

**Wednesday, 22 April 2020**

**Democratic and Members' Services**  
Fiona McMillan  
Monitoring Officer

**10:00**

Shire Hall  
Castle Hill  
Cambridge  
CB3 0AP

### **COVID-19**

**During the Covid-19 pandemic Council and Committee meetings will be held virtually for Committee members and for members of the public who wish to participate. These meetings will held via Zoom and Microsoft Teams (for confidential or exempt items). For more information please contact the clerk for the meeting (details provided below).**

## **AGENDA**

**Open to Public and Press**

### **CONSTITUTIONAL MATTERS**

- 1 Apologies for absence and declarations of interest**  
*Guidance on declaring interests is available at <http://tinyurl.com/ccs-conduct-code>*
- 2 Minutes - 12th March 2020**  
Available at: [Minutes - 12th March 2020](#)
- 3 Communities and Partnership Committee Minutes Action Log** **3 - 6**
- 4 Petitions and Public Questions**

### **DECISIONS**

- |          |  |                |
|----------|--|----------------|
| <b>5</b> | <b>Innovate and Cultivate Fund - Endorsement of Recommendations<br/>(April 2020)</b>             | <b>7 - 12</b>  |
| <b>6</b> | <b>Community Champions Oral Updates and Feedback on<br/>Community Activity across the County</b> |                |
| <b>7</b> | <b>Communities and Partnership Committee Agenda Plan</b>   | <b>13 - 16</b> |

The Communities and Partnership Committee comprises the following members:

Councillor Steve Criswell (Chairman) Councillor Mark Goldsack (Vice-Chairman)

Councillor Barbara Ashwood Councillor Henry Batchelor Councillor Adela Costello Councillor  
Lis Every Councillor Janet French Councillor Lina Nieto Councillor Claire Richards and  
Councillor Amanda Taylor

*For more information about this meeting, including access arrangements please contact*

Clerk Name: Nick Mills

Clerk Telephone: 01223 699763

Clerk Email: [nicholas.mills@cambridgeshire.gov.uk](mailto:nicholas.mills@cambridgeshire.gov.uk)

**COMMUNITIES AND PARTNERSHIP COMMITTEE****Minutes Action Log****Agenda Item No: 3**

This is the updated minutes action log as of 14th April 2020 and captures the actions arising from the most recent Communities and Partnership Committee meetings and updates Members on the progress of compliance in delivering the necessary actions.

<b>Minute No.</b>	<b>Report Title</b>	<b>Action to be taken by</b>	<b>Action</b>	<b>Comments</b>	<b>Status</b>
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**ACTIONS FROM MINUTES OF THE COMMITTEE MEETING HELD ON 17TH DECEMBER 2019**

<b>222.</b>	<b>THINK COMMUNITIES</b>	<b>Adrian Chapman</b>	Members requested information on the membership of the Huntingdonshire Think Communities Delivery Board.  <b>Action: the Service Director of Community and Safety undertook to provide details to Members.</b>	Huntingdonshire colleagues have so far held workshops to consider and design their local governance arrangements. Proposed membership has not yet been finalised, but will be shared as soon as it is. Officers will also ensure details of membership of all other place-based boards is shared with Members.	<b>ACTION ONGOING</b>
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**ACTIONS FROM MINUTES OF THE COMMITTEE MEETING HELD ON 23RD JANUARY 2020**

<b>233.</b>	<b>GROWING FENLAND – TOWN REPORTS</b>	<b>Adrian Chapman</b>	The Committee sought clarification on how the Mayoral Task Force would function and how it would be composed, noting that it should include a representative of the Council.  <b>Action: The Service Director of Community and Safety agreed to provide the Committee with an update once details had been confirmed regarding the Task Force.</b>	Awaiting update.	<b>ACTION ONGOING</b>
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236.	<b>COUNTY COUNCIL'S APPROACH TO ADDRESSING HOUSING AND HOMELESSNESS – SIX MONTHS PROGRESS UPDATE</b>	<b>Sarah Ferguson</b>	<p>While discussing homelessness and housing issues, Members identified overlaps with the market town strategies discussed earlier at the meeting (Item 4: Growing Fenland – Town Reports), and queried whether there was coordination between the different projects.</p> <p><b>Action: The Assistant Director of Housing, Communities and Youth undertook to establish the level of cooperation between officers.</b></p>	Awaiting update.	<b>ACTION ONGOING</b>
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**ACTIONS FROM MINUTES OF THE COMMITTEE MEETING HELD ON 12TH MARCH 2020**

