

Agenda Plan, Training Plan, Appointments to Outside Bodies and Internal Advisory Groups and Panels, and the Appointment of Member Champions

To: Strategy, Resources and Performance Committee

Meeting Date: 9 July 2024

From: Democratic Services Manager

Electoral division(s): All

Key decision: No

Forward Plan ref: Not applicable

Executive Summary: To review the Committee's agenda plan and training plan, and appointments to Outside Bodies and Internal Advisory Groups and Panels, and the appointment of 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.

Recommendation: It is recommended that the Strategy, Resources and Performance Committee:

- (i) review its agenda plan attached at Appendix 1.
- (ii) review its training plan attached at Appendix 2.
- (iii) review the appointments to outside bodies as detailed in Appendix 3.
- (iv) review the appointments to Internal Advisory Groups and Panels as detailed in Appendix 4.
- (v) review the appointment of Member Champions as detailed in Appendix 5.

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1. Creating a greener, fairer and more caring Cambridgeshire

- 1.1 The annual review of appointments to Outside Bodies and Internal Advisory Groups and Panels, and the appointment of Member Champions enables Members to be aware of the groups which contribute to its seven ambitions.

2. Background

- 2.1 The Strategy, Resources and Performance Committee reviews its agenda plan at every meeting.
- 2.2 The training plan for the Committee has been updated to reflect recent training.
- 2.3 The County Council's Constitution states that the Strategy, Resources and Performance Committee has 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.
- 2.4 Appointments to Outside Bodies and Internal Advisory Groups and Panels are agreed by the relevant Policy and Service Committee.
- 2.5 The Strategy and Resources Committee at its meeting on 6 July 2021 agreed to delegate, on a permanent basis between meetings, the appointment of representatives to any vacancies on outside bodies, groups, and panels, within the remit of the Strategy and Resources Committee, to the Chief Executive in consultation with the Chair and Vice-Chair of Strategy and Resources Committee.

3. Appointments

- 3.1 The Committee is invited to review its appointments to outside bodies where appointments are required as set out in Appendix 3.
- 3.2 The internal advisory groups and panels for review are set out in Appendix 4 to this report.
- 3.3 The appointment of Evidence-Informed Policy Member Champions is set out for review in Appendix 5.

4. Significant Implications

- 4.1 There are no significant implications within these categories: Finance; Legal; Risk; and Equality and Diversity.

5. Source documents

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

Strategy, Resources and Performance Committee Agenda Plan

Notes

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 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
24/09/24 Reserve date	Corporate Policy Feedback	J Green	Not applicable
	Integrated Finance Management Report for the Period Ending 31st July 2024	S Howarth	2024/078
24/10/24	Integrated Finance Management Report for the Period Ending 31st August 2024	S Howarth	2024/026
	Corporate Services Performance Report Quarter 1	R Springbett	Not applicable
	Business Planning Update for 2025-30	T Kelly	Not applicable
	Corporate Risk Register	M Claydon	Not applicable

Committee date	Agenda item	Lead officer	Reference if key decision
17/12/24	Integrated Finance Management Report for the Period Ending 31st October 2024	S Howarth	2024/027
	Business Planning Proposals for 2025-30	T Kelly	Not applicable
	Corporate Services Performance Report Quarter 2	R Springbett	Not applicable
	Treasury Management Report – Quarter 2*	E Tod	Not applicable
28/01/25	Integrated Finance Management Report for the Period Ending 30th November 2024	S Howarth	2025/001
	Corporate Business Planning Strategies – Strategic Framework	S Grace	Not applicable
	Business Plan*	T Kelly	Not applicable
11/03/25	Integrated Finance Management Report for the Period Ending 31st January 2025	S Howarth	2025/002
	Corporate Services Performance Report Quarter 3	R Springbett	Not applicable
24/06/25	Integrated Finance Management Report for the Period Ending 31st March 2025	S Howarth	2025/003
	Corporate Services Performance Report Quarter 4	R Springbett	Not applicable

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STRATEGY, RESOURCES AND PERFORMANCE COMMITTEE TRAINING PLAN			The Training Plan below includes topic areas for S,R&P approval. Following sign-off by the details for training and development sessions will be worked up.						
Ref	Subject	Desired Learning Outcome/Success Measures	Priority	Date	Responsibility	Nature of training	Attendance by:	Cllrs Attending	Percentage of total
1.	Link Treasury Management	Local Government Finance – Third session as part of Members' Induction Programme		November 2021	Tom Kelly	Virtual	Cllrs Bulat, Corney, Coutts, Kindersley, S King, McDonald, Milnes, Murphy, Shailer, Sharp, Taylor, Thompson, van de Ven & Whelan	14	Not applicable
2.	Performance Management training and case study research	In response to recommendations from the Peer Review and an internal audit. Members will be involved in reviewing and revising Key Performance Indicators that will be reported to Policy and Service Committees.		3 February 2022	Tom Barden	One hour session with PowerPoint presentation and live polls	All Members	18	Not applicable

