</p>	Other Public Body representative	Communities, Social Mobility and Inclusion

Name of Body	Meetings per Annum	Reps Appointed	Representative(s)	Guidance Classification	Committee to Approve
<p>Huntingdon Freeman's Trust</p> <p>A charity assisting individuals and organisations falling within the Huntingdon Town Council area only.</p> <p>[Term of Office is for four years from 20 May]</p>	11	1	<p>Previous representative:</p> <p>Councillor T Sanderson (Ind)</p>	Trustee of a Charity	Communities, Social Mobility and Inclusion
<p>Hunts Forum of Voluntary Organisations</p> <p>Hunts Forum of Voluntary Organisations is an umbrella body for voluntary and community groups in Huntingdonshire. It is an independent, non-profit making group formed from a coalition of local voluntary organizations and run by an elected committee of voluntary sector representatives. It supports voluntary and community organisations with information, advice and training.</p>	4	2	<p>Previous representative:</p> <p>Councillor T Sanderson (Ind)</p> <p>Councillor G Wilson (L)</p>	Other Public Body representative	Communities, Social Mobility and Inclusion

Name of Body	Meetings per Annum	Reps Appointed	Representative(s)	Guidance Classification	Committee to Approve
<p>King Edward Community Centre Association</p> <p>Leases & manages King Edward Community Centre, Chatteris.</p>	TBC	1	<p>Previous representative:</p> <p>Councillor A Hay (C)</p>	Trustee of a Charity	Communities, Social Mobility and Inclusion
<p>Peterborough and Cambridgeshire Community Covenant (Military) Board</p> <p>The Armed Forces Covenant Board aims to improve the outcomes and life choices of military personnel, reservists, their families and veterans living in Cambridgeshire and Peterborough. The Covenant Board also aims to enhance the relationship between civilian and military communities.</p>	4	1	<p>Previous representative:</p> <p>Councillor S Kindersley (LD)</p>	Other Public Body representative	Communities, Social Mobility and Inclusion

Name of Body	Meetings per Annum	Reps Appointed	Representative(s)	Guidance Classification	Committee to Approve
Ramsey Wind Farm Community Benefit Fund Advisory Group To provide a community benefit fund of £40,000 for community projects within the Parish boundaries of Ramsey, Bury, Upwood and the Raveleys.	1	2	Previous representative: Councillor S Corney (C) Councillor A Costello (C)	Other Public Body representative	Communities, Social Mobility and Inclusion
Soham & District Sports Association Management Committee Charity providing sport for the local community.	4	1	Previous representative: Councillor M Goldsack (C)	Unincorporated Association Member	Communities, Social Mobility and Inclusion
St Neots Museum Management Committee Provides advice and management support to St Neots Museum for the benefit of the local community.	2	1	Previous representative: Councillor S Taylor (Ind)	Other Public Body representative	Communities, Social Mobility and Inclusion

Appointments to Internal Advisory Groups and Panels

Name of Body	Meetings per Annum	Representatives Appointed	Representative(s)	Contact Details	Committee to Approve
Cambridgeshire Skills Governing Board Provides strategic direction, challenge and support and oversees day to day management of service	4	1	Previous representative: Councillor T Sanderson (Ind)	Tanya Meadows Head of Adult Learning and Skills Tanya.Meadows@cambridgeshire.gov.uk	Communities, Social Mobility and Inclusion
Capital Fund Steering Group To undertake a review of all incomplete projects awarded funding by the Communities and Partnership Committee as part of the Communities Capital Fund programme during the financial year 2020/21, to monitor active projects, and to steer the development and operation of the Cambridgeshire Priorities Capital Fund.	1	7	Previous representatives: Councillor H Batchelor (LD) Councillor A Costello (C) Councillor S Criswell (C) Councillor J French (C) Councillor R Hathorn (LD) Councillor E Meschini (L) Councillor T Sanderson (Ind) (Substitute members of the Steering Group may be drawn from any member or substitute member of the Communities, Social Mobility and Inclusion Committee)	Adam Garford (Think Communities Area Manager) Adam.Garford@cambridgeshire.gov.uk	Communities, Social Mobility and Inclusion