245.	<b>JOINT HEALTH AND WELLBEING STRATEGY CONSULTATION</b>	<b>Liz Robin</b>	<p>Members observed that the list of committees/boards that would host presentations or workshops on the Joint Health and Wellbeing Strategy (section 2.9 of the report) did not include information on when and where they would be held.</p> <p><b>Action: The Director of Public Health agreed to provide Members with the information.</b></p>	The consultation on the Joint Health & Wellbeing Strategy was placed on “pause” during the latter half of March due to the current situation around the COVID-19 outbreak. When the consultation resumes, a full list of committees/boards, with dates of meetings, will be provided to the Committee.	<b>ACTION ONGOING</b>
			<p>One Member sought clarification on whether the East of England Ambulance Service Trust Board had been involved in the Joint Health and Wellbeing Strategy consultations.</p> <p><b>Action: The Director of Public Health undertook to establish their level of involvement.</b></p>	Awaiting update.	<b>ACTION ONGOING</b>

247.	<b>CAMBRIDGESHIRE REGISTRATION SERVICE REVIEW – INTERIM REPORT</b>	<b>Christine May</b>	<p>While discussing the service’s Key Performance Indicators (KPI’s), Members requested further information regarding the KPI on which it was underperforming.</p> <p><b>Action: The Assistant Director of Cultural and Community Services undertook to circulate further information.</b></p>	The Assistant Director of Cultural and Community Services circulated the requested information following the meeting.	<b>ACTION COMPLETE</b>
248.	<b>FUTURE LIBRARIES INITIATIVE – CIVIC UPDATE</b>	<b>Adrian Chapman</b>	<p>Members considered whether the Future Libraries Initiative and the Cambridgeshire and Peterborough Combined Authority’s market town strategies could be aligned with each other.</p> <p><b>Action: The Service Director of Community and Safety agreed to consider how the two projects could be aligned.</b></p>	Awaiting update	<b>ACTION ONGOING</b>
249.	<b>DOMESTIC ABUSE AND SEXUAL ABUSE SERVICE REVIEW AND WHITE RIBBON CAMPAIGN</b>	<b>Julia Cullum</b>	<p>One Member suggested that the Council could sign up to the Employers’ Initiative on Domestic Abuse (EIDA).</p> <p><b>Action: The Domestic Abuse and Sexual Violence Partnership Manager undertook to investigate the possibility.</b></p>	This has been raised with Human Resources and will be followed up on following the COVID-19 lockdown.	<b>ACTION ONGOING</b>
		<b>Adrian Chapman</b>	<p>It was suggested that the wording used in the Council’s strategy differed from the national strategy and that it would be preferable to avoid this, although it was not suggested that the strategy itself should change.</p> <p><b>Action: the Service Director of Community and Safety agreed that the wording could be reconsidered.</b></p>	The strategy has been reworded to reflect this and will be taken to the Domestic Abuse and Sexual Violence partnership for approval at the end of April 2020.	<b>ACTION COMPLETE</b>