Ref	Subject	Desired Learning Outcome/Success Measures	Priority	Date	Responsibility	Nature of training	Attendance by:	Cllrs Attending	Percentage of total
3.	Procurement Training for Members	To understand how procurement works		7 October 2022	T Kelly C Ellis	An hour on Teams	Cllrs Bulat, Costello, Cox-Condron, Dupré, Goodliffe, M King, McDonald, Rae, Shailer, Taylor and Whelan	11	Not applicable
4.	Strategic Framework Workshop	This will inform the business planning process		8 November 2022	S Grace T Kelly	Just over an hour on Teams	Cllrs Beckett, Costello, Count, Criswell, Dupré Gough, Howitt Murphy, Nethsingha, Rae, Sanderson Shailer, Sharp and Wilson	14	Not applicable

Ref	Subject	Desired Learning Outcome/Success Measures	Priority	Date	Responsibility	Nature of training	Attendance by:	Cllrs Attending	Percentage of total
5.	The complaints process and how this can help Members manage their own in-boxes, including letters from MPs	To understand how the Council manages complaints.		21 February 2023	S Grace D Snowdon	Just over an hour on Teams	Batchelor, Bradnam, Cox Condron, Costello, Coutts, Daunton, Dew, Goodliffe, Gough, Hathorn, Hay, Kindersley, Meschini, Prentice, Sharp, Slatter, Taylor, Thompson, Wilson	19	Not applicable
6.	Digital Strategy is being prepared by the IT & Digital Service to support the vision and the ambitions of the Council over the next three years.	To input into the draft Digital Strategy		12 June 2023	S Smith J Patmore	An hour on Teams	Beckett Bulat, Costello, Hathorn, S King, Taylor, Thompson, Whelan, Wilson	9	Not applicable

Ref	Subject	Desired Learning Outcome/Success Measures	Priority	Date	Responsibility	Nature of training	Attendance by:	Cllrs Attending	Percentage of total
7.	Risk Management Training	Overview of risk management		14 September 2023	M Hudson T Kelly M Claydon	An hour and a half on Teams	D Ambrose-Smith A Bradnam A Bulat P Coutts C Daunton L Dupré B Goodliffe R Hathorn A Hay S King E Murphy N Shailer A Sharp P Slatter S Taylor F Thompson A Whelan G Wilson	18	Not applicable

Ref	Subject	Desired Learning Outcome/Success Measures	Priority	Date	Responsibility	Nature of training	Attendance by:	Cllrs Attending	Percentage of total
8.	Briefing on the impact of a cyber attack on Council services as part of its emergency planning arrangements.			7 November 2023	M Hudson S Grace K Foley C Stromberg S Thomas	An hour on Teams	A Beckett G Bird A Bradnam S Count L Dupré C Daunton B Goodliffe J Gowing R Hathorn S Kindersley G Seeff A Sharp A Whelan G Wilson	14	Not applicable
9.	Procurement Training for Members	Essentials on procurement governance, but also the legislative change coming forward and some of the specifics for the Council.		29 November 2023	M Hudson T Kelly C Ellis	An hour on Teams	D Ambrose Smith A Beckett M Black A Bradnam A Costello P Coutts L Dupré B Hunt S King C Rae P Slatter S van de Ven G Wilson	13	Not applicable

Ref	Subject	Desired Learning Outcome/Success Measures	Priority	Date	Responsibility	Nature of training	Attendance by:	Cllrs Attending	Percentage of total
10.	Programme Management and measuring performance			17 January 2024	S Grace J Lacey-Holland J Roberts	An hour on Teams	A Bradman A Costello L Dupré C Daunton R Hathorn G Seeff F Thompson A Whelan	8	Not applicable
11.	Treasury Management Training			24 January 2024	M Hudson S Howarth	One hour 45 minutes on Teams	D Ambrose-Smith M Black A Bulat A Costello P Coutts R Hathorn C Rae G Seeff S Taylor A Whelan	10	Not applicable

Ref	Subject	Desired Learning Outcome/Success Measures	Priority	Date	Responsibility	Nature of training	Attendance by:	Cllrs Attending	Percentage of total
12.	Cambridgeshire Skills Briefing			27 February 2024	S Grace L Riddle T Malloy	An hour on Teams	D Ambrose Smith M Black M Bulat A Costello S Criswell C Daunton J French R Hathorn E Murphy L Nethsingha C Rae A Sharp P Slatter	13	Not applicable
13.	Member Briefing on Cambridge Biomedical Campus (confidential)			4 June 2024	M Hudson S Anderson J Macmillan	An hour on Teams	Strategy, Resources & Performance and Assets & Procurement Committee Members and Local Members	A Beckett S Count M Goldsack R Hathorn P McDonald B Milnes L Nethsingha C Rae A Sharp P Slatter	

