

ANNUAL COUNCIL MEETING

AGENDA

21st May 2024

Red Kite Room,
New Shire Hall,
Alconbury Weald,
Huntingdon
PE28 4YE

Cambridgeshire County Council Notice of Meeting

The annual meeting of the County Council will be held in the Red Kite Room, New Shire Hall, Alconbury Weald, Huntingdon PE28 4YE on Tuesday 21st May 2024 at 10.30a.m.

Agenda

Apologies for Absence

1. Election of Chair of Council (oral)
2. Election of Vice-Chair of Council (oral)
3. Minutes – 19th March 2024 and Motions Log (pages 11 to 24)
[available at [County Council meeting 19/03/2024](#)]
4. Chair’s Announcements (oral)
5. Report of the County Returning Officer (page 25)
6. Declarations of Interests (oral)
[[Guidance for Councillors on declaring interests is available here](#)]
7. Public Question Time (oral)

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

To receive petitions from the public in accordance with Council Procedure Rule 9.4.
9. Constitution and Ethics Committee recommendations – (pages 26 to 60)
Proposed changes to the Constitution and the arrangements for the appointment of Independent Person(s)
10. Committees – Allocation of seats and substitutes to political groups in accordance with the political balance rules (to follow)

11. Appointment of the Chairs and Vice-Chairs of Committees (page 61)
12. Appointments to Outside Organisations (pages 62 to 64)
13. Cambridgeshire and Peterborough Combined Authority - Membership and other appointments (pages 65 to 70)
14. Approval of Calendar of County Council meetings (oral)

To approve the following calendar of meetings:

- 16 July 2024
- 22 October 2024
- 10 December 2024
- 11 February 2025
- 14 February 2025 [Reserve meeting]
- 18 March 2025
- 20 May 2025

15. Motions submitted under Council Procedure Rule 10 (oral)
 - a) Motion from Councillor Alex Beckett

Core Purpose: To assess and prepare for the future impact of new technologies, including Artificial Intelligence (AI), genomics and automated vehicles, on local communities and the services, operations and obligations of Cambridgeshire County Council.

The Council notes that:

- Rapid advancements in technology are reshaping our society, economy, and environment, offering significant opportunities and posing challenges.
- Technologies such as artificial intelligence, renewable energy, genomics, digital infrastructure, biomedical implants, and automated vehicles, have the potential to enhance the lives of our residents, create more effective and efficient public services, improve environmental sustainability, and stimulate economic growth.
- Automated vehicles, in particular, could represent a transformative shift in transportation, offering prospects for improved mobility in rural areas and requiring careful integration within urban settings to address potential congestion and safety concerns.
- Genomics, personalised medicine and biomedical implants could transform the lives of patients but will require significant changes to the way we deliver social care.
- The rise of social media and increased connectivity has the potential to reduce isolation for some groups of society but brings additional challenges for our young

people navigating a complex world. The ability to easily and quickly create realistic fake photos/videos is a particular concern in the coming years.

- These advancements also introduce risks including cybersecurity threats, ethical dilemmas, job displacement, and the digital divide.
- Proactive planning and strategic investment in technology can help mitigate these risks, leverage opportunities for innovation, and ensure equitable benefits for all residents of Cambridgeshire.

The Council is recommended to commit to:

- presenting long-term Technology Impact Assessment, as part of business planning, reports to each Policy and Service Committee to inform members awareness of the potential opportunities and risks new technologies (including but not limited to autonomous vehicles, artificial intelligence/Machine Learning, renewable energy generation/storage, Internet of Things) may present to our ways of working with and in our communities over the short, medium and long (20+year)-term. This should consider the financial costs and gains, environmental impacts, economic opportunities, social changes, and potential security risks.
- using the assessments to continually refresh the Council's Digital Strategies and the action plans that support their delivery, as well as the Council's business plan. This should be reported annually alongside the Business and Budget Plan to the Strategy, Resources and Performance Committee.
- creating a technology forum to foster collaboration with local universities, technology companies, research institutions, and other local authorities in order to explore the challenges and opportunities technology can bring to our area. A member technology champion would assist in supporting this Forum.

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

b) Motion from Councillor Geoff Seeff

Council notes that:

- There are 14 known allergens posing the highest risk, often contained in non-pre-packed foods that can cause anaphylaxis when ingested by persons intolerant to them. These allergens include inter alia various types of nuts, cereals with gluten, seafoods such as shellfish, certain vegetables and dairy products.
- Reactions can range from mild discomfort in the mouth and throat, to nausea and vomiting, skin itching, rash, or swelling, and, in extreme cases, swelling of the tongue and the airways causing respiratory difficulties. Unless appropriate medication such as adrenaline, oxygen, and intravenous fluids are administered within a short period after severe anaphylactic shock, the outcome may be fatal.
- Most adults who have experienced sensitivity or who know their children to be sensitive will carry with them emergency medication in case of accidental ingestion of the allergen to which they are intolerant. They occasionally leave home without their medication or can become too ill to self-administer it.

- Customers purchasing prepared foods are entitled to be provided with sufficient detail on allergen content so as to enable them to make informed choices. Whilst restaurants, cafes or other catering outlets serving foods prepared in their own kitchens or preparation spaces are legally bound to indicate where information can be found on the allergens contained in the ingredients used in their recipes and to provide such information if requested, the form in which that information is to be presented is not prescriptive and is left to their discretion. The best food businesses will present comprehensive written statements on allergen content and train their staff to discuss the implications with customers but many regard the requirement as a formality and there is no consistency across the food sector.
- In 2022/23 there were reported to be over 5,000 admissions to hospitals in England specifically for anaphylactic shock arising from adverse allergenic reactions to food consumption. Of these about two thirds were for children under 18 years of age. In the same period and in respect of adverse allergenic reactions to food, there were 28 adult and 48 under 18s admissions to Cambridgeshire and Peterborough hospitals. Although falling slightly in Cambridgeshire and Peterborough, nationally there has been an increase in admissions from food related anaphylaxis in each of the past 7 years and it is responsible for an estimated average of 10 fatalities per year.
- The charity Allergies UK estimates that the annual cost to the NHS of treating all allergy conditions is over £1 billion.
- Following the death of 18-year-old Owen Carey in 2017 from his reaction to eating a burger marinated in buttermilk, one of a number of allergens to which he was hypersensitive, his family initiated a campaign to lobby Government to introduce legislation making it compulsory for all restaurants and outlets serving prepared foods to identify in writing on their menus, display boards or other prominent media the allergen content of each item offered to diners, at the point of ordering without the customer having to ask (“Owen’s Law”). A petition supporting Owen’s Law was debated in Parliament in May 2023 but its request for action was referred back to the Food Standards Agency (“FSA”) and local authorities.
- In 2014 the Republic of Ireland introduced legislation with the same requirement for the provision of allergen information as called for by Owen’s Law. From academic and empirical studies undertaken, there is evidence that it was implemented smoothly and secures a high degree of compliance from the hospitality industry.

Council recognises and welcomes:

- The work undertaken by the Owen’s Law campaign (“the Campaign”) to raise awareness of a critical public health risk potentially affecting an estimated 2 million UK citizens to a greater or lesser extent and to bring the seriousness of the issues to the attention of the Minister of State for Food, Farming and Fisheries, other members of the Government and MPs.
- The endorsement in December 2023 of the Campaign by the Board of the FSA, following its research into the operation of the current legislation and its impact on consumers and food businesses. Apart from agreeing with the Campaign’s proposition that Government legislates for the provision in writing of standardised accessible allergen identification, the FSA recommends associated measures to

improve allergen management designed to minimise cross contamination, extend staff training, report anaphylactic incidents and step-up enforcement.

- That the FSA continues to work on the related matter of the use of disclaimers by food businesses, such as “may contain...” with research under the banner of Precautionary Allergen Labelling.
- The adoption by the University of Cambridge of the Campaign’s proposals for providing allergen information for each dish listed on the menus of its various refectories and dining rooms.

Council expresses its disappointment that the Government has failed to respond decisively to the Campaign and to take any tangible action on progressing legislation, specifically amendment to FIC 1169/2011, that would address the concerns of food allergy sufferers and their families.

Council is therefore recommended:

- to endorse the Campaign and, through its various media channels, make known its support for Owen’s Law to the district and town councils and other public sector bodies in Cambridgeshire, other UK local authorities via the Local Government Association and to the general public;
- through its Public Health and Trading Standards teams, and where possible, with the co-operation of the Environmental Health teams in the district councils, raise-awareness within Cambridgeshire’s hospitality sector of the risks to allergy sufferers of not having access to reliable written information on the allergens used in prepared food and that, until such time as the relevant legislation has been enacted, encourage all food businesses in the sector to adopt voluntarily the Campaign’s proposal and the associated measures recommended by the FSA;
- to adopt, until such time as the relevant legislation has been enacted, and effective from 1st January 2025, whichever is sooner, the Campaign’s proposal and the associated measures recommended by the FSA with respect to non-packaged food prepared and served at public events and functions which it organises; and
- to ask the Chief Executive to write to the Minister of State for Food, Farming and Fisheries to bring forward as soon as practical legislation embodying the Campaign’s proposal and the recommendations of the FSA.

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

c) Motion from Councillor Steve Count

Core purposes: To ensure compliance with updated Department for Transport guidance, as well as demonstrating local support for the introduction of 20mph zones.

This Council:

- welcomes point 85 in the guidance - There is clear evidence of the effect of reducing traffic speeds on the reduction of collisions and casualties, as collision

frequency is lower at lower speeds, and where collisions do occur, there is a lower risk of fatal injury at lower speeds.

- notes that research shows that on urban roads with low average traffic speeds, any 1mph reduction in average speed can reduce the collision frequency by around 6%. There is also clear evidence confirming the greater chance of survival of pedestrians in collisions at lower speeds.

The Council notes that the updated guidance sets out the following points on proposals to introduce 20mph limits should:

- only be introduced, in the right places, over time and with local support in urban areas and built-up village streets that are primarily residential.
- ensure any such measures are targeted and not introduced as a blanket measure.
- ensure local speed limits should not be set in isolation, but as part of a package with other measures to manage vehicle speeds and improve road safety.
- consider use of the speed limit appraisal tool, which is provided free of charge and is not restricted to Local Authorities.
- consider a survey of speeds, a study of crashes and the potential presence of vulnerable users.
- be satisfied that the expected benefits exceed the costs.
- use mean speeds as the basis for determining local speed limits.
- conduct a comprehensive and early consultation of all those who may be affected, which is an essential part of the implementation process. This needs to include residents, all tiers of local government, the police and emergency services, public transport providers and any other relevant local groups.
- not include roads where motor vehicle movement is the primary function.

Furthermore, the Council also notes that the:

- process for determining traffic regulation orders set out in the constitution is delegated to an officer in consultation with the Local Members only considering objections to proposals, in a private meeting.
- consultation responses for recent schemes in Huntingdon, Soham and Ely were 8 (0.03%), 6 (0.05%) and 195 (1%) respectively. These are based on Town populations only and are further diminished as percentages, should populations of those affected in nearby settlements, or visitor numbers have been included.

Council is concerned that in the pursuit of reducing injury, sufficient account may not have been taken of existing guidance, as drawn out in updated guidance, when objections to Traffic Regulation Orders were considered, as follows:

- no evidence was presented with regards to mean speeds, or benefit to cost comparisons.

- insufficient information in some cases had been provided regarding how a package of measures would be required or introduced.
- the example consultation responses of 0.03%, 0.05% and 1%, and a lack of responses from required consultees, appears to fall short of the “demonstration of local support”.
- significant decisions affecting large populations are automatically delegated by the Constitution, this could affect public confidence in democratic accountability.

Council recommends that:

- existing proposals and new schemes currently proposed for the introduction of 20mph zones are re-examined to ensure compliance with updated guidance and new consultations undertaken where deemed necessary, advising all County Councillors in advance.
- the constitution is reviewed so that decisions which have a significant impact, currently delegated to officers consulting members in private meetings, are in future reserved to the appropriate committee held in public.

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

d) Motion from Councillor Lucy Nethsingha

This Council expresses its disappointment that central government have withdrawn funding for air quality monitoring. Poor air quality has a serious impact on health, and if monitoring is not funded it will not be possible to assess the impact air quality is having on residents in Cambridgeshire.

This Council asks:

- the Chief Executive to write to the Air Quality Minister, Rebecca Pow MP, to express its concern over the withdrawal of this funding, and ask what assessment was done prior to the decision to withdraw this funding.
- the Chief Executive and officers of the Council to work with key partners such as District Councils and the Cambridgeshire and Peterborough Combined Authority to assess the local implications on the removal of this funding on understanding and addressing poor air quality in Cambridgeshire.

