

# COMMUNITIES AND PARTNERSHIP COMMITTEE



**Thursday, 02 July 2020**

**Democratic and Members' Services**

Fiona McMillan  
Monitoring Officer

**10:00**

Shire Hall  
Castle Hill  
Cambridge  
CB3 0AP

## **COVID-19**

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

## **AGENDA**

**Open to Public and Press**

### **CONSTITUTIONAL MATTERS**

**1 Apologies for absence and declarations of interest**

*Guidance on declaring interests is available at*  
<http://tinyurl.com/ccs-conduct-code>

**2a Minutes of the Meeting Held on 18th June 2020**

View minutes here: [Minutes - 18th June 2020](#)

**2b Communities and Partnership Committee Minutes Action Log 3 - 6**

**3 Petitions and Public Questions**

### **DECISIONS**

<b>4</b>	<b>Cambridgeshire County Council's Response to Covid-19</b> Report to follow	
<b>5</b>	<b>Voluntary and Community Sector - Infrastructure Support Agreement</b>	<b>7 - 12</b>
<b>6</b>	<b>Reopening Library and Archives Services</b>	<b>13 - 20</b>
<b>7</b>	<b>Innovate and Cultivate Fund - Endorsement of Recommendations (July 2020)</b> Report to follow	
<b>8</b>	<b>Communities Capital Fund - Endorsement of Recommendations (July 2020)</b>	<b>21 - 26</b>
<b>9</b>	<b>Community Champions Oral Updates</b>	
<b>10</b>	<b>Communities and Partnership Committee Agenda Plan</b>	<b>27 - 32</b>

The Communities and Partnership Committee comprises the following members:

Councillor Steve Criswell (Chairman) Councillor Lina Nieto (Vice-Chairwoman)

Councillor Barbara Ashwood Councillor Henry Batchelor Councillor Adela Costello Councillor Lis Every Councillor Janet French Councillor Elisa Meschini Councillor Mandy Smith and Councillor Amanda Taylor

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

Clerk Name: Nick Mills

Clerk Telephone: 01223 699763

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

**COMMUNITIES AND  
PARTNERSHIP COMMITTEE****Minutes Action Log****Agenda Item No: 2b**

This is the updated minutes action log as of 24th June and captures the actions arising from the most recent Communities and Partnership Committee meetings and updates Members on the progress of compliance in delivering the necessary actions.

Minute No.	Report Title	Action to be taken by	Action	Comments	Status
<b><u>ACTIONS FROM MINUTES OF THE COMMITTEE MEETING HELD ON 12TH MARCH 2020</u></b>					
245.	<b>JOINT HEALTH AND WELLBEING STRATEGY CONSULTATION</b>	<b>Liz Robin</b>	Members observed that the list of committees/boards that would host presentations or workshops on the Joint Health and Wellbeing Strategy (section 2.9 of the report) did not include information on when and where they would be held.  <b>Action: The Director of Public Health agreed to provide Members with the information.</b>	The consultation on the Joint Health & Wellbeing Strategy was placed on "pause" during the latter half of March due to the current situation around the COVID-19 outbreak. When the consultation resumes, a full list of committees/ boards, with dates of meetings, will be provided to the Committee.	<b>ACTION ONGOING</b>
249.	<b>DOMESTIC ABUSE AND SEXUAL ABUSE SERVICE REVIEW AND WHITE RIBBON CAMPAIGN</b>	<b>Julia Cullum</b>	One Member suggested that the Council could sign up to the Employers' Initiative on Domestic Abuse (EIDA).  <b>Action: The Domestic Abuse and Sexual Violence Partnership Manager undertook to investigate the possibility.</b>	This has been raised with Human Resources and will be followed up when COVID-19 restrictions are lifted.	<b>ACTION ONGOING</b>

**ACTIONS FROM MINUTES OF THE COMMITTEE MEETING HELD ON 22ND APRIL 2020**

<b>260.</b>	<b>CAMBRIDGESHIRE COUNTY COUNCIL'S RESPONSE TO COVID- 19</b>	<b>Adrian Chapman</b>	<p>It was suggested that town and village response coordinators could be connected to the County Council through the respective local Members.</p> <p><b>Action: The Service Director of Communities and Partnerships agreed that such networking should be organised.</b></p>	<p>The contact and other details of all the mutual aid and local support arrangements that have been set up during the pandemic continue to be captured and published via the Cambridgeshire Directory. Additionally, work has begun on the next phase of our Think Communities approach, which will seek to sustain as many of the positive features as possible of our current ways of working; a full report on this work will come to Committee in the coming months.</p>	<b>ACTION ONGOING</b>
-------------	--------------------------------------------------------------------------	---------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------