Ref	Subject	Desired Learning Outcome/Success Measures	Priority	Date	Responsibility	Nature of training	Attendance by:	Cllrs Attending	Percentage of total
14.	Performance Management			19 June 2024	Joe Lacey-Holland Richard Springbett	An hour on Teams	M Black A Costello P Coutts C Daunton S King B Milnes F Thompson A Whelan		
15.	Risk Management Workshop	Consideration of changes to show whether the direction of travel was towards the Council's accepted level of risk.		To be confirmed	M Hudson S Grace M Hudson	An hour on Teams	Strategy, Resources & Performance Committee		

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
Cambridge BID Board A five-year initiative set up by Cambridge businesses/organisations to ensure continued investment in Cambridge City Centre	6	1	Councillor R Howitt (L)	Regulated Director	Strategy, Resources and Performance
Cambridge Growth Company Advisory Council To provide views and perspective to the Growth Company Board on a range of issues relevant to the activities of the Growth Company	Every six weeks	1	Councillor L Nethsingha (LD)	Other Public Body Representative	Appointment is by invitation to the Leader of the Council by the Chair of the Cambridge Delivery Group

Name of Body	Meetings per Annum	Reps Appointed	Representative(s)	Guidance Classification	Committee to Approve
<p>ESPO Management Committee</p> <p>Purchasing and contracting service for 6 member Authorities.</p>	4	2	<p>1.Councillor N Shailer (L)</p> <p>2.Councillor S Ferguson (Ind)</p>	Other Public Body Representative	Strategy, Resources and Performance
<p>ESPO Finance and Audit Sub Committee</p>	2	1	Councillor N Shailer (L)	Other Public Body Representative	Strategy, Resources and Performance
<p>ESPO Shareholder representative</p> <p>Representing Cambridgeshire's interests with respect to ESPO Trading Limited</p>	-	1	Councillor N Shailer (L)	<p>Other Public Body Representative</p> <p>(The Council partly owns ESPO Trading Limited (less than 20%) so Cllr Howell is the shareholder rep)</p>	Strategy, Resources and Performance

Name of Body	Meetings per Annum	Reps Appointed	Representative(s)	Guidance Classification	Committee to Approve
<p>Huntingdon BID Board</p> <p>BID is the town management vehicle for Huntingdon. It is an arrangement where businesses in a defined area agree improvements they want to make, over and above what the public agencies have to do. The fund is ring fenced and used solely to deliver the agreed set of projects and activities voted on by the businesses within the BID area.</p>	10	1	Councillor T Sanderson (Ind)	Other Public Body representative	Strategy, Resources and Performance
<p>Pathfinder Legal Services Limited</p> <p>Company jointly owned by Central Bedfordshire Council and Cambridgeshire County Council to provide legal services to the owner councils and to other organisations within the public sector and not for profit sector.</p>	4	1	Councillor E Murphy (LD) Consultee Member	Other Public Body Representative [Council's representative on a company it part owns]	Strategy, Resources and Performance
<p>Wisbech Town Board</p> <p>Terms of reference awaited</p>	4	1	Councillor L Nethsingha (LD)	Other Public Body Representative	Strategy, Resources and Performance

Appointments to Internal Advisory Groups and Panels

Name of Body	Meetings per Annum	Representatives Appointed	Representative(s)	Contact Details	Committee to Approve
Member Development Panel Oversees training and development for Members.	As required	7	Councillor S Criswell (C) Councillor I Gardener (C) Councillor E Meschini (L) Councillor L Nethsingha (LD) Councillor T Sanderson (Ind) Councillor P Slatter (LD) Councillor M Smith (C)	Michelle Rowe Democratic Services Manager michelle.rowe@cambridgeshire.gov.uk	Strategy, Resources and Performance
Waste Member Steering Group To review and monitor a project relating to the Waste Private Finance Initiative Contract	As and when required	8	Environment and Green Investment Councillor A Bradnam (LD) Councillor S Corney (C) Councillor N Gay (L) Councillor S Ferguson (Ind) Strategy, Resources and Performance Councillor S Count (C) Councillor E Meschini (L) Councillor L Dupré (LD) Councillor T Sanderson (Ind)	Frank Jordan Frank.jordan@cambridgeshire.gov.uk	Environment and Green Investment Committee and Strategy, Resources and Performance Committee

Evidence-Informed Policy –
Councillors Lucy Nethsingha and Elisa Meschini

[appointed by Strategy, Resources and Performance Committee]

Responsible for promoting the use and presentation of evidence and creating opportunities for fellow Councillors and officers to use that evidence in the decisions they make.