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

e) Motion from Councillor Susan van de Ven

This council notes:

- Cambridgeshire's success over centuries has been the result of local initiative and international collaboration, whether in delivering the breadbasket that is the Fens, its ageless education sector, or the health and science industries that have more recently been spun out of our universities.
- In recent years, the pandemic and the UK's departure from the European Union have changed patterns of migration, employment and investment. Isolation has to some degree made its way into our ways of life, curtailing opportunity, prosperity, and enjoyment.
- For a multitude of reasons, enhanced engagement with the wider world outside the UK is needed.
- At ground level many sectors of the public service workforce depend on a stable international workforce; this in turn relies on an adequate housing and transport infrastructure. At higher levels, bringing to the broad university community the best of the world is critical to Cambridgeshire's future. Cambridge University remains renowned for international excellence. But the world is changing with new industries in new countries rapidly advancing, and that excellence cannot be taken for granted.
- The national importance of the Cambridge area economy, and the global potential of the life sciences industry, is a driver behind government's Cambridge 2040/50 scheme, which will undoubtedly carry forward in some fashion regardless of the outcome of the next General Election.
- Likewise, success for the Cambridgeshire and Peterborough Combined Authority's (CPCA) engagement in place marketing activity, such as attendance at the UK Real Estate Investment and Infrastructure Forum, depends on strong international relationships for best outcomes.

This Council resolves:

- to seek to influence its partnership activity with the CPCA and District Councils to strengthen links with the international community, with a view to encouraging cross-cultural understanding, exchange, and investment; and
- that political leaders within the council work together with the university community, the CPCA and Business Board to understand how we can re-build more collaborative relationships with our international partners, both nearby and further afield.

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

16. Questions

- (a) Cambridgeshire and Peterborough Combined Authority and Overview and Scrutiny Committee (Council Procedure Rule 9.1) (page 71)
- (b) Written Questions (Council Procedure Rule 9.2) (oral)

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

Dated 13th May 2024

Emma Duncan
Service Director:
Legal and Governance
(Monitoring Officer)

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

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

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

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

Full Council Motion Log

This is the updated Motion Log as of 13 May 2024. It captures the actions arising from motions agreed at meetings of Full Council and updates Members on the progress in complying with delivery of the necessary actions.

Motions from Full Council on 19 July 2022					
Minute No.	Motion	Responsible Officer	Action	Update	Status
87 e)	Councillor Alex Beckett (Pavement parking)	Executive Director of Place and Sustainability	Highways and Transport Committee to assess the impact of this trial [a group of pilot areas in Cambridge City for TRO implementation] upon its implementation.	<p>Update: 13 May 2024</p> <p>On 5 March 2024, the Highways and Transport Committee resolved to:</p> <ul style="list-style-type: none"> a) Request that the Greater Cambridge Partnership develop and fund a pilot of pavement parking restrictions in Cambridge; b) Agree that officers, in conjunction with the Greater Cambridge Partnership, investigate the feasibility of Red Routes. <p>An assessment will be carried out once the trial has been implemented.</p>	Ongoing
			If successful, the highways department should expand this work and bring a further paper to Highways and Transport Committee for all urban areas within Cambridgeshire with informal pavement parking, when it is appropriate to do so (mindful that Civil Parking Enforcement	<p>Update: 11 March 2024</p> <p>An assessment will be carried out once the trial has been implemented.</p>	Ongoing

			powers are needed to locally enforce the TRO).		
Motions from Full Council on 18 July 2023					
Minute No.	Motion	Responsible Officer	Action	Update	Status
161 a)	Councillor Alex Bulat Rural Communities	Chief Executive	Look at, subject to ensuring compliance with procurement and changes to procurement rules, and confirm that the council could actually measure the outcomes, targeting that at least half the food procured for council funded events is sourced locally and encouraging our partners to do the same.	Update: 13 May 2024 Under procurement rules, the Council cannot restrict the market by targeting locally sourced options. However, there are actions the Council can take in creating the right environment for local businesses at the lower level. Market engagement is conducted so bidders have a chance to talk through the requirement with the Council before procurement starts. The Council is also conducting a range of small and medium-sized enterprises (SME) focused events this year to ensure SMEs understand how to use the e-tendering system and how to put together a tendering response.	Complete
		Executive Director of Strategy and Partnerships	Consider, when assessing our policies against the socio-economic duty we adopted as a council, rural-proofing our policies to mitigate disproportionate impact on rural communities.	Update: 29 April 2024 The Council has committed to developing a Poverty Commission with its partners, which will put the experience of those living in poverty at its heart. The socio-economic impact of rural poverty will be a specific area of investigation. This Commission will inform the system-wide anti-poverty work which will be core to the Council's future delivery of the socio-economic duty.	Complete

161 c)	Councillor Michael Atkins School Uniform Costs	Director of Education	<p>Write to all school headteachers and governing bodies to:</p> <ul style="list-style-type: none"> - Remind them of the new statutory guidance. - Gather data as to the current impact of uniform policies on families in the county, in particular: <ul style="list-style-type: none"> a. the number of branded items required by the policy, and whether sew-on badges or equivalent are available; b. an estimate of the total cost of a full set of school uniform to attend the school; c. whether the uniform has been changed in the past five years, and if so whether existing pupils were permitted to continue wearing the previous uniform; and d. support offered to families on low income. 	<p>Update: 13 May 2024</p> <p>A letter was sent to schools at the start of October 2023, which outlined the statutory guidance in relation to school uniform. The letter also invited them to respond to a survey on how schools operate their uniform policies. The survey closed at the end of November 2023.</p> <p>A further communication will be sent to schools during the summer half term to ask for updated costs of uniform for September 2024.</p>	Ongoing
			<p>Analyse the data returned by schools in a report to the Children and Young People Committee - where information is not returned, it may be complemented by a desktop exercise based on public information. The report should highlight examples of best practice, and be shared with school governors.</p>	<p>Update: 4 December 2023</p> <p>It is planned to present the data to the Children and Young People Committee at its meeting in March 2024.</p>	Ongoing

Motions from Full Council on 17 October 2023

173 d)	Councillor Bill Hunt Reclassification of the A1421	Executive Director of Place and Sustainability	Accelerate the IRAP safety analysis of the A1421 and include it in the first tranche.	Update: 13 May 2024 The scanning and data capture of all the A roads (Phase 1) in the International Road Assessment Programme has been completed. The processing and scoring of the data is now underway, and will be completed by the end of June 2024.	Ongoing
			The Executive Director for Place and Sustainability to present a report to a future meeting of Highways and Transport Committee which evaluates options to reduce traffic and traffic speeds, improve road safety, and increase options for active travel on the A1421 including, but not limited to, the reclassification of the A1421 from "A" to "B".	Update: 4 December 2023 A report is scheduled for the Highways and Transport Committee meeting in July 2024.	Ongoing
173 e)	Councillor Chris Boden Weedkilling	Executive Director of Place and Sustainability	The report which is due to come to the Highways and Transport Committee in January should also be shared with all members, and a suitable report be shared with all parish and town councils who have contacted the Council to express their concerns.	Update: 11 March 2024 The report was circulated in February 2024.	Complete

Motions from Full Council on 12 December 2023

186 a)	<p>Councillor Mike Black</p> <p>Adult Social Care</p>	<p>Executive Director of Adults, Health and Commissioning</p>	<p>The Executive Director of Adults, Health and Commissioning to ensure that departments make the necessary preparations for this Council to take the initiative locally to take any opportunities offered by changes to government policy, including but not limited to the introduction of a National Care Service, to bring about a drastic improvement in social care provision.</p>	<p>Update: 11 March 2024</p> <p>The development of proposals to establish a National Care Service would be led by the Government of the day, through the associated legislative processes. Consequently, local implementation will be reliant on these being delivered.</p> <p>The Council will need to consider detailed responses to any future Government consultations as part of this approach to inform policy change, and the completion of evidence-based impact assessments will be key to this. It is therefore very likely that the development and delivery of a National Care Service will take a considerable amount of time at both a national and local level to ensure the process of co-design, legislation and implementation is accommodated.</p> <p>The Council already actively takes forward the opportunities afforded within changes to Government policy, funding, and reforms to improve adult social care provision within the funding it has available to it. Progress against developments in areas such as self-directed support, Care Together, Adult Social Care Market Sustainability, accommodation, in-house service provision and commissioning improvements are already appropriately reported to the Adults and Health Committee for Member decision-making and scrutiny.</p>	Ongoing
--------	---	---	--	--	---------

186 b)	Councillor Elisa Meschini Diversity	Executive Director of Strategy and Partnerships	<p>The Communities, Social Mobility and Inclusion Policy and Service Committee, which has delegated authority for oversight, operation and review of the Council’s response to its equalities’ duties, to consider the Council’s response to the Diverse Councils Declaration to increase diversity in our local government, including the following nine objectives within it:</p> <ul style="list-style-type: none"> - provide a clear public commitment to improving diversity in democracy, continuing the excellent work on our Equality, Diversity and Inclusion strategy and action plan. - demonstrate an open and welcoming culture to all, promoting the highest standards of behaviour and conduct. - set out a local Diverse Council action plan, ahead of the next local elections. This can include, but not be limited to, collecting data on the diversity of elected members, exploring the 	<p>Update: 13 May 2024</p> <p>The Communities, Social Mobility and Inclusion Committee will review the actions taken in response to this motion as part of its review of the Equalities, Diversity and Inclusion Action Plan, which will next be presented to the Committee in July 2024.</p> <p>The Council has expressed its public commitment to equalities, diversity and inclusion through approving the Equalities, Diversity and Inclusion Strategy and Action Plan. All Members have signed up to this strategy through it being approved at Full Council.</p> <p>The Member’s Code of Conduct sets out the expected standards of behaviour for Councillors. The Officers’ Code of Conduct and the Respect at Work policy sets out the requirement for officers behaviours towards each other and to Councillors. The Members’ Code of Conduct will be reviewed in 2024/25, ahead of the next local elections in 2025.</p> <p>The Council will run the Local Government Association’s Be a Councillor campaign ahead of the next local elections to encourage people to consider becoming an elected Member.</p>	Ongoing
--------	--	--	---	--	---------

			<p>possibility of mentoring or shadowing programmes.</p> <ul style="list-style-type: none"> - work towards the standards for member support and development as set out in the LGA Councillor Development Charter and/or Charter Plus. - demonstrate a commitment to a duty of care for councillors. 	<p>The Member Development Panel met on 25 March 2024 to consider this recommendation. It was agreed that officers would produce a chart showing what was included in the LGA Charter and what was currently offered by the Council. This would form the basis for a discussion at the next meeting about aspects of the existing offer which Members found useful or not, and anything else Members would want to see included.</p> <p>The Council's Health and Safety team provides support to elected Members in their roles, including supporting Democratic Services to provide suitable and sufficient risk assessments for their activities and Health and Safety training, such as Personal Safety and Conflict Management. Currently, the Health and Safety team is part of a small working group of Councillors and officers involving Democratic Services and Legal Services to identify gaps in support and share intelligence about common experiences. The group will consider the needs of individual Councillors and proactively identify risks through dynamic and periodic risk assessments.</p> <p>Any incidents experienced by elected Members whilst undertaking their roles should be reported to Democratic Services, so they can be reported on the Council's incident reporting system to enable the Health and Safety team to follow these up and provide appropriate support.</p> <p>The Constitution and Ethics Committee has also considered an action plan to mitigate measures to address the issue of intimidation and abusive behaviour towards Members.</p>	
--	--	--	---	--	--

			<ul style="list-style-type: none"> - provide flexibility in council business by regularly reviewing and staggering meeting times, whilst ensuring the need for council business to be quorate. - ensure that all members take up the allowances and salaries to which they are entitled, particularly any reimbursement for costs of care. - ensure the council's adopted leave policy is accessible, setting out members' entitlement to sick, maternity, paternity, shared parental and adoption leave and relevant allowances. - provide opportunities for councillors from under-represented groups to be appointed or elected to high profile or senior roles and explore all opportunities for providing support to enable a diverse, skilled and locally representative leadership team in the Council. 	<p>The Council's meetings' card is approved by Group Leaders on an annual basis – this is shared with Groups ahead of it being signed off by Group Leaders.</p> <p>On induction, all Members receive guidance on how to access all allowances.</p> <p>The Members' Allowances Scheme (Part 6 of the Council's constitution) covers all these requirements.</p> <p>To be discussed by Group Leaders</p>	
--	--	--	--	--	--