**ACTIONS FROM MINUTES OF THE COMMITTEE MEETING HELD ON 20TH MAY 2020**

<b>268.</b>	<b>CAMBRIDGESHIRE COUNTY COUNCIL'S RESPONSE TO COVID- 19</b>	<b>Adrian Chapman</b>	<p>Members requested an update on when citizenship ceremonies were expected to be resumed.</p> <p><b>Action: The Service Director of Communities and Partnerships undertook to provide an update.</b></p>	<p>On 23 June, the Government announced that wedding ceremonies could recommence from 4 July, with a maximum of 30 guests and providing that social distancing guidance was followed. At time of writing, we are awaiting the detailed guidance behind this announcement, including to determine the effects this will have on our Registration service. Also at time of writing, there remains no further update to the status of citizenship ceremonies.</p>	<b>ACTION COMPLETE</b>
-------------	--------------------------------------------------------------------------	---------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------

**ACTIONS FROM MINUTES OF THE COMMITTEE MEETING HELD ON 18TH JUNE 2020**

275.	<b>CAMBRIDGESHIRE COUNTY COUNCIL'S RESPONSE TO COVID- 19</b>	<b>Adrian Chapman</b>	<p>Members sought clarification on how residents were being protected against scams via the Test and Trace program.</p> <p><b>Action: while responding, the Service Director of Communities and Partnerships undertook to ensure that more overt information was provided as part of the Council's communications.</b></p>	<p>Public advice to protect people from scammers states that the NHS Test and Trace service will only be contacting people by phone, text message or email. Texts will come from 'NHStracing' which is a protected sender ID. Calls will come from 0300 013 5000, albeit there is still a risk of this number being spoofed. Ofcom advises that contact tracers will never:</p> <ul style="list-style-type: none"> <li>• ask you to dial a premium rate number (for example, those starting 09 or 087);</li> <li>• ask you to make any form of payment;</li> <li>• ask for any details about your bank account;</li> <li>• ask for your social media identities or login details, or those of your contacts;</li> <li>• ask you for any passwords or PINs, or ask you to set up any passwords or PINs over the phone;</li> <li>• ask you to purchase a product – including a test;</li> <li>• ask you to download any software to your device or ask you to hand over control of your PC, smartphone or tablet; or</li> <li>• ask you to access any website that does not belong to the Government or NHS.</li> </ul>	<b>ACTION COMPLETE</b>
------	--------------------------------------------------------------------------	---------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------

				<p>They go on to advise that if someone receives a call from somebody claiming to be from the NHS, and they ask them to do any of these things, they should hang up and report the call to Action Fraud, by calling 0300 123 2040 or by visiting its web site at <a href="http://www.actionfraud.police.uk">www.actionfraud.police.uk</a></p> <p>We will ensure that we share these key messages with our residents, and via our Against Scams Partnership partners.</p>	
		<b>Rob Hill</b>	<p>Expressed concerns over the level of support available for victims of hate crime, domestic abuse and sexual violence and sought further reassurances that sufficient provisions were in place.</p> <p><b>Action: the Assistant Director of Community Safety and Youth Services agreed to:</b></p> <ul style="list-style-type: none"> <li><b>(i) Request reassurance from the Domestic Abuse Partnership regarding the support available; and</b></li> <li><b>(ii) Seek an update from the county hate crime group on hate crime reporting and partnership provision for victims.</b></li> </ul>	<p>Information is being collated and will be reported back to the Committee in a briefing note, as requested by the Chairman.</p>	<b>ACTION ONGOING</b>

**VOLUNTARY AND COMMUNITY SECTOR – INFRASTRUCTURE SUPPORT AGREEMENT**

**To:** Communities and Partnership Committee

**Meeting Date:** 2 July 2020

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

**Electoral division(s):** All

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

**Outcome:** To consider an update on the re-commissioning and procurement of voluntary and community sector infrastructure support services across Cambridgeshire.

**This service will be key to delivering the aspirations of ‘Think Communities’.**

**Recommendation:** The Committee is asked to:

**Note the requirement for and endorse an extension to the current grant agreement with Support Cambridgeshire, to allow for adherence to procurement regulations, as described in section 2.3 and 2.4 of the report.**

<b>Officer contact:</b>		<b>Member contact:</b>	
Name:	Elaine Matthews / Helen Andrews	Name:	<b>Cllr Steve Criswell</b>
Post:	Think Communities Manager / Commissioner	Post:	Chairman
Email:	Elaine.Matthews@cambridgeshire.gov.uk / Helen.Andrews@cambridgeshire.gov.uk	Email:	Steve.Criswell@cambridgeshire.gov.uk
Tel:	01223 706385 / 01223 702857	Tel:	01223 706385

## **1. BACKGROUND**

- 1.1 The investment the council makes to support voluntary and community infrastructure support services to frontline voluntary and community organisations sends a strong signal to the voluntary and community sector about their value and contribution to our communities, as well as informing, influencing and inspiring future practice and policy.
- 1.2 In October 2019, Communities and Partnership Committee approved the proposed approach to tender for voluntary and community sector infrastructure support services jointly with Peterborough City Council (PCC). On 24 November 2019 Committee endorsed an extension to the current grant agreement with Support Cambridgeshire, the current provider of this service within Cambridgeshire, up to 31 March 2021 to allow for adherence to procurement regulations.
- 1.3 Procurement activities with stakeholders and providers undertaken prior to March 2020 have provided further intelligence and insight and have contributed to the development of intended outcomes and the service specification for this service. More recently, the response of the voluntary and community sector and the infrastructure support organisations during the pandemic will help shape our thinking for future commissioning of this service and will significantly contribute to the recovery phase, building further resilience within our communities and therefore cost avoidance in the future by supporting residents who do not have local support networks in place to meet their basic needs.
- 1.4 The newly-commissioned service will be a key enabler in our delivery of the Think Communities approach.