250.	<b>CAMBRIDGESHIRE COUNTY COUNCIL COMMUNITIES CAPITAL FUND</b>	<b>Nick Mills</b>	<p>While nominating representatives for the Communities Capital Fund Member panel, it was agreed for the Labour and Liberal Democrat groups to provide their nominations following the meeting.</p> <p><b>Action: the Democratic Services Officer undertook to confirm the nominations.</b></p>	<p>The confirmed nominations for the panel are as follows:</p> <p>Councillor H Batchelor (Lib Dem)  Councillor S Criswell (Con)  Councillor J French (Con)  Councillor M Goldsack (Con)  Councillor E Meschini (Lab)</p>	<b>ACTION COMPLETE</b>
251.	<b>INNOVATE &amp; CULTIVATE FUND 2018-19 EVALUATION REPORT</b>	<b>Elaine Matthews</b>	<p>Having been informed that information packs had been produced for the four Seed Fund Projects, Members requested to be provided with copies.</p> <p><b>Action: the Strengthening Communities Service Manager agreed to distribute the information packs.</b></p>	<p>The information packs were circulated to Members and are available to access at the following link:  <a href="https://data.cambridgeshireinsight.org.uk/dataset/cultivate-seed-fund-projects">https://data.cambridgeshireinsight.org.uk/dataset/cultivate-seed-fund-projects</a></p>	<b>ACTION COMPLETE</b>

**INNOVATE AND CULTIVATE FUND – ENDORSEMENT OF RECOMMENDATIONS  
(APRIL 2020)**

**To:** Communities and Partnership Committee

**Meeting Date:** 22 April 2020

**From:** Adrian Chapman: Service Director of Communities and Partnerships

**Electoral division(s):** All (especially divisions in Huntingdonshire and South Cambridgeshire)

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

**Purpose:** To provide the Communities and Partnership Committee with the outcome of the April 2020 Innovate & Cultivate Fund (ICF) Recommendation Panel.

**Recommendation:** The Communities and Partnership Committee is asked to:

- Consider the recommendations of the panel and confirm agreement to fund the following two applications through the Cultivate funding stream:**
- **Cambridgeshire Early Years Teaching Alliance (CEYTA)**
  - **Disability Huntingdonshire (DISH)**

<b><i>Officer contact:</i></b>	<b><i>Member contact:</i></b>
Name: <b>Elaine Matthews</b> Post: Strengthening Communities Manager Email: Elaine.Matthews@cambridgeshire.gov.uk Tel: 01223 706385	Name: <b>Cllr Steve Criswell</b> Post: Chairman Email: Steve.Criswell@cambridgeshire.gov.uk Tel: 01223 706385 01487 740745

## 1. BACKGROUND

- 1.1 The Innovation Fund was initially launched in November 2016. A review and refresh of the fund was carried out the following year resulting in the current Innovate and Cultivate Fund as agreed by the Communities and Partnership Committee on 24 August 2017.
- 1.2 In accordance with the Committee decision of 24 August 2017, a Recommendation Panel considers applications to the fund and is made up of three County Council Service or Assistant Directors, the Chief Finance Officer or Head of Finance, a senior officer involved in managing the fund, a representative of Cambridgeshire Community Foundation and five elected members from the Communities and Partnership Committee.
- 1.3 The fund is open to voluntary, community and social enterprise sector organisations based in and outside of Cambridgeshire and public sector bodies in Cambridgeshire to deliver projects and ideas that help address the needs of local residents.
- 1.4 There are two funding streams:
- **Cultivate:** grants of £2,000-£19,000 aimed at encouraging local networks where people help themselves and each other. This is a single stage application process, where Communities and Partnership Committee consider the final recommendations of the panel before confirming award.
  - **Innovate:** grants of £19,001 - £50,000, for projects that demonstrate an innovative approach. This is a two-stage application process where second stage applicants present a more detailed project plan and quarterly activity and budget plans to the panel, after which the Communities and Partnership Committee consider the panel recommendations before confirming award.
- 1.5 All applicants to the fund are required to demonstrate a number of stated criteria including the following key criteria:
- Project outcomes align with key funding priorities for Children & Families services, Adult Social Care or other council priorities
  - Projects show they will reduce pressure on council services and/or offer direct savings for the council,
  - Projects must be either new, or build on an existing project in a new location or with new beneficiaries.