186 c)	Councillor Alex Bulat Dentists	Director of Public Health	Working closely with our Integrated Care Boards (ICB), who have a new responsibility to commission NHS dentistry, to improve local services in Cambridgeshire and address the inequalities of access in dental care.	Update: 11 March 2024 An officer meeting was held with the NHS Cambridgeshire and Peterborough lead dentistry commissioner. Subsequently, the Adults and Health Committee scrutinised the ICB's commissioning and delivery of NHS funded dentistry services on 7 March 2024.	Complete
			Working with the "Toothless in England" resident campaign group, who have members across Cambridgeshire including a local branch in Huntingdon, to bring local lived experiences in any discussion around dental health in our county.	Update: 11 March 2024 A meeting was held with "Toothless in England" to discuss their concerns and to explore options to address them. A further meeting is to be arranged with Toothless and the NHS Cambridgeshire and Peterborough ICB commissioner for dentistry.	Ongoing
	Director of Public Health	Encourage the ICB to explore the feasibility of mobile dentistry in our county, especially in areas which are less served by public transport.	Update: 5 February 2024 A meeting with the NHS Cambridgeshire and Peterborough ICB commissioner for dentistry has been requested to discuss these issues.	Ongoing	
		Call on government for reform including the Units of Dental Activity (UDA) contracts which are pushing NHS dentists into private practice.	Update: 19 March 2024 A letter was sent by the Executive Director of Public Health to the Minister for Public Health, Start for Life and Primary Care on 14 March 2024.	Complete	

186 e)	Councillor Neil Shailer Flexible working	Executive Director of Strategy and Partnerships	Use available opportunities to highlight best practice including that of the Council, with local employers, to promote the benefits of flexible working arrangements for both employers and employees.	Update: 5 February 2024 A letter was sent to the Cambridgeshire and Peterborough Combined Authority during the week commencing 29 January 2024, asking for this to be raised with the Business Board and asking for feedback on how best the Council can share its good practice with the business community.	Ongoing
--------	---	--	--	--	---------

Motions from Full Council on 19 March 2024

206 a)	Councillor Alex Bulat Armed Forces Covenant	Chief Executive	Work with our District partners and Government to secure sustainable funding for our Armed Forces Covenant officer role, which is essential to delivering the Covenant's objectives locally. The Armed Forces Covenant Trust Fund, which previously funded the role, do not have any appropriate funding programmes currently.	Update: 13 May 2024 Funding for the Armed Forces Covenant Officer Role has been secured locally for a period of three years, commencing April 2024. The role will continue to be hosted by the Council, with contributions to the post being made from the five city/district councils across Cambridgeshire, as well as Peterborough City Council.	Complete
			Ask the Chief Executive to write to Government to call on it to provide additional basic financial support to service personnel by capping food and accommodation charges for the next 12 months and conduct an immediate review into armed forces accommodation charges, food charges and allowances.	Update: 13 May 2024 A letter was sent by the Chief Executive to the Minister for Defence People and Families on 23 April 2024.	

			Ask the Chief Executive to write to the Home Secretary outlining concerns regarding the current support offered to Afghan refugees, asking for appropriate funding to support housing for Afghan refugees and urging the Government to step up plans to allow Afghan refugees who served to get safely to the UK, as well as those stranded in Iran and Pakistan.	Update: 13 May 2024 A letter was sent by the Chief Executive to the Home Secretary on 23 April 2024.	Complete
			Ask the Chief Executive to write to the Minister of State for Immigration and the Minister of State for Veteran Affairs to outline this council's support for all spouses and children of Commonwealth veterans to be granted right to remain at the same time as the serving Commonwealth veteran without fees.	Update: 13 May 2024 A letter was sent by the Chief Executive to the Minister of State for Legal Migration and the Border, as well as the Minister for Veterans' Affairs, on 3 May 2024.	Complete
206 d)	Councillor Lucy Nethsingha Voter participation	Chief Executive	Ask the Chief Executive to write to Government asking it to re-introduce the Single Transferrable voting system for the elections for Police and Crime Commissioners and Directly Elected Mayors during this parliament, at the same time expressing regret that the single transferrable voting system was removed from these elections in the first	Update: 13 May 2024 A letter was sent by the Chief Executive to the Parliamentary Under Secretary of State (Local Government) on 3 May 2024.	Complete

			place, and to consider introducing the same voting system for other local elections.		
		Executive Director of Strategy and Partnerships	Ask the Communities, Social Mobility and Inclusion Committee to develop a plan, working with partners in District and Parish Councils, to encourage greater understanding of the role of the different tiers of local government here in Cambridgeshire, and in particular to bring forward proposals about how we can work to better engage with younger people in Cambridgeshire to increase participation in local elections.	Update: 13 May 2024 A plan responding to this action is being developed.	Ongoing
206 e)	Councillor Ros Hathorn Growth of Cambridge	Chief Executive	Ask the Chief Executive to write to Government, inviting the Council's partners to join in the request to: - commit to making the benefits and opportunities created by growth accessible to all residents of Cambridgeshire. - urgently commit to funding and supporting the delivery of essential infrastructure and services required to deliver this scale of growth including i) water infrastructure to ensure there is sufficient supply to eliminate over-	Update: 13 May 2024 A letter was sent by the Chief Executive to the Secretary of State for Levelling Up, Housing and Communities on 3 May 2024.	Complete

			<p>abstraction and protect our chalk streams.</p> <ul style="list-style-type: none">ii) flood defences and investment in our current infrastructure to protect against the consequences of climate change.iii) transport infrastructure and improved public transport that makes sure every resident, from every city and district area can access affordable, reliable, regular public transport to be able to benefit from work and education opportunities.iv) Education, Health and Care provision which is properly resourced to grow at pace, particularly primary care where additional support and incentives to sustainably grow the workforce may be required. <p>- establish ambitious targets for affordable housing so that key workers and other workers on lower incomes who contribute significantly to the Cambridgeshire economy can afford to live locally.</p>		
--	--	--	--	--	--

			<ul style="list-style-type: none">- recognise that the vision of Cambridge 2050 requires a highly skilled workforce and significantly boost investment in training and education to allow everyone in the county the opportunity to join that workforce; including the provision of financial support to targeted programmes for young people not in employment, education or training.		
--	--	--	---	--	--

County Returning Officer's Report

I, STEPHEN MOIR, Returning Officer for the Electoral Divisions in the County of Cambridgeshire, DO HEREBY CERTIFY that on the 21st day of MARCH 2024, being the day appointed for the by-election for the Yaxley and Farcet Division in the County of Cambridgeshire, I caused one County Councillor to be elected for the Yaxley and Farcet Division within the said County and that the name of the person elected for this Electoral Division is set out below.

Electoral Division	Name Of Person Elected	Home Address	Description
Yaxley and Farcet	Andrew Richard Wood	Address in Huntingdonshire	Liberal Democrat

Constitution and Ethics Committee recommendations - Proposed changes to the Constitution and the arrangements for the appointment of Independent Person(s)

To: County Council

Date: 21st May 2024

From: Democratic Services Manager

Purpose: To present to Full Council for consideration and approval proposed changes to the Council's Constitution recommended by the Constitution and Ethics Committee, and to appoint Independent Person or Persons following the expiry of the current appointments on 15 October 2024.

The current Constitution is on the Council's website at [Constitution](#).

Recommendation: Full Council is asked to:

- a) approve the revisions to the Constitution set out in Appendices 1 and 2 to ensure compliance with the Local Authorities (Standing Orders) (England) Regulations 2015;
- b) approve changes to the Contract Procedure Rules set out in Appendix 3;
- c) authorise the Monitoring Officer to take all steps necessary or incidental to implement the changes to the Constitution detailed in this report;
- d) reappoint Gillian Holmes and Grant Osbourn as Independent Persons until the Annual General Meeting on 20 May 2025; and
- e) approve the Scheme of Delegation or such part of it as the Constitution determines it is for Council to agree (as set out in Part 3 of the Constitution).

Officer contact:

Name: Michelle Rowe

Post: Democratic Services Manager

Email: michelle.rowe@cambridgeshire.gov.uk

1. Background

- 1.1 The Local Government Act 2000 requires all local authorities to have a constitution that covers standing orders, delegation processes and a code of conduct for councillors. Changes to the Council's Constitution are considered by the Constitution and Ethics Committee before being recommended to Full Council for approval.
- 1.2 Section 28 of the Localism Act 2011, on codes of conduct, requires an authority to provide for the appointment of at least one independent person whose views will be sought and taken into account in connection with the process for dealing with allegations that members have breached the code.
- 1.3 It is important to note that when the Council advertised for an Independent Person or Persons in 2019, it did not receive any applications for the position. On the advice of the Monitoring Officer, the Democratic Services Manager contacted Cambridge City Council, and East Cambridgeshire, Fenland, Huntingdonshire and South Cambridgeshire District Councils to see whether their Independent Person(s) would be interested in the role. The Council received one expression of interest from the Independent Person for South Cambridgeshire District Council.
- 1.4 At its meeting on 1 October 2019, the Committee agreed to recommend to Council to extend the current appointment of Gillian Holmes as an Independent Person to 15 October 2022 and to appoint Grant Osbourn as the second Independent Person for the same period. Full Council approved the appointments at its meeting on 15 October 2019. These Independent Persons were reappointed in 2022 for another period of two years until 15 October 2024.

2. Constitutional Changes

- 2.1 The Constitution and Ethics Committee, at its meeting on 23 April 2024, considered and recommended unanimously to Council the changes set out below.

Disciplinary Procedure for Statutory Officers

- 2.2 At its meeting on 23 June 2015, the Constitution and Ethics Committee considered proposed revisions to Part 4.7 of the Constitution (Officer Employment Rules), which were subsequently approved by Full Council on 21 July 2015.
- 2.3 The arrangements for considering whether to dismiss the Head of Paid Service, Chief Finance Officer and Monitoring Officer have been reviewed by the Constitution and Ethics Committee to make sure the Council complies with the Regulations.
- 2.4 The Service Appeals Sub-Committee currently has delegated authority to act as an Investigating and Disciplinary Committee (IDC) to consider any disciplinary issues in relation to the Chief Executive, Monitoring Officer or Section 151 Officer, as detailed in the Council's Disciplinary Procedure for Statutory Officers.
- 2.5 There is currently no Appeals Committee to deal with disciplinary matters short of dismissal relating to the relevant officers, and it is proposed that the Staffing and Appeals Committee undertake this function.
- 2.6 There is also a need to establish an Independent Panel comprising two people appointed under Section 28 of the Localism Act to advise Council, in the event of a

recommendation from the IDC to dismiss a “relevant officer”. It is proposed that the Staffing and Appeals Committee should undertake this function.

- 2.7 It is important that members of the Service Appeals Sub-Committee acting as the IDC, who may be members or substitute members of the Staffing and Appeals Committee, do not act as the Appeals Committee or Independent Panel referred to above. Wording has therefore been included in the terms of reference of the Service Appeals Sub-Committee to avoid this conflict.
- 2.8 Appendix 1 sets out the changes to the terms of reference of both committees to reflect the issues raised above (additions in bold). There is also a need to reference the appointment of an IDC in The Officer Employment Procedure Rules, attached at Appendix 2. The Disciplinary Procedure for Statutory Officers, which is not included in the Constitution, would need to be amended to reflect the changes to the Constitution, if approved by Full Council.

Contract Procedure Rules

- 2.9 The Head of Procurement and Commercial has reviewed Part 4 – Rules of Procedure, 4.5 – Financial and Contract Procedure Rules, Annex 2 – Contract Procedure Rules, and asked for updates in relation to waivers, subscriptions and E-Sign. These changes are annotated in bold and strike through in Appendix 3.

Scheme of Delegation

- 2.10 The Scheme of Delegation to Officers (Part 3D of the Council’s Constitution) describes the extent and nature of the authority delegated to officers to undertake functions on behalf of the Council.
- 2.11 Section 1.2 (f) of the Council Procedure Rules (Part 4.1 of the Council’s Constitution) states that the annual meeting will agree the Scheme of Delegation or such part of it as the Constitution determines it is for Council to agree (as set out in Part 3 of the Constitution).

3. Arrangements for the appointment of Independent Person(s)

- 3.1 The Constitution and Ethics Committee, at its meeting on 23 April 2024, acknowledged the difficulty of recruiting Independent Persons. It also acknowledged the benefit of having Independent Persons who perform the role for neighbouring authorities, as this provides a degree of consistency.
- 3.2 The Committee was of the view that Independent Persons should be appointed at the Annual Meeting of the first Council following an election for the whole period of a Council. It was therefore recommended that the appointment of Gillian Holmes and Grant Osbourn as Independent Persons be extended to 20 May 2025. A report will then be taken to the Annual Meeting of Council on 20 May 2025 with a recommendation that Gillian Holmes and Grant Osbourn be appointed as Independent Persons until the Annual Meeting of Council in 2029.