Name of Body	Meetings per Annum	Representatives Appointed	Representative(s)	Contact Details	Committee to Approve
County Advisory Group on Archives and Local Studies The County Archives and Local Studies Advisory Group exists to provide a forum for those who share an interest in the preservation and use of the documentary heritage of Cambridgeshire (including the historic county of Huntingdonshire).	2	4	Previous representatives: Councillor A Costello (C) Councillor P Coutts (LD) Vacancy Councillor J French (C)	Alan Akeroyd Archives and Local Studies Manager alan.akeroyd@cambridgeshire.gov.uk 01223 699489	Communities, Social Mobility and Inclusion
Cross Party Working Group for Library Services To contribute to the strategic development of the library service to ensure full alignment with County Council priorities.	12	6	Previous representatives: Councillor A Bulat (L) Councillor A Costello (C) Councillor S Criswell (C) Councillor C Dauntton (LD) Councillor T Sanderson (Ind) Councillor P Slatter (LD)	Gary Porter (Head of Libraries, Archives and Culture) Gary.porter@cambridgeshire.gov.uk	Communities, Social Mobility and Inclusion

Name of Body	Meetings per Annum	Representatives Appointed	Representative(s)	Contact Details	Committee to Approve
Cultivate Cambs Steering Group To inform the strategic direction of the Cultivate Cambs Fund, and to make and monitor arrangements for management of the fund, while overseeing grants awarded by the Communities, Social Mobility and Inclusion Committee.	12	4	Previous representatives: Councillor A Bulat (L) Councillor S Criswell (C) Councillor C Daunton (LD) Councillor T Sanderson (Ind)	Lianne Parrett Strengthening Communities Officer Lianne.Parrett@cambridgeshire.gov.uk	Communities, Social Mobility and Inclusion
Registration Service Ceremonies Focus Group	2	7	Previous representatives: Councillor A Bulat (L) Councillor A Costello (C) Councillor J French (C) Councillor I Gardener (C) Councillor R Hathorn (LD) Councillor S Kindersley (LD) Councillor T Sanderson (Ind.)	Louise Clover louise.clover@cambridgeshire.gov.uk	Communities, Social Mobility and Inclusion
Registration Service Functions Focus Group	2	7	Previous representatives: Councillor A Bulat (L) Councillor A Costello (C) Councillor J French (C) Councillor I Gardener (C) Councillor R Hathorn (LD) Councillor S Kindersley (LD) Councillor T Sanderson (Ind.)	Louise Clover louise.clover@cambridgeshire.gov.uk	Communities, Social Mobility and Inclusion

Name of Body	Meetings per Annum	Representatives Appointed	Representative(s)	Contact Details	Committee to Approve
The Library Presents The Library Presents brings a high quality, diverse selection of arts activities into the heart of villages and towns across the county, including performances, exhibitions and film, digital art and workshops.	4	1	Previous representative: Councillor C Daunton (LD) Substitute – Councillor R Hathorn (LD)	Joanne Gray Joanne.Gray@cambridgeshire.gov.uk 01223 715476	Communities, Social Mobility and Inclusion
White Ribbon Delivery Group To ensure the messages regarding male violence against women and girls are taken forward and acted upon throughout CCC and into the wider community.	4	1	Previous representative: Councillor C Daunton (LD)	Amanda Warburton DASV Partnership Officer Amanda.warburton@cambridgeshire.gov.uk	Communities, Social Mobility and Inclusion

Appointment of Member Champions

Community Safety Champion

[previous representative – Councillor H Cox Condron]

Responsible for raising awareness of issues related to community safety, including domestic abuse, sexual violence and hate crimes.

Migrant Champion – Councillor Bulat

[previous representative – Councillor A Bulat]

Responsible for being the public face and embodiment of the Council's approach to and campaigning on migrant, asylum and refugee issues.