## 2. MAIN ISSUES

- 2.1 In April 2020 the Recommendation Panel considered 10 project proposals to the Cultivate funding stream and 5 stage one project proposals to the Innovate funding stream.
- 2.2 The outcome of the panel is that 2 Cultivate applications have been recommended for funding and are reported to this Committee for final decision, namely:
- Cambridgeshire Early Years Teaching Alliance
  - Disability Huntingdonshire



- 2.3** The amount of funding committed to date is £1,228,861.75 for 54 projects. If the Cultivate applications recommended to the Communities and Partnership Committee within this report are approved, the total committed will be up to £1,244,786.75 for 56 projects.

A summary of each of the recommended applications is detailed in **Appendix 1** attached.

### **3. ALIGNMENT WITH CORPORATE PRIORITIES**

#### **3.1 A good quality of life for everyone**

The focus of the Fund is supporting people to live healthy and independent lives. It focuses upon the most vulnerable groups and enables a locally delivered approach which improves the outcomes for our citizens and communities, as well as to prevent and delay demand for statutory intervention.

#### **3.2 Thriving places for people to live**

The Fund affords opportunities for individuals and communities to develop their skills and resilience to undertake initiatives that improve and enable independence, health and well-being.

#### **3.3 The best start for Cambridgeshire's children**

A key focus of the Fund is to enhance delivery against this priority e.g. where the support of the voluntary and community sector could make a real difference to the lives of children and families, providing opportunities for the whole population to succeed and to enable improved outcomes.

#### **3.4 Net zero carbon emissions for Cambridgeshire by 2050**

Proposals with a potential impact on carbon emissions will be asked to demonstrate how these will be minimised.

### **4. SIGNIFICANT IMPLICATIONS**

#### **4.1 Resource Implications**

The resource implications are contained within the body of the report.

#### **4.2 Procurement/Contractual/Council Contract Procedure Rules Implications**

Although grants are exempt from procurement regulations, procurement advice has been taken on the grant application process and member involvement in recommending bids for award and final decision of award.

#### **4.3 Statutory, Legal and Risk Implications**

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

#### 4.4 Equality and Diversity Implications

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

#### 4.5 Engagement and Communications Implications

The plans for engagement and communication of this Fund are as agreed at 8<sup>th</sup> November 2018 Committee.

#### 4.6 Localism and Local Member Involvement

Community empowerment sits at the heart of the Innovate & Cultivate Fund which enhances the opportunity for local community organisations to bid for projects which harness the energy of their community.

Members play a key role in considering each application on its own merits and against the fund criteria. The Communities and Partnership Committee receive recommendations for funding from the Recommendation Panel.

#### 4.7 Public Health Implications

The Innovate and Cultivate Fund affords opportunities for individuals and communities to develop their skills and resilience to undertake initiatives that improve health and well-being. The approved projects also support interventions to support those most vulnerable to prevent their health and wellbeing needs escalating and service needs increasing.

Implications	Officer Clearance
Communities and Partnership Committee on 17 January 2019 agreed that officer clearance for future reports of this type would not be necessary, given that the content is repeated except for the information on the actual applications being recommended for funding.	

Source Documents	Location
Cambridgeshire Community Foundation Innovate and Cultivate Fund application forms and guidance.	Application Form: <a href="https://ukcf.secure.force.com/forms/ICF">https://ukcf.secure.force.com/forms/ICF</a>  Guidance: <a href="https://www.cambscf.org.uk/icf.html">https://www.cambscf.org.uk/icf.html</a>

**Innovate and Cultivate Fund**

**Cultivate Fund applications recommended by the panel to the Communities and Partnership Committee for final decision.**