4. Source documents

[The Council's Constitution](#)

[Constitution and Ethics Committee Minutes – 23 June 2015](#)

[Council Minutes – 21 July 2015](#)

[The Local Authorities \(Standing Orders\) \(England\) \(Amendment\) Regulations 2015
\(legislation.gov.uk\)](#)

[Chapter 7 of the Localism Act 2011](#)

[Constitution and Ethics Committee Minutes - 4 April 2019](#)

[Council - 15 October 2019](#)

[Constitution and Ethics Committee - 26 April 2022](#)

[Council - 10 May 2022](#)

[Constitution and Ethics Committee meeting 23/04/2024](#)

11. Staffing and Appeals Committee

Membership

Nine members of the Council. The Chair and Vice-Chair of the Staffing and Appeals Committee shall be selected and appointed by the Staffing and Appeals Committee.

When determining the remuneration policy for Cambridgeshire County Council employees, the committee shall be advised by the Chief Executive and the **Service** Director: HR Services, or their nominees. The committee may, having sought the advice of the **Service** Director: HR Services, choose to be advised by an external independent adviser.

N.B. The Chair of the Staffing and Appeals Committee shall be authorised to approve the co-optation of representatives from partner agencies onto the committee in a non-voting capacity, where this is considered relevant to the appointment being made.

Summary of Functions

The committee has delegated authority to exercise the Council's functions in respect of all matters, save those otherwise reserved to other bodies, relating to the employment of the Council's officers and contractors including determining the terms and conditions of employment.

Delegated Authority	Delegation/ Condition
<p>Authority to determine the policy regarding the remuneration of statutory and non-statutory chief officers (including deputies) of Cambridgeshire County Council; and to implement and make decisions pursuant to and in accordance with that policy.</p> <p>For the avoidance of doubt the term statutory and non-statutory chief /deputy chief officers has the same meaning as that contained in S.2 (6), (7) and (8) of the Local Government and Housing Act 1989.</p>	Subject to the approval of Full Council where required
<p>Authority to undertake the selection of and to appoint statutory officers and executive directors in accordance with the Council's Officer Employment Procedure Rules.</p>	Subject to the approval of Full Council where required
<p>Authority to consider appeals against disciplinary sanctions short of dismissal in relation to the Chief Executive, Monitoring Officer or Section 151 Officer as detailed in the Disciplinary Procedure for Statutory Officers.</p>	
<p>Authority to act as an Independent Panel to advise Council in the event of a recommendation from the Service Appeals Sub-Committee acting as the Investigating and Disciplinary Committee (IDC) to dismiss a relevant officer.</p>	

Delegated Authority	Delegation/ Condition
Authority to co-opt two Independent Persons, including if appropriate appointed by other local authorities, to the Independent Panel to advise Council in the event of a recommendation from the Service Appeals Sub-Committee acting as the Investigating and Disciplinary Committee (IDC) to dismiss a relevant officer.	
<p>Authority for making arrangements with other authorities for the placing of staff at the disposal of those authorities.</p> <p>(Section 113 of the Local Government Act 1972).</p>	Chief Executive and executive directors
Authority for the approval of pay, terms and conditions of service and training of employees except for approving the Annual Senior Officer Pay Policy Statement which is reserved to the Full Council.	Chief Executive
Authority to recommend to Council the Chief Officer Pay Policy Statement.	
Authority for oversight of the Council's functions in connection with employee relations including arrangements for consultation/ negotiation with trades unions.	
Authority to approve proposals from the Head of Paid Service in relation to the overall staffing structure/restructure of the Council.	Chief Executive
Authority to oversee the work of service appeals sub-committees and consider any matters put to them by the service appeals sub-committee.	

11.1 Service Appeals Sub-Committee

The Staffing and Appeals Committee shall establish service appeals sub-committees as required with the following membership and powers:

Membership

Any three members (including substitutes) of the Staffing and Appeals Committee, subject to political proportionality.

The Monitoring Officer, in consultation with the Chair of the Staffing and Appeals Committee, shall make arrangements for convening the sub-committee including invitation of members to form a service appeals sub-committee as and when required.

Summary of Functions

A service appeals sub-committee has delegated authority to hear and determine all appeals arising in relation to decisions made by the County Council in the course of its activities other than those undertaken by another body. The remit of the sub-committee includes appeals by service users.

Delegated Authority	Delegation/ Condition
Authority to determine appeals against the non-payment of discretionary awards to students.	
Authority to determine complaints about curriculum and related matters. under the terms of Section 409 of the Education Act 1996.	
Authority to determine appeals against decisions not to provide free or subsidised home to school or college transport.	
Authority to consider appeals in relation to the licensing of approved premises for marriages and other civil ceremonies.	
Authority to determine appeals against decisions of the authority to remove a person from acting as the local authority’s representative on the governing body of a school or other educational establishment.	
Authority to act as Investigating and Disciplinary Committee (IDC) to consider any disciplinary issues in relation to the Chief Executive, Monitoring Officer or Section 151 Officer as detailed in the Disciplinary Procedure for Statutory Officers, including responsibility for the suspension of “the relevant officers” where deemed appropriate or	

necessary. No member of a Service Appeals Sub-Committee acting as an IDC may be a member of the Staffing and Appeals Committee acting as an Appeals Committee or Independent Panel.	
--	--

Officer Employment Procedure Rules

1. Recruitment and Appointment

1.1 Declarations

- (i) The Council will draw up a statement requiring any candidate for appointment as an officer to state in writing the name and job title of any relative, friend or acquaintance employed by Cambridgeshire County Council.
- (ii) No candidate so related to a councillor or an officer will be appointed without the authority of the relevant chief officer or an officer nominated by them.

1.2 Seeking support for appointment

- (i) Subject to paragraph 1.2(iii), the Council will disqualify any applicant who directly or indirectly seeks the support of any councillor for any appointment with the Council. The content of this paragraph will be included in any recruitment information.
- (ii) Subject to paragraph 1.2(iii), no councillor will seek support for any person for any appointment with the Council.
- (iii) Nothing in paragraphs 1.2(i) and 1.2(ii) above will preclude a councillor from giving a written reference for a candidate for submission with an application for appointment.

2. Recruitment of Chief Executive, Executive Directors, and Statutory Roles

2.1 Where the Council proposes to appoint a Chief Executive, executive director, or any other statutory role and it is not proposed that the appointment be made exclusively from among their existing officers, the Staffing and Appeals Committee will:

- (a) Draw up a statement specifying:
 - (i) The duties of the officer concerned;
 - (ii) Any qualifications or qualities to be sought in the person to be appointed;
 - (iii) The terms and conditions; and
 - (iv) The remuneration package.
- (b) Make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it.
- (c) Make arrangements for a copy of the statement mentioned in paragraph 2.1(a) to be sent to any person on request.

3. Appointment of Chief Executive, Monitoring Officer and Section 151 Officer

3.1 The Full Council will approve the appointment of the Chief Executive, Monitoring Officer and Section 151 Officer following the recommendation of such an appointment by the Staffing and Appeals Committee.

3.2 The Full Council may only make or approve the appointment of the Chief Executive, the Monitoring Officer or the Section 151 Officer where no well-founded objection has been made by any member of the Staffing and Appeals Committee.

4. Appointment of Executive Directors and Statutory Roles

4.1 The Staffing and Appeals Committee of the Council will appoint executive directors and statutory roles, excluding the Chief Executive, Monitoring Officer and Section 151 Officer.

4.2 An offer of employment as an executive director or any other statutory role shall only be made subject to satisfactory references and pre-employment checks.

4.3 For the purposes of these Procedure Rules, executive directors are those named in Article 11 of the Constitution. Statutory roles, other than the Chief Executive, Section 151 Officer and Monitoring Officer, include:

(i) Director of Adult Social Services;

(ii) Director of Children's Services;

(iii) Director of Public Health; and

(iv) Chief Education Officer.

4.4 Where a reorganisation affects the structure/numbers of executive directors and/or statutory posts, posts in the new structure will be filled in line with the enabling process agreed at the time. Any competitive interviews will be carried out by the Staffing and Appeals Committee in accordance with the enabling process.

5. Other Appointments

5.1 Officers below executive director level.

The appointment of officers below executive director level (other than the identified statutory roles and assistants to political groups) is the responsibility of the Chief Executive as the Head of Paid Service or their nominee, and may not be made by councillors.

5.2 Assistants to Political Groups

Appointment of an assistant to a political group shall be made in accordance with the wishes of that political group and in line with legislative requirements.

6. Dismissal and Disciplinary Action

- 6.1 In the case of dismissals, the Staffing and Appeals Committee will hear the case against the Chief Executive as Head of Paid Service, Monitoring Officer and Section 151 Officer concerned, and the hearing will be conducted in accordance with the Council's Disciplinary Procedure.
- 6.2 In the following paragraphs:
- (i) "the 2011 Act" means the Localism Act 2011;
 - (ii) "Section 151 Officer", "disciplinary action", "head of the authority's paid service" and "monitoring officer" have the same meaning as in regulation 2 of the Local Authorities (Standing Orders) (England) Regulations 2001;
 - (iii) "independent person" means a person appointed under section 28(7) of the 2011 Act;
 - (iv) "local government elector" means a person registered as a local government elector in the register of electors in the authority's area in accordance with the Representation of the People Acts;
 - (v) "the panel" means a committee appointed by the authority under section 102(4) of the Local Government Act 1972 for the purposes of advising the authority on matters relating to the dismissal of relevant officers of the authority;
 - (vi) "relevant meeting" means a meeting of the authority to consider whether or not to approve a proposal to dismiss a relevant officer; and
 - (vii) "relevant officer" means the Section 151 Officer, head of the authority's paid service or monitoring officer, as the case may be.
- 6.3 A relevant officer may not be dismissed should the authority not comply with the procedure set out in the following paragraphs.
- 6.4 The authority must invite relevant independent persons to be considered for appointment to the panel, with a view to appointing at least two such persons onto the panel.
- 6.5 In paragraph 6.4, "relevant independent persons" means any independent person who has been appointed by the authority or, where there are fewer than two such persons, such independent persons as have been appointed by another authority or authorities as the authority considers appropriate.

- 6.6 Subject to paragraph 6.7, the authority must appoint to the panel such relevant independent persons who have accepted an invitation issued in accordance with paragraph 6.4 in accordance with the following priority order:
- (i) A relevant independent person who has been appointed by the authority and who is a local government elector;
 - (ii) Any other relevant independent person who has been appointed by the authority;
 - (iii) A relevant independent person who has been appointed by another authority or authorities.
- 6.7 An authority is not required to appoint more than two relevant independent persons in accordance with paragraph 6.6 but may do so.
- 6.8 The authority must appoint any panel at least twenty working days before the relevant meeting.
- 6.9 Before the taking of a vote at the relevant meeting on whether or not to approve such a dismissal, the authority must take into account, in particular—
- (i) Any advice, views or recommendations of the panel;
 - (ii) The conclusions of any investigation into the proposed dismissal **considered by the Service Appeals Sub-Committee acting as the Investigating and Disciplinary Committee (IDC)**; and
 - (iii) Any representations from the relevant officer.
- 6.10 Any remuneration, allowances or fees paid by the authority to an independent person appointed to the panel must not exceed the level of remuneration, allowances or fees payable to that independent person in respect of that person's role as independent person under the 2011 Act.

7. Appointment, Dismissal and Management of all other Employees

- 7.1 The appointment, dismissal and management of employees (except the Head of Paid Services, Monitoring Officer and Section 151 Officer) including disciplinary action will be carried out by properly authorised officers of the Council in line with the Recruitment and Selection Policy, other employment policies and procedures agreed by the Council and in compliance with statutory obligations.
- 7.2 Councillors will not be involved in the disciplinary or dismissal of any officer below executive director level except where such involvement is necessary for any investigation or inquiry into alleged misconduct, though the Council's disciplinary, capability and related procedures, as adopted from time to time may allow a right of appeal to members in respect of dismissals.