## **2. MAIN ISSUES**

- 2.1 Committee have previously approved a joint commission which will allow funding from the council, PCC and the Clinical Commissioning Group (CCG) to be combined into one tender process. The intention stated in November 2019 was to have three contracts or 'lots' which share a common specification but be specific to geographical areas for delivery, or for the third lot, specific to CCG requirements:
  1. One lot for provision of services across Peterborough, Fenland and Huntingdonshire
  2. The second lot for provision of services across Cambridge, South Cambridgeshire and East Cambridgeshire
  3. The third lot to be across both Cambridgeshire and Peterborough, with CCG specifying their requirements
- 2.2 As a result of the global pandemic, we have seen an unprecedented response from our residents who wish to volunteer their support and increased engagement with the voluntary and community sector. We have also experienced households who have had to turn to Government and the council for support to get food, medicines and other support needs met during this time.
- 2.3 The coronavirus emergency meant that the council deployed resources into urgent and extraordinary ways to minimise the risks and support our residents and communities. As a result procurement processes and the tender process for infrastructure support services was paused whilst our COVID-19 response, business continuity arrangements and now recovery planning were all put in place.



- 2.4 The tender process now needs to restart but with an extension to the timeline as we are unable to complete the procurement regulation timescales and award a contract on the 1<sup>st</sup> April 2021. We are therefore requesting a 6 month extension to the current contract. This means Committee are asked to approve an additional 6 month exemptions waiver and extension to the Support Cambridgeshire contract. The new contract will therefore start on 1<sup>st</sup> October 2021. The total value of this exemption waiver (which includes the previous exemption agreed by committee last November for £73,560 and this one, £63,000) is £136,560.

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

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

- The VCS supports people to have a good quality of life in a range of ways. There is evidence that community participation supports the adoption of a healthy lifestyle and builds engagement in health and wellbeing improving initiatives.
- VCS infrastructure support in building VCS capacity and to support communities that are safe, and good places to live, is a cornerstone of our early help and preventative strategies for vulnerable people.

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

- The VCS employs a significant number of people and contributes positively to the local economy.
- This affords opportunities for individuals and communities to develop skills through participating in their community which will help them within the workplace and build resilience to undertake initiatives that improve and enable independence, health and well-being.

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

- The support of the VCS makes a real difference to the lives of children and families, providing opportunities for the whole population to succeed and to enable improved outcomes.

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

- A positive impact as people will be enabled to access services more locally as well as reducing demand on services which currently have a higher carbon footprint.

### **4. SIGNIFICANT IMPLICATIONS**

#### **4.1 Resource Implications**

- The report above sets out details of significant implications in Section 2.

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

- The report above sets out details of significant implications above.
- Procurement services are involved throughout this process to ensure compliance.

- UK law insists that a contract this size goes to open market when the existing contract expires.

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

- Legal services are involved in drawing up the contract terms and conditions, Memorandum of understanding and Delegated Partnership Agreements between Councils and CCG.

#### **4.4 Equality and Diversity Implications**

- Evidence indicates that some services delivered by local people within local communities can be more successful than statutory services at reaching people who may need support.
- Building a strong VCS to help people help each other should therefore support more equal and diverse accessible provision locally.
- Some of our services will become increasingly more localised, so that we can meet local and individual need within each specific community context

#### **4.5 Engagement and Communications Implications**

- Engagement and consultation activities have taken place with a variety of stakeholders across Cambridgeshire and Peterborough including the VCS. The VCS have had a key role in deciding on the support required through the VCS Infrastructure support contract.

#### **4.6 Localism and Local Member Involvement**

- The role of Members helps in contributing towards the success of a thriving local VCS. Members can connect local groups to this support.

#### **4.7 Public Health Implications**

- A thriving VCS supports individuals and communities to take responsibility for their own physical and mental health. It can engage them in taking steps to adopt a healthy lifestyle and other health improving activities.
- Building community resilience and VCS infrastructure will impact on many of the needs identified in different Joint Strategic Needs Assessments (JSNAs), including the following:
  - Long term conditions
  - New communities
  - Homelessness and at risk of homelessness
  - Vulnerable children and adults
  - Carers
  - Older peoples' mental health
  - Substance Misuse
  - Unhealthy lifestyles

<b>Implications</b>	<b>Officer Clearance</b>
<b>Have the resource implications been cleared by Finance?</b>	Yes Name of Financial Officer: Martin Wade