<b>Applicant and Project Name</b>	<b>Project Description</b>	<b>Amount of funding requested</b>
<p><b>Cambridgeshire Early Years Teaching Alliance (CEYTA)</b></p>	<p>CEYTSA aims to support and provide research based high quality training for early year’s practitioners in settings in identified areas of Huntingdonshire.</p> <p>In the knowledge that STEP is being offered to primary schools in Cambridgeshire, the aim is to provide the same level of training to early year’s practitioners. By enabling practitioners to support children to regulate their own behaviour by implementing a consistent approach that will improve transition to school. The strength of the STEP approach is that all staff in each setting will be trained in the same way at the same time, which will lead to GLDs (Good levels of development) in PSED (Personal, social and emotional development) prior to school entry.</p> <p>STEP training in PVI’s (Private, voluntary and independent) will replace Team Teach, the former local authorities approach to behaviour management. CEYTSA plan to implement the STEP approach in response to increasing school exclusion of younger children. The nature of the work in early years is such that access to intensive training is limited by cost and release time, thus the plan is to work cooperatively with Cambridgeshire STEP coordinator and the Cambridgeshire SEND lead to provide whole setting training as this has been identified as the most successful, sustainable training model. The STEP approach aims to support the development of inclusive practice by using a therapeutic approach to behaviour management.</p> <p>CEYTSA has four trained STEP tutors who have adapted the programme to respond to the needs of younger children in early year’s settings with the aim of complimenting the primary school STEP programme. Once training has been delivered, setting staff are offered regular surgery-style support by STEP tutors to monitor and embed this inclusive approach. By working with clusters of settings a network structure will be developed for future continuous professional development and refresher training.</p>	<p><b>£9,925.00</b></p>

<p><b>Disability Huntingdonshire (DISH)</b></p>	<p>The Recommendation Panel has recommended reduced grant funding to cover the IT upgrade element of a wider project proposal. This grant funding would cover the capital costs of an IT upgrade and the contribution to management costs for this work (£4,000 + £2,000).</p> <p>IT upgrade: DISH aims to assist every eligible person that is referred to the service but this often leads to long waiting times. Waiting times are exacerbated by DISH's inability to transfer their database onto a cloud based system, which means that staff cannot work remotely. By upgrading their core case management system, staff would not be required to visit the office for at least 2 days a week to update their admin, as they do now to complete case recording. Instead they could do that remotely, freeing time to see more clients in the week. The extra hours requested could be split between case management and visits with clients. An upgrade to IT systems would also enable DISH to 'fine tune' the information captured which would enable more efficient management information and cleaner reporting and outcome information.</p>	<p>Amount requested: <b>£18,900.00</b></p> <p>Amount offered: <b>up to £6000</b></p>
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# COMMUNITIES AND PARTNERSHIP COMMITTEE AGENDA PLAN



County Council

Agenda Item No: 7

## Notes

Committee dates shown in bold are confirmed.

Committee dates shown in brackets and italics are reserve dates.

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

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

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

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

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

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
<b>22/04/20</b>	Minutes of the Meeting held on 12th March 2020	N Mills	N/A	<b>02/04/20</b>	<b>06/04/20</b>
	Innovate & Cultivate Fund – Endorsement of Recommendations (April 2020)	E Matthews	N/A		
	Agenda Plan and Appointments	A Chapman	N/A		
<i>[18/06/20] Provisional Meeting</i>					
<b>02/07/20</b>	Minutes of the Meeting held on 22nd April 2020	N Mills	N/A	<b>22/06/20</b>	<b>24/06/20</b>
	Voluntary and Community Sector (VCS) Infrastructure Tender	M Oliver	2020/007		
	Cambridgeshire Libraries – Implementation and Delivery of New Vision, and Open Access in Libraries	G Porter	N/A		
	Innovate & Cultivate Fund – Endorsement of Recommendations (July 2020)	E Matthews	N/A		