Appendix 3

Contract Procedure Rules

1. Introduction

- 1.1 These Contract Procedure Rules (Rules) clearly set out the rules that apply to all officers involved in procurement for and on behalf of the Council. The Rules must be read in conjunction with any other relevant laws, regulations, policies and/or procedures including the Council's Financial Procedure Rules, the Officer Scheme of Delegation, English law, the Procurement Guide and the Provider Selection Regime (PSR) Guide.
- 1.2 Officers involved in procurement activities and making procurement decisions must be fully aware and comply with the Rules as they form part of the Council's Constitution.
- 1.3 All procurements must realise value for money through the optimum combination of whole life costs and quality of outcome.
- 1.4 The Rules seek to protect the Council's reputation by minimising the risk of allegations of corruption, dishonesty and failure to meet legal obligations. As these rules are required by law, failure to comply with them could lead to disciplinary action. If in doubt and/or if advice on compliance with legislative requirements is required, this may be obtained from Pathfinder Legal Services and the Procurement and Commercial Team.
- 1.5 The Procurement Guide and the PSR Guide are invaluable sources of operational guidance to support any procurement activity and the correct application of these rules. The Guides can be found on the intranet's procurement page.
- 1.6 Should a conflict be found between these rules, the law and the Procurement/PSR Guides, the order of precedence shall be the law, the Rules and then the Procurement/PSR Guides.
- 1.7 All procurement activities must be carried out in a fair, open, transparent, proportionate and non-discriminatory manner. The Council reserves the right to consider the application of intervening government guidance when making decisions about the application of these rules.
- 1.8 The Rules apply to contracts or agreements with external organisations where the Council pays for:
 - Goods and/or services
 - Works of any kind
 - Hire, rental or lease of equipment, material and/or plant.
- 1.9 The Rules do not apply in the following circumstances:
 - 1.9.1 The purchase or lease of property, land acquisition, interest in land, transaction in land or disposal. This does not extend to any goods, services or works contracts

Appendix 3

that may be required to make the land and/or existing buildings ready for acquisition, disposal or leasing.

- 1.9.2 Broadcasting time or programme provision that are awarded to audiovisual or radio media service providers.
- 1.9.3 Arbitration or conciliation services.
- 1.9.4 For any of the following legal services:
 - 1.9.4.1 Legal representation of a client by a lawyer in an arbitration or conciliation or judicial proceedings before courts, tribunals or public authorities.
 - 1.9.4.2 Legal advice given in preparation for any of the proceedings referred to in 1.9.4.1 or where there is tangible indication and high probability that the matter to which the advice relates will become the subject of such proceedings, provided that the advice is given by a lawyer.
 - 1.9.4.3 document certification and authentication services which must be provided by notaries.
 - 1.9.4.4 legal services provided by trustees or appointed guardians or other legal services the providers of which are designated by a court or tribunal or are designated by law to carry out specific tasks under the supervision of such tribunals or courts.
- 1.9.5 For financial services in connection with the issue, sale, purchase or transfer of securities or other financial instruments or central bank services.
- 1.9.6 For expenditure incurred directly as a result of an insurer led arrangement.
- 1.9.7 Direct employment of permanent or fixed term employees or of interim or agency staff. For the avoidance of doubt, the Rules do apply to consultancy and employment agency contracts and in those circumstances the responsible officer must have regard to the Council's Policies Relating to the Appointment of External Consultants and Interims.
- 1.9.8 The lending or borrowing of money by the Council.
- 1.9.9 Goods, services or works purchased through the ESPO General Catalogue up to a value of £10,000 per transaction and as long as the responsible officer is satisfied that the Catalogue offers value for money. This does not include other ESPO provisions, such as frameworks, for which these CPRs do still apply.
- 1.9.10 When commissioning goods, services or works through collaborative joint procurements, where one of the other contracting authorities is acting as procurement lead, the responsible officer must satisfy themselves that the procurement complies with all relevant applicable laws.

Appendix 3

1.9.11 Any award of grants of money but these must be in accordance with the Constitution and the Council's Grants to External Organisations Policy. Prior advice should be sought from the Pathfinder Legal Services in relation to the governance process for the award of grants and the legal documentation that must be used. Unless the terms of the grant stipulate otherwise, value for money and the Rules should be followed in the award of grants.

1.9.12 Membership/Subscriptions (not applicable to software licensing) : where the Council makes an arrangement to receive goods or services regularly by paying in advance and competition is absent for technical reasons.

1.10 The Monitoring Officer in consultation with the Head of Procurement and Commercial shall have the power to make incidental amendments from time to time to the Rules, for example when updates are required from changes to legislation, changes to job titles and roles.

1.11 Members have a key role to play in providing oversight to the Rules set out below, making key decisions on major projects, considering risks and ensuring that the Council takes best advantage of the public procurement rules. Full details on the role that Members play in procurement activity can be found in the LGA's A Councillor's Guide to Procurement, 2019 edition (local.gov.uk).

2. Exceptions to the Rules

2.1 The Rules apply to every procurement carried out by, or on behalf of, the Council except for those listed below in section 2.7.

2.2 Exceptions will only be valid if the Council's online waiver system is used, and appropriate approval has been sought and gained prior to the contract start date. Retrospective exceptions (waivers) are only permitted where:

- It has been necessary to act urgently because of an unforeseen emergency which involves immediate risk of injury or damage or to prevent serious disruption to services.
- It is necessary for the responsible officer in either adults or children's social care to act immediately to secure care for a vulnerable person.

2.3 Exception requests (waivers) cannot be sought for requirements equal to or above the Council's key decision threshold, nor can they be granted if the contract value is over the relevant UK procurement threshold. Should a waiver valued over the relevant UK procurement threshold be considered, legal advice must be sought as to the applicability of Regulation 32 of the Public Contract Regulations (2015) which in certain circumstances will include urgent requirements. Committee approval will be required for these above threshold exceptions.

2.4 In instances where a repeat exception is requested, the value of the requested exception must be added to the value of any previous exceptions and the appropriate rule/regulation applied.

Appendix 3

- 2.5 Where the total value of the ensuing contract exceeds £5,000, it must be added to the Council's Contract Register to ensure compliance with Local Government Transparency Code 2015.
- 2.6 An award notice is required to be published for all contracts valued over £25,000.
- 2.7 Valid exceptions are:
- 2.7.1 Genuine emergencies: critical preventative or remedial work where there is a real and imminent risk to the life and/or safety of people or property arising from hitherto unforeseen 'catastrophic' events or incidents, for example fire, flood or pandemic.
- 2.7.2 Value for Money: ~~where~~ **for** proprietary or patented goods or services; or **where** the requirement is of such a specialist nature that it can genuinely only be fulfilled by one person or organisation; or ~~the~~ compatibility with existing goods or services is required and/or where those existing goods or services can only be sourced from the same supplier.
- 2.7.34 Urgent Situations not of the Council's Own Making: the urgency must have been reasonably unforeseeable (e.g. an existing supplier going out of business) and genuinely be a case of time is of the essence. Urgency arising from the Council's own making (e.g. lack of planning) shall not justify an exception. Where this exception is used, a compliant ~~procurement~~ process must be implemented as soon as possible.
- ~~2.7.5 Specialist advice or opinion requested by the Council's legal adviser.~~
- 2.7.4 Process delays: where an existing contract is being re-procured and there are delays to that procurement process which means that the new contract cannot start as the existing contract ends, an exception may be requested to extend the current contract to cover the gap between the two contracts. The delays must have been reasonably unforeseeable (e.g. extensions required to standstill), and the exception may be for no longer than six (6) months).**
- 2.7.5 Grant allocations: where the Council has been allocated a grant and there has been no time to procure a supplier during the grant application process or because the grant conditions require spend of the grant in too short a time period. Evidence of the grant application process and the grant conditions will be required in the exception application. If spend of the grant is not required within a 12-month period, this exception may not be used.**
- 2.8 In the case of a breach to these Rules, the Responsible Officer must make an immediate report to the Monitoring Officer and S151 officer detailing the breach and any management action taken to address the issues arising from the breach. Internal Audit will maintain a record of all such breaches which will be reported to the Constitution and Ethics Committee by the Monitoring Officer annually.

Appendix 3

3. Exceptions for Care Placements

- 3.1 Adult social care placements and placements made for children in care or children and young people with an Education, Health and Care Plan (EHCP) are not subject to the Rules but are subject to the requirements set out below. Please note that where the placement's main subject matter is health care, compliance with the PSR is required, refer to Section 4.
- 3.2 Tier 1 Block Contracts: when a supplier is procured with guaranteed service levels and pre-agreed prices, the Council may refer users to over the contract period. The Rules apply to the procurement of block contracts and responsible officers must endeavour to maximise the use of block contracts.
- 3.3 Tier 2 Dynamic Purchasing System (DPS)/Framework Agreements: procured lists of providers with fixed or average rates to which the Council may refer users over the contract period. The Rules apply to the procurement of all DPSs and framework agreements which must be utilised only when the block contracts are unable to meet the required needs.
- 3.4 Tier 3 Spot purchased placements: non procured providers which can only be used when the required needs cannot be met by either a Tier 1 or Tier 2 provider. The relevant budget holder, or commissioning head of service, may award spot contracts if the following criteria are satisfied:
- The requirement is such that only one provider in a reasonable proximity can meet the individual's needs;
 - The requirement is both complex and unique to the individual;
 - There is no accessible Tier 1 or Tier 2 contract available for the individual; and
 - The requirement has been approved in writing by the head of service.

All spot purchased contracts must be recorded on the Council's Contract Register ensuring that data protection requirements are met and confidentiality is maintained.

4. The Provider Selection Regime

- 4.1 The Provider Selection Regime (PSR) applies to the procurement of health care services as defined in Section 275 (1) of the National Health Service Act (2006). For a more detailed definition, please refer to the PSR Guidance document. For the avoidance of doubt, mixed procurements:
- where health care services are the main subject matter of the contract and the Council is of the view that the other goods and services could not reasonably be supplied under a separate contract; and
 - The estimate lifetime value of the health care services is higher than the value of the other components of the contract.

Appendix 3

are in scope of the PSR.

4.2 When procuring health care services, sections 8 to 13 of the Contract Procedure Rules do not apply. For the avoidance of doubt, there is no threshold for the PSR, it applies to contracts of all values.

4.3 The PSR provides for five decision making processes which are summarised below, Responsible Officers should refer to the PSR Guide when making a decision about which process to follow.

4.4 Direct award process A must be used when all the following apply:

- There is an existing provider of the health care services to which the proposed contracting arrangements relate; and
- The responsible officer is satisfied that the health care services to which the proposed contracting arrangements relate are capable of being provided only by the existing provider (or group of providers) due to the nature of the health care services.

This process must not be used to conclude a framework agreement.

4.5 Direct award process B must be used when all the following apply:

- The proposed contracting arrangements relate to health care services in respect of which a patient is offered a choice of provider; and
- The number of providers is not restricted by the Council; and
- The Council will offer contracts to all providers to whom an award can be made because they meet all the requirements in relation to the provision of the health care services to the patients; and
- The Council has arrangements in place to enable providers to express an interest in providing the health care services.

This process must not be used to conclude a framework agreement.

4.6 Direct award process C may be used when all the following apply:

- The Council is not required to use direct award processes A or B; and
- The term of the existing contract is due to expire and the Council proposes a new contract to replace that existing contract at the end of its term; and
- The proposed contracting arrangements are not changing considerably; and the Council is of the view that the existing provider (or group of providers) is satisfying the existing contract and will likely satisfy the proposed contract to a sufficient standard.

This process must not be used to conclude a framework agreement.

4.7 The most suitable provider process may be used when all the following apply:

- The Council is not required to use direct award processes A or B; and
- The Council cannot or does not wish to use direct award process C; and
- The Council is of the view, taking into account likely providers and all relevant information available at the time, that it is likely to be able to identify the most suitable provider without running a competitive process.

The most suitable provider process must not be used to conclude a framework agreement.

4.8 The competitive process must be used when all the following apply:

Appendix 3

- The Council is not required to follow direct award processes A or B; and
- The Council cannot or does not wish to follow direct award process C and cannot or does not wish to follow the most suitable provider process.

This process must be used if the Council wishes to conclude a framework agreement.

- 4.9 When direct award process C, the most suitable provider process or the competitive process are used, the following key criteria must all be used to evaluate the options:
- Quality and innovation
 - Value
 - Integration, collaboration and service sustainability
 - Improving access, reducing health inequalities and facilitating patient choice
 - Social value
- 4.10 When following direct award process C, the most suitable provider process or the competitive process, a standstill period of eight (8) working days must be observed. If a representation is received during the standstill period, the Council will undertake an internal review in compliance with the PSR to determine the merits of the representation.
- 4.11 Responsible officers must keep clear records detailing their decision making processes and rationale. This must be done for all processes. Decision Record Templates are available in the PSR Guide and must be used in all cases.
- 4.12 The Council must monitor its compliance with the PSR and publish a monitoring report annually.
- 4.13 Modifications to existing contracts must comply with the PSR. Modifications which make an existing contract or framework agreement materially different in character are not permitted under the PSR and would require a new PSR process to be undertaken. Further information on contract modifications is available in the PSR Guide.
- 4.14 The PSR does not apply where the council is delegating its functions to an NHS body under a section 75 agreement. Where the council is collaborating with an NHS body under a section 75 agreement and then jointly commissioning services, these services must be arranged using the PSR.
- 4.15 In urgent situations, the Council may make the following decisions without following the steps normally required under PSR:
- Re-award contracts to existing providers
 - Award contracts for new services
 - Award contracts for considerably changed services
 - Make contract modifications.

However, in making these decisions, the following rules apply:

- The length of the contract must be set for only as long as is strictly necessary to address the urgent situation and a full award process must be conducted as soon as possible. If the term of the contract is longer than 12 months, a record must be made justifying the position.

Appendix 3

- Records must be kept of the justifications for the urgency decision made.
- An Urgent Award or an Urgent Modification Notice must be published within 30 days.

5. The Role of the Responsible Officer

- 5.1 The responsible officer will be the officer named in the Procurement Plan or by the director responsible for the budget or, in the absence of the above, the officer responsible for the budget that the expenditure is being made against subject to the delegated authority being adequate.
- 5.2 Responsible officers:
- 5.2.1 Are individually responsible for ensuring that they fully understand and comply with all aspects of the Rules, failure to do so may result in disciplinary action.
- 5.2.2 Must check whether a suitable corporate contract or other publicly available contract/framework agreement is available before seeking to procure another contract. Where such a contract does exist, its use should be considered.
- 5.2.3 Must ensure that they have the correct authorisation to procure and award the contract before proceeding.
- 5.2.4 Add any contract valued at or over £5,000 to the Council's Contract Register to ensure compliance with the Local Government Transparency Code 2015.
- 5.2.5 Must ensure that the contracts for which they are responsible are effectively managed and monitored to ensure they deliver the requirement as intended and to address any performance issues as soon as possible.
- 5.2.6 Must keep a record of all decisions made in connection with the procurement, records should also include minutes from any meetings held.
- 5.2.7 Must consider whether the procurement constitutes a key decision. If it does then the responsible officer must seek approval from the relevant committee before commencing the procurement. If the responsible officer is unsure, advice on what constitutes a key decision should be sought from Democratic Services.
- 5.2.8 Must ensure that a PDF copy of the signed contract is forwarded to the Procurement and Commercial Team for all contracts valued over £100,000.
- 5.3 Supporting information about the role of the responsible officer can be found in the Procurement Guide.

6. Chief Officer Responsibilities

- 6.1 Chief officers must ensure that they and their officers comply with these Rules at all times.
- 6.2 Chief officers must ensure that value for money is achieved in all procurements.

Appendix 3

7. Prevention of Corruption/Declaration of Interests

- 7.1 Where an officer has a potential conflict of interest in a procurement, the officer must declare this immediately to the relevant director. The officer may be required to withdraw from the procurement process. Any officer who fails to declare such a conflict of interest may be subject to disciplinary proceedings and risks being prosecuted under the Bribery Act 2010.
- 7.2 Officers involved in procurement activity must comply with the Council's Code of Conduct and must not offer, promise or give any gift or reward in respect of the award or performance of any contract, unless the contract is financially constructed in such a way to pay the supplier payment by results.
- 7.3 Members involved in procurement activity will at all times act in a manner consistent with their Code of Conduct.

8. Income Generation/Concession Contracts

- 8.1 The responsible officer must seek legal, financial and procurement advice for any contracts which will generate income for the Council, including to determine if the Concession Contract Regulations (2016) apply.

9. Procuring via a Framework Agreement or Dynamic Purchasing System (DPS)

- 9.1 The responsible officer must ensure that there is no corporate contract / framework agreement / DPS available before undertaking an alternative procurement process.
- 9.2 A contract of any value can be procured via a framework agreement or DPS. Compliance with the Rules and relevant national law is achieved through compliance with the framework agreement/DPS terms and conditions. If the proposed call off is valued over £100,000, the Procurement and Commercial must be consulted before the procurement is started.
- 9.3 For the avoidance of doubt, a framework agreement or DPS is considered a compliant procurement route where:
- 9.3.1 It has been entered into by the Council in compliance with the Rules;
- Or
- 9.3.2 Another contracting authority, purchasing consortium or central government has tendered the framework agreement or DPS in compliance with national procurement law and the Council is named as a potential user of the arrangement.
- 9.4 Most framework agreements are available via mini competition or direct award, the responsible officer should always seek to use a competitive process where one is available. Where a direct award is being considered, approval must first be sought from the Procurement and Commercial Team.

Appendix 3

- 9.5 The responsible officer shall carry out due diligence checks at contract award and for the duration of the contract. These checks shall include evidence of fulfilment of any selection criteria and that there are no grounds for exclusion.
- 9.6 Approval for award of a contract must be sought in compliance with the Delegated Authorities Matrix at Appendix 2.
- 9.7 The contract must be signed or sealed in accordance with the Delegated Authorities Matrix at Appendix 2. If the contract is valued over £100,000 a signed PDF copy must be sent to the Procurement and Commercial Team.
- 9.8 Where the call-off contract is valued over £25,000 an award notice is required to be published on Contracts Finder.
- 9.9 Where the Council is using an external framework agreement/DPS and the total value of the contract is £5,000 or over, the responsible officer must add the Contract to the Council's Contract Register to ensure compliance with the Local Government Transparency Code 2015.
10. Procurements up to £5,000 in Total Value
- 10.1 Whilst obtaining value for money remains the primary objective, multiple quotations are not essential.
- 10.2 The responsible officer must first ensure that there is no corporate contract, framework agreement or DPS before procuring goods, services or works.
- 10.3 The responsible officer must raise a purchase order. The terms of the purchase order should suffice for a contract, unless the officer believes the complexity of the purchase requires more bespoke terms from Pathfinder Legal Services. The purchase order must specify clearly what the officer requires from the supplier.
11. Procurements valued over £5,000 but below £25,000
- 11.1 The responsible officer must not seek to procure any goods, services or works if the requirement can be satisfied using an existing corporate contract, framework agreement or DPS.
- 11.2 The responsible officer must seek a minimum of three comparable written quotations. Wherever possible at least two quotations must be from a local provider.
- 11.3 The written quotations must include the following information as a minimum:
- Details of the goods, services or works to be supplied;
 - Where and when the supply is to take place;
 - The total value of the contract; and

 - The terms and conditions to apply to the procurement including price and payment terms.

Appendix 3

- 11.4 Quotations may be submitted by letter, email or via the Council's e procurement system.
- 11.5 The contract award must be approved in accordance with the Delegated Authorities Matrix at Appendix 2.
- 11.6 A purchase order must be raised, the terms of the purchase order should suffice for a contract unless the responsible officer believes the complexity of the purchase requires more bespoke terms from the Pathfinder Legal Services. The purchase order should include the information provided by the winning supplier as detailed in section 10.3 above.
- 11.7 The responsible officer must add the contract to the Council's Contract Register to ensure compliance with Local Government Transparency Code 2015.
12. Procurements valued between £25,000 and £100,000
- 12.1 The responsible officer must not seek to procure any goods, services or works if the requirement can be satisfied using an existing corporate contract, framework agreement or DPS.
- 12.2 The responsible officer must obtain a minimum of three written quotations and whenever possible, at least two of those quotations must be from a local supplier.
- 12.3 The responsible officer must use the formal Request for Quotation documents available on the procurement pages of the intranet unless otherwise agreed with the Procurement and Commercial Team.
- 12.4 The inclusion of social value criteria in the evaluation methodology should be considered in discussion with the Procurement and Commercial Team if necessary.
- 12.5 An advert and award notice must be placed on Contracts Finder by the responsible officer, usually via the Council's e-procurement system.
- 12.6 The evaluation criteria must be established before the advert is published and those same criteria must be used when evaluating the quotations received.
- 12.7 The responsible officer must raise a purchase order and ensure that the Council's standard terms and conditions (located on the procurement pages of the Intranet) are used unless the responsible officer believes that the complexity of the procurement requires the amendment of those terms by Pathfinder Legal Services.
- 12.8 All bidders must be notified of the award decision simultaneously in writing by the responsible officer either via email or the Council's e-procurement system.
- 12.9 If an unsuccessful bidder makes a written request to the Council for a further debrief in relation to the award decision, the responsible officer must provide appropriate information within fifteen calendar days of receipt of the written request. The confidentiality of the quotations received, and the identity of other bidders must be preserved at all times and information about one bidder's response must not be

Appendix 3

disclosed to another bidder. Under no circumstances should the responsible officer provide a verbal debriefing to any bidder.

- 12.10 The responsible officer must add the contract to the Council's Contract Register to ensure compliance with Local Government Transparency Code 2015.
- 12.11 Relevant documentation from the procurement process, particularly the quotations received, evaluation process and the signed contract must be retained by the service so that it can be made available for audit purposes.
- 13. Procurements valued over £100,000**
- 13.1 The responsible officer must not seek to procure any goods, services or works if the requirement can be satisfied using an existing corporate contract, framework agreement or DPS.
- 13.2 The responsible officer must consult with the Procurement and Commercial Team and Pathfinder Legal Services before commencing the procurement.
- 13.3 A Procurement Plan will be developed by the responsible officer and the Procurement and Commercial Team and will be used to ensure that proper authority is granted for the procurement process and if relevant contract award.
- 13.4 The inclusion of social value criteria in the evaluation methodology should be considered in discussion with the Procurement and Commercial Team.
- 13.5 For procurements valued below the relevant UK procurement threshold, an open tender process will be followed. For procurements valued over the relevant UK Procurement Threshold, the Procurement and Commercial Team will provide advice as to the most appropriate process.
- 13.6 The responsible officer will work with the Procurement and Commercial Team to develop all relevant procurement documents and these must include full details of the tender evaluation criteria.
- 13.7 An advert must be placed on Contracts Finder and if the procurement is valued over the relevant UK procurement threshold on Find a Tender Service. These adverts must be placed via the Council's e-procurement system.
- 13.8 The procurement process must be managed electronically via the Council's e-procurement system.
- 13.9 Tenders must be evaluated according to the advertised evaluation criteria. Clarification questions may be asked as long as the response would not have the effect of materially changing the tender received.
- 13.10 The bidder with the highest evaluation score will normally be awarded the contract, if this is not the case further advice must be sought from the Procurement and Commercial Team and Pathfinder Legal Services.

Appendix 3

- 13.11 Authorisation of award must be granted in accordance with the Delegated Authorities Matrix in Appendix 2 before award can take place.
- 13.12 All bidders must be notified of the award decision simultaneously via the Council's e-procurement system whether or not their bid was successful using the template letters available on the procurement pages of the intranet.
- 13.13 Where the procurement is valued over the relevant UK procurement threshold, the notification of award letters will take a specific format to be compliant with Public Contract Regulations (2015) and will include a mandatory standstill period of not less than ten days. Such letters must be drafted by the Procurement and Commercial Team. If during the standstill period, a challenge or request for feedback is received from an unsuccessful bidder, the standstill period must be paused until the matter is successfully resolved. No contract award can take place in the intervening period. The officer in receipt of this communication must immediately contact the Procurement and Commercial Team and Pathfinder Legal Services for advice before any response is made.
- 13.14 The responsible officer must raise a purchase order and ensure that the contract and description in that purchase order are sufficiently clear.
- 13.15 The responsible officer must add the contract to the Council's Contract Register to ensure compliance with Local Government Transparency Code 2015.
- 13.16 Relevant documentation from the procurement process, particularly the tenders received and the evaluation process, must be retained by the service so that it can be made available for audit purposes.
- 13.17 The responsible officer must send a signed PDF copy of the contract to the Procurement and Commercial Team as soon as possible.
- 14. Use of Presentations/Site Visits or Demonstrations**
- 14.1 The responsible officer should not use presentations, site visits or demonstrations in the procurement process except in exceptional circumstances where a clear justification has been agreed with the Procurement and Commercial Team
- 14.2 If used, all bidders must be given the opportunity to engage in these presentations, site visits or demonstrations and the procurement documentation must clearly state what weighting these have.
- 15. Late tenders, Irregular Tenders or Errors in Tenders**
- 15.1 Tenders received after the fixed closing date and time or tenders which are not submitted in accordance with the Rules and any criteria set out in the procurement documentation, will be disqualified unless otherwise agreed by the Monitoring Officer.
- 15.2 Irregular tenders must be reported to the relevant chief officer. The chief officer, in agreement with the Monitoring Officer, may accept the irregular tender if they

Appendix 3

determine that the bidder has gained no unfair advantage from its irregularity. The reasons for such acceptance should be recorded in writing.

- 15.3 The relevant chief officer, with the prior approval of the Monitoring Officer, may permit a bidder to correct an error or omission that, in the opinion of the chief officer, is an obvious one and if they determine that the bidder will gain no unfair advantage from correcting the error. Any such corrections must be recorded.