<b>Committee date</b>	<b>Agenda item</b>	<b>Lead officer</b>	<b>Reference if key decision</b>	<b>Deadline for draft reports</b>	<b>Agenda despatch date</b>
	Agenda Plan and Appointments	A Chapman	N/A		
<i>[06/08/20] Provisional Meeting</i>					
<b>03/09/20</b>	Minutes of the Meeting held on 2nd July 2020	N Mills	N/A	<b>21/08/20</b>	<b>25/08/20</b>
	Coroner Service Annual Report	P Gell	N/A		
	Community Champions Annual Report	E Matthews	N/A		
	Think Communities	M Oliver	N/A		
	Effect of CPCA Bus Review on Local Communities	A Chapman			
	Early Years Support	A Chapman			
	Market Town Reports from Huntingdonshire and East Cambridgeshire	A Chapman			
	Performance Report – Quarter 1 2020/21	T Barden	N/A		
	Finance Monitoring Report	E Jones	N/A		
	Agenda Plan and Appointments	A Chapman	N/A		
<b>08/10/20</b>	Minutes of the Meeting held on 3rd September 2020	N Mills	N/A	<b>28/09/20</b>	<b>30/09/20</b>
	Registration Service Annual Report	P Gell	N/A		
	Innovate & Cultivate Fund – Endorsement of Recommendations (October 2020_)	E Matthews	N/A		
	Business Planning	A Chapman / E Jones	N/A		
	Finance Monitoring Report	E Jones	N/A		

<b>Committee date</b>	<b>Agenda item</b>	<b>Lead officer</b>	<b>Reference if key decision</b>	<b>Deadline for draft reports</b>	<b>Agenda despatch date</b>
	Community Champions Oral Update	Community Champions	N/A		
	Agenda Plan and Appointments	A Chapman	N/A		
<b>12/11/20</b>	Minutes of the Meeting held on 8th October 2020	N Mills	N/A	<b>02/11/20</b>	<b>04/11/20</b>
	Local Council Development Plan – Annual Report	M Oliver	N/A		
	Support Cambridgeshire Annual Report	M Oliver	N/A		
	Cambridgeshire Libraries, Including Civic Partnership Project	G Porter	N/A		
	Shared and Integrated Services	A Askham	N/A		
	Think Communities	M Oliver	N/A		
	Community Champions Oral Update	Community Champions	N/A		
	Agenda Plan and Appointments	A Chapman	N/A		
<b>03/12/20</b>	Minutes of the Meeting held on 12th November 2020	N Mills	N/A	<b>23/11/20</b>	<b>25/11/20</b>
	Innovate & Cultivate Fund – Endorsement of Recommendations (December 2020)	E Matthews	N/A		
	Cambridgeshire Skills – 6 Month Report	T Meadows	N/A		
	Performance Report – Quarter 2 2020/21	T Barden	N/A		
	Business Planning	A Chapman / E Jones	N/A		
	Finance Monitoring Report	E Jones	N/A		
	Community Champions Oral Update	Community Champions	N/A		

<b>Committee date</b>	<b>Agenda item</b>	<b>Lead officer</b>	<b>Reference if key decision</b>	<b>Deadline for draft reports</b>	<b>Agenda despatch date</b>
	Agenda Plan and Appointments	A Chapman	N/A		
<b>21/01/21</b>	Minutes of the Meeting held on 3rd December 2020	N Mills	N/A	<b>11/01/21</b>	<b>13/01/21</b>
	Think Communities	M Oliver	N/A		
	Innovate & Cultivate Fund – Endorsement of Recommendations (January 2021)	E Matthews	N/A		
	Community Champions Oral Update	Community Champions	N/A		
	Agenda Plan and Appointments	A Chapman	N/A		
<i>[18/02/21] Provisional Meeting</i>					
<b>04/03/21</b>	Minutes of the Meeting held on 21st January 2021	N Mills	N/A	<b>22/02/21</b>	<b>24/02/21</b>
	Cambridgeshire Libraries, Including Civic Partnership Project	G Porter	N/A		
	Think Communities	M Oliver	N/A		
	Performance Report – Quarter 3 2020/21	T Barden	N/A		
	Finance Monitoring Report	E Jones	N/A		
	Community Champions Oral Update	Community Champions	N/A		
	Agenda Plan and Appointments	A Chapman	N/A		
<i>[01/04/21] Provisional Meeting</i>					