16. Clarifications and Negotiation

- 16.1 Bidders may seek clarifications throughout the procurement process. Such clarification requests must be recorded in writing and where the response may be of value to all potential bidders, the anonymised response must be circulated to those potential bidders.
- 16.2 Under no circumstances can clarification processes be used as an opportunity to conduct negotiations.
- 16.3 Negotiations are only permitted above the relevant UK procurement threshold and then only in compliance with the Public Contract Regulations (2015). This includes the use of post tender negotiations. If negotiation is being considered, the Procurement and Commercial Team must be contacted as soon as possible.

17. Forming Contracts

- 17.1 All expenditure with external organisations must be confirmed in writing.
- 17.2 Sections 10, 12 and 13 detail the nature of the contract that should be used at each procurement threshold.
- 17.3 All contracts must be approved, signed by an appropriate officer (as detailed in the Delegated Authorities Matrix) or sealed by Pathfinder Legal Services if valued over £500,000 or if deemed necessary for other reasons. **Please note that the use of e sign software is an acceptable method of signature.**
- 17.4 A PDF copy of the signed contract must be forwarded to the Procurement and Commercial Team where the contract value is over £100,000.
- 17.5 All contracts valued over £5,000 must be entered on to the Council's Contract Register by the responsible officer.
- 17.6 Any changes to a contract should also be entered on to the Council's Contract Register by the responsible officer.

18. Bonds, Parent Company Guarantees and Other Sureties

- 18.1 Where a bond or guarantee is required to ensure satisfactory contract performance and/or to protect the Council, the requirement must be notified to bidders in the procurement documentation and must be in place no later than four weeks after contract signature.

Appendix 3

- 18.2 The responsible officer should consult with the Chief Finance Officer and Pathfinder Legal Services as to whether such a bond or guarantee is required where:
- The total value of the contract exceeds £500,000; or
 - It is proposed to make stage or other payments in advance of receiving the whole of the subject matter of the contract; or
 - There is concern about the stability of the supplier no matter what the value.

18.3 The Council must never give a bond or other guarantee.

19. Non-Compliance with the Rules

19.1 If an officer becomes aware of any non-compliance with the Rules which cannot be remedied, they must notify the Monitoring Officer or Chief Finance Officer at the earliest opportunity. The consequences of such non-compliance may lead to suspension or dismissal from the Council.

20. Contract Management

20.1 All contracts valued over £100,000 must have a named contract manager.

20.2 During the life of the contract, the contract manager must monitor the overall performance of the contract in line with the specification, agreed service levels and contract terms.

20.3 In any case where a variation to an existing contract means that the contract value exceeds the relevant UK procurement threshold, or where there is any material change to the contract, the contract must be treated as a new procurement under these rules. The Procurement and Commercial Team should be contacted for further advice in these circumstances.

20.4 Legal advice must be sought before assignments or novations are entered into.

20.5 Contracts may be extended where:

- There is budgetary provision; and
- Value for money can be clearly demonstrated; and
- There is provision in the original contract for such an extension.

20.6 Extensions are not permitted where they are not provided for in the original contract or where such an extension would take the contract value over the relevant UK procurement threshold.

21. Other Matters

21.1 Abnormally Low Bids

21.1.1 Under the Public Contract Regulations (2015) the Council is required to request an explanation of the price or costs proposed in a tender where that price or those costs appear to be abnormally low in relation to the requirement.

Appendix 3

21.1.2 Advice should be sought from the Procurement and Commercial Team during this process to ensure that the legal requirements are adequately complied with.

21.2 UK GDPR

21.2.1 Officers conducting a procurement should ensure that a Data Protection Impact Assessment is conducted prior to the procurement being conducted.

21.2.2 Further advice may be sought from the Procurement and Commercial Team and/or the Data Protection Team before further action is taken.

21.3 Retention of Records

21.3.1 The responsible officer must have due regard to the Council's Retention Policy in all procurement activity and record keeping.

Definitions

Assignment	Transfer of contractual benefit by one party to another.
Award notice	A notice published on Contracts Finder or Find A Tender which provides details of the winning bidder and the final value of the contract. Award notices are required for all procurements valued over £25,000.
Bidder	Any person or organisation who asks for or is invited to submit a quotation or tender.
Call Off	A specific requirement which can be met under the terms of a framework agreement/DPS and which is issued under the terms of the framework agreement/DPS.
Chief Officer	The Council officer as defined in the Constitution.
Collaborative joint procurement	Combining procurements together with likeminded contracting authorities for mutual benefit.
Contract	A legally binding agreement between two or more parties for performing some specified act(s) in exchange for a lawful consideration.
Contract Extension	An extension to the duration of a contract beyond the initial term but not including any alteration to the scope of the contract.
Contract Management	The process for managing contract creation, execution and analysis to maximise operational and financial performance of an organisation all while reducing financial risk.
Contract Manager	The officer responsible for the budget and the management of the contract, including the performance management and ensuring compliance with its terms and conditions.
Contract Register	The register that stores details of the Council's contracts such as duration and expiry dates.
Contract Term	The length of the contract including the initial terms and any extension periods proposed.
Contract Value	The total value over the whole life of the contract including potential extension periods.

Appendix 3

Contract Variation	An alteration to the scope, term or any other part of a contract. The limitations of the Public Contract Regulations should be borne in mind when varying a contract.
Contracting Authority	Has the definition contained with the Public Contract Regulations 2015.
Corporate Contract	A contract that has already been let by the Council.
Council	Cambridgeshire County Council.
Dynamic Purchasing System (DPS)	A completely electronic system of limited duration which is established to purchase commonly used goods, services or works and which is open throughout its duration for the admission of suppliers who satisfy the selection criteria specified.
E-Procurement System	A system that enables the Council and suppliers to conduct the key activities of the procurement lifecycle over the internet.
Exception	Approval given as appropriate to except a procurement or contract from the Rules.
Evaluation	The process of assessing received tenders or quotations against the published criteria to identify the winning bidder.
Framework Agreement	A formal tendered arrangement which sets out the terms and conditions under which specific purchases (call-offs) can be made from the successful bidders in unpredicted quantities at different times throughout the term of the framework agreement.
Goods	Tangible assets including electricity, hardware, software, plant hire etc.
Initial term	The initial period of the contract which may be subsequently extended.
Invitation to Tender	Means the document(s) containing the specification, proposed terms and conditions, and other appropriate information, as issued to bidders to solicit formal tenders.
Irregular Tender	A tender that does not comply with the instructions set out in the Invitation to Tender document.

Appendix 3

Light Touch Regime	Refers to those social and other specific services covered by Part 2: Chapter 3 – Section 7 and the CPV codes detailed in Schedule 3 of the Public Contract Regulations (2015).
Local	Areas covered by the Business Board of the Cambridgeshire and Peterborough Combined Authority. An organisation which is not local in its address but that can help the local area may be included in this definition.
Members	Democratically elected representatives that represent the interests of the people of Cambridgeshire at a local, regional and national level.
Monitoring Officer	The officer appointed by the Council under Section 5 of the Local Government and Housing Act 1989.
Novation	The substitution of a new contract for one already existing. The new contract may be between the new parties or may involve the introduction of a new party. A novation also takes place when the original parties continue their obligation to one another but a new agreement is substituted for an existing one.
Officer	An employee of the Council.
Open tender	A one stage tender process whereby all bidders are invited to bid in response to an advertisement.
Pathfinder Legal Services	The Council's legal advisors.
Publicly Available Contract	A contract that has been let by another Contracting Authority or a public purchasing consortium and which is available for use by the Council. The Council must have been named specifically or generally within the procurement documentation in order to enable access.
Quotation	An offer to sell goods, services or works at a stated price under specified conditions.
Responsible Officer	The officer responsible for the procurement and the budget under which the contract is being let.
Services Contract	Means public contracts which have as their object the provision of services other than those referred to in the works definition.

Appendix 3

Specification	An exact statement of the particular need to be satisfied or essential characteristics that the Council requires and which a bidder must deliver.
Tender	A formal offer from a bidder which is capable of being accepted by the Council and which is submitted in response to an Invitation to Tender. It shall include all documents comprising the submission including pricing, technical specifications and method statements as well as information about the bidder.
UK GDPR	The UK General Data Protection Regulation which consists of the EU General Data Protection Regulation as incorporated into the law of England and Wales, Scotland and Northern Ireland by virtue of Section 3 of the European Union (withdrawal) Act 2018 and amended by Schedule 1 to the Data Protection, Privacy and Electronic Communications (Amendments etc) (EU Exit) Regulations 2019.
UK Procurement Threshold	The contract value at which the Public Contract Regulations (2015) must be applied. See Appendix 3 for further information.
Value for Money	Not necessarily the lowest price, it combines goods, services or works that fully meet the needs with the level of quality required, delivered at the time needed and at an appropriate price.
Waiver	A means of seeking an exception from one or more of these CPRs.

Delegated Authorities Matrix

Procurement Stage	Budget support	Budget manager (Project Manager for Capital)	Head of Service	Service Director / Asst Director	Exec Director	Joint Commissioning Board (JCB)	Committee	Central Procurement Team
		Tier 4	Tier 3	Tier 2	Tier 1			
Procurement Plan approval ¹	N/A	N/A	N/A	N/A	N/A	Over £100,000	Inc. to approve start	£100,000 - £500,000 Senior Category Manager Over £500,000 Head of Procurement
'Start procurement' approval ²	N/A	Up to £200,000	Up to £500,000	Up to £500,000	Up to £500,000	Over £25,000 for P&C	Over £500,000 key decision	N/A

¹ Procurement Plans that relate to People and Communities must be approved by the JCB, Plans that are for joint procurements by PCC and CCC must be approved by Heads of Procurement at PCC and CCC. All other Plans should be approved by the relevant Chief Officer or their named delegate.

² Procurements that are not valued over £500,000 but still are related to Key Decisions need to be approved by the appropriate Committee. Start procurement means publish advert, documents may start to be prepared before approval is granted.

Appendix 3

Procurement Stage	Budget support	Budget manager (Project Manager for Capital)	Head of Service	Service Director / Asst Director	Exec Director	Joint Commissioning Board (JCB)	Committee	Central Procurement Team
		Tier 4	Tier 3	Tier 2	Tier 1			
Contract award approval ³	N/A	Up to £200,000	Up to £500,000	Up to £500,000	Up to £500,000	N/A	Over £500,000 unless delegated	N/A
Sign or seal contract ⁴	N/A	Up to £200,000	Up to £500,000	Up to £500,000	Up to £500,000	N/A	N/A	N/A
Official order ⁵	Up to £5,000	Up to £200,000	Up to £500,000	Up to £1m	Unlimited	N/A	N/A	N/A
Enhanced order for specific business areas ⁶	Up to £5,000	Up to £1m	Up to £5m	Up to £1m	Unlimited	N/A	N/A	N/A

³ Approval to award of contracts valued over £100,000 will require an Award Report to be prepared by the Responsible Officer and the Procurement Officer.

⁴ Contracts can be signed up to £500,000 unless the Monitoring Officer requires them to be sealed. Contracts over £500,000 should be sealed by Pathfinder Legal Services.

⁵ Approval of orders (in ERP Gold) are subject to prior thresholds being authorised, e.g. over £500,000 a Committee Report must have been approved

⁶ Approval of orders (in ERP Gold) are subject to prior thresholds being authorised, e.g. over £500,000 a Committee Report must have been approved

Appendix 3

Appendix 3

UK Procurement Thresholds

These thresholds are effective from 1st January 2024 and are inclusive of VAT.

Works threshold: £5,372,609

Services threshold: £214,904

Light Touch Regime threshold: £663,540

Concessions threshold: £5,372,609

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

Committee	Chair	Vice-chair
Strategy, Resources and Performance	Councillor Lucy Nethsingha	Councillor Elisa Meschini
Adults and Health	Councillor Richard Howitt	Councillor Susan van de Ven
Assets and Procurement	Councillor Ros Hathorn	Councillor Cathie Rae
Children and Young People	Councillor Bryony Goodliffe	Councillor Michael Atkins
Communities, Social Mobility, and Inclusion	Councillor Tom Sanderson	Councillor Alex Bulat
Environment and Green Investment	Councillor Lorna Dupré	Councillor Nick Gay
Highways and Transport	Councillor Alex Beckett	Councillor Neil Shailer

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

Cambridgeshire County Council

Appointments to Outside Bodies: County Council Appointments

Name of Outside Body	Meetings per Annum	Reps Appointed	Representative(s)	Guidance Classification	Contact Details
Cambridgeshire and Peterborough Fire Authority	3	13	<ol style="list-style-type: none"> 1. Councillor Simon Bywater (C) 2. Councillor Ian Gardener (C) 3. Councillor John Gowing (C) 4. Councillor Kevin Reynolds (C) 5. Councillor Mandy Smith (C) 6. Councillor Doug Dew (LD) 7. Councillor Ros Hathorn (LD) 8. Councillor Sebastian Kindersley (LD) 9. Councillor Edna Murphy (LD) 10. Councillor Philippa Slatter (LD) 11. Councillor Bryony Goodliffe (L) 12. Councillor Catherine Rae (L) 13. Councillor Simone Taylor (Ind) 	Other Public Body	Dawn Cave Democratic Services dawn.cave@cambridgeshire.gov.uk
Cambridgeshire Police and Crime Panel The role of the panel is to scrutinise the Police and Crime Commissioner.	7	3	<ol style="list-style-type: none"> 1. Councillor Anna Bradnam (LD) 2. Councillor Vacancy (LD) 3. Councillor John Gowing (C) Substitutes <ol style="list-style-type: none"> 1. Councillor Mark Goldsack (C) 2. Councillor Vacancy (LD) 3. Councillor Graham Wilson (LD) <p><i>Proportionality advised by Peterborough City Council</i></p>	Other Public Body representative	Philippa Rose philippa.rose@peterborough.gov.uk

Name of Outside Body	Meetings per Annum	Reps Appointed	Representative(s)	Guidance Classification	Contact Details
County Councils' Network Council	3-4	4	<ol style="list-style-type: none"> 1. Councillor Steve Count (C) 2. Councillor Elisa Meschini (L) 3. Councillor Lucy Nethsingha (LD) 4. Councillor Tom Sanderson (Ind) 	Unincorporated Association	Simon Edwards Local Government House, Smith Square, London, SW1P 3HZ
East of England Local Government Association	1 minimum	1	Leader of the Council – Councillor Lucy Nethsingha (LD)	Unincorporated Association	Lucy Ashwell West Suffolk House Western Way Bury St Edmunds IP33 3YU
Greater Cambridge Partnership Executive Board	Quarterly	1	Councillor Elisa Meschini (L) (Substitute – Councillor Alex Beckett (LD))	Other Public Body	Wilma Wilkie Greater Cambridge Partnership wilma.wilkie@cambridgeshire.gov.uk

Name of Outside Body	Meetings per Annum	Reps Appointed	Representative(s)	Guidance Classification	Contact Details
Greater Cambridge Partnership Joint Assembly	Quarterly	3	<p><i>Political proportionality of Cambridgeshire County Council seats on the Assembly shall reflect that amongst the Council's elected members for the divisions within South Cambridgeshire District Council and Cambridge City Council administrative boundaries and that the representatives shall be appointed on the nomination of the relevant Group Leaders</i></p> <p>Currently:</p> <ol style="list-style-type: none"> 1. Councillor Claire Daunton (LD) 2. Councillor Neil Shailer (L) 3. Councillor Graham Wilson (LD) 	Other Public Body	<p>Wilma Wilkie</p> <p>Greater Cambridge Partnership</p> <p>Wilma.Wilkie@cambridgeshire.gov.uk</p>
<p>Local Government Association</p> <p>National representative body of all Local Authorities</p>	3-4	4	<ol style="list-style-type: none"> 1. Councillor Steve Count (C) 2. Councillor Elisa Meschini (L) 3. Councillor Lucy Nethsingha (LD) 4. Councillor Tom Sanderson (Ind) 	Unincorporated Association	<p>Fatima de Abreu</p> <p>Member Services Assistant</p> <p>Local Government Association</p>

As at 21 May 2024

Cambridgeshire and Peterborough Combined Authority - Membership and other appointments

Meeting: Council

Date: 21st May 2024

From: Chief Executive

Purpose: To request the Council make appointments to the Cambridgeshire and Peterborough Combined Authority for the municipal year 2024/2025.

Recommendations: Full Council is asked to make the following appointments to the Cambridgeshire and Peterborough Combined Authority for the municipal year 2024/25:

- (a) appoint the Leader of Council to act as the Council's appointee to the Combined Authority and the Deputy Leader as the substitute member;
- (b) nominate two members (Councillor Mark Goldsack from the Conservative party and Councillor Anna Bradnam from the Liberal Democrat party) to the Overview and Scrutiny Committee, and two substitute members from the same political parties as those appointed (Councillors Steve Count and Michael Atkins respectively); and
- (c) nominate one member from the Liberal Democrat party – Councillor Graham Wilson to the Audit and Governance Committee and Councillor Alison Whelan as a substitute member from the same political party.

Officer contact:

Name: Michelle Rowe

Post: Democratic Services Manager

Email: michelle.rowe@cambridgeshire.gov.uk

1.0 Background

- 1.1 In accordance with the Cambridgeshire and Peterborough Combined Authority Order 2017, each Constituent Council must appoint one of its elected members and a substitute member to the Combined Authority. Each Council made these appointments at its respective Council meeting in May 2017 for the 2017/18 municipal year and is requested to do so for each subsequent municipal year. The Council is now asked to appoint members and substitute members for the municipal year 2024/25.

Non-Executive Committees

- 1.2 The Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2016 requires the Combined Authority to establish an Overview and Scrutiny Committee and an Audit Committee. The Order sets out the rules for membership. The membership of the Overview and Scrutiny and the Audit Committees as a whole should reflect so far as reasonably practicable the balance of political parties of the constituent councils when taken together. The balance is based on membership of political parties, not political groups, on constituent councils across Cambridgeshire and Peterborough.
- 1.3 On 2 May 2024, there were local elections for Cambridge City Council and Peterborough City Council. The Combined Authority has reviewed the political balance on constituent councils and has requested constituent councils to make the following appointments to these committees.

Overview and Scrutiny Committee

- 1.4 The Combined Authority agreed that to ensure an equitable representation across each constituent authority, two members from each council should be appointed to the Overview and Scrutiny Committee representing a total membership of fourteen members.
- 1.5 The implications of applying political proportionality to a fourteen member Overview and Scrutiny Committee are detailed in Appendix 1.
- 1.6 The Council is required to nominate two members (one from the Conservative party and one from the Liberal Democrat party) to the Overview and Scrutiny Committee for the municipal year 2024/25 based on the political balance set out in Appendix 1.

Audit and Governance Committee

- 1.7 The Combined Authority agreed to establish an Audit and Governance Committee consisting of seven constituent members: one member from each constituent council.
- 1.8 The implications of applying political proportionality to a seven member Audit and Governance Committee are detailed in Appendix 2. The Council is required to nominate one member from the Liberal Democrat Party to sit on the Audit and Governance Committee for the municipal year 2024/25 based on the political balance set out in Appendix 2.

Substitute members

- 1.9 The Combined Authority has agreed that substitute members should be appointed for each position on the Audit and Governance Committee and the Overview and Scrutiny Committee. Any substitute members should come from the same party as the Member they are substituting for to maintain political balance.
- 1.10 For the Overview and Scrutiny Committee, if constituent councils have appointed members from the same political parties, those Councils might only wish to appoint one substitute rather than two. The quorum set down in legislation is two thirds of the total membership. Therefore, it is preferable to appoint two members in case both members are absent from a meeting and need to substitute.

Conclusion

- 1.11 All appointments and nominations made by constituent councils will be reported to the Combined Authority's annual meeting on 5 June 2024.
- 1.12 The political balance calculations in the Appendices are based on up to date statistics given by constituent councils and take account of the outcome of the local elections that took place on the 2 May 2024. However, there may be last minute changes in the lead up to constituent councils' annual meetings and Combined Authority's annual meeting on 5 June 2024.
- 1.13 If there are consequential changes to the overall political balance, the Combined Authority may need to review the membership and the allocation of seats to political parties on the above committees. The Monitoring Officer will advise constituent councils if any subsequent changes have been necessary, and whether any changes need to be made to their nominations.

2.0 Financial Implications/ Quality Impact Assessment

- 2.1 In accordance with the Cambridgeshire and Peterborough Combined Authority Order 2017, no remuneration is to be payable by the Combined Authority to its members.

3.0 Legal Implications

- 3.1 These are set out in the report. The Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2016 requires a combined authority to ensure that the members of the committee taken as a whole reflect so far as reasonably practicable the balance of political parties for the time being prevailing among members of the constituent councils when taken together.

4.0 Appendices

- 4.1 Appendix 1 – Overview and Scrutiny Committee political balance calculations.
- 4.2 Appendix 2 – Audit and Governance Committee political balance calculations.

4.3 Accessible versions of the appendices are available on request from Democratic.Services@cambridgeshirepeterborough-ca.gov.uk

5.0 Background Documents

5.1 [Annual Council meetings since May 2017](#)

**Overview and Scrutiny Committee of 14
POLITICAL BALANCE ACROSS THE COUNTY as at 3 May 2024**

	Total	Vacancy	Conservative	Labour	Liberal Democrats	Independent	Green	St. Neots Independent	Peterborough First	Total (exc. Ind)	Entitlement
CAMBRIDGESHIRE	2		22	9	23	6		1		55	1 Con; 1 Lib Dem
CAMBRIDGE CITY	2		1	25	10	1	5			41	2 Lab
EAST CAMBS.	2		15		13					28	1 Con; 1 Lib Dem
FENLAND	2		35		2	6				37	2 Con
HUNTINGDONSHIRE	2		20	4	12	15	1			37	1 Con; 1 Lib Dem
PETERBOROUGH	2		11	19	8	4	4		14	56	1 Lab; 1 Peterborough First
SOUTH CAMBS.	2		9		35	1				44	2 Lib Dem
TOTAL	14	0	113	57	103	33	10	1	14	298	
POLITICAL BALANCE %			37.92	19.13	34.56		3.36	0.34	4.70		
Seat allocation			5	3	5	0	0	0	1	14	
Committee seat allocation	14		5.30872	2.6779	4.8389	0	0.4698	0.047	0.6577		

Audit and Governance Committee of Seven
POLITICAL BALANCE ACROSS THE COUNTY as at 3 May 2024

	Total	Vacancy	Conservative	Labour	Liberal Democrats	Independent	Green	St. Neots Independent	Peterborough First	Total (exc. Ind)	Entitlement
CAMBRIDGESHIRE	1		22	9	23	6		1		55	1 Liberal Democrat
CAMBRIDGE CITY	1		1	25	10	1	5			41	1 Labour
EAST CAMBS.	1		15		13					28	1 Conservative
FENLAND	1		35		2	6				37	1 Conservative
HUNTINGDONSHIRE	1		20	4	12	15	1			37	1 Conservative
PETERBOROUGH	1		11	19	8	4	4		14	56	1 Liberal Democrat
SOUTH CAMBS.	1		9		35	1				44	1 Liberal Democrat
TOTAL	7	0	113	57	103	33	10	1	14	298	
POLITICAL BALANCE %			37.92	19.13	34.56		3.36	0.34	4.70		
Seat allocation			3	1	2	0	0	0	0	7	
Committee seat allocation	7		2.6544	1.3389	2.4195	0	0.2349	0.02349	0.32886		



Agenda Item No.16(a)

Reports from Constituent Council Representatives on the Combined Authority

The following meetings have taken place in March 2024

Skills and Employment Committee, 4 March 2024

Councillor Lucy Nethsingha

Decision Summary Link: [Skills and Employment Committee \(March\)](#)

Business Board, 4 March 2024

Decision Summary Link: [Business Board \(March\)](#)

Audit and Governance Committee, 8 March 2024

Councillor Graham Wilson

Decision Summary Link: [Audit and Governance Committee \(March\)](#)

Human Resources Committee, 8 March 2024

Councillor Lucy Nethsingha

Decision Summary Link: [Human Resources \(8 March\)](#)

Environment and Sustainable Communities Committee, 11 March 2024

Councillor Lorna Dupré

Decision Summary Link: [Environment and Sustainable Communities Committee \(March\)](#)

Human Resources Committee, 13 March 2024

Councillor Lucy Nethsingha

Decision Summary Link: [Human Resources Committee \(13 March\)](#)

Transport and Infrastructure Committee, 13 March 2024

Councillor Neil Shailer

Decision Summary Link: [Transport and Infrastructure Committee \(March\)](#)

Human Resources Committee, 14 March 2024

Councillor Lucy Nethsingha

Decision Summary Link: [Human Resources Committee \(14 March\)](#)

Overview and Scrutiny Committee, 18 March 2024

Councillors Anna Bradnam and Mark Goldsack

Decision Summary Link: [Overview and Scrutiny Committee \(March\)](#)

Combined Authority Board, 20 March 2024

Councillor Lucy Nethsingha

Decision Summary Link: [Combined Authority Board \(March\)](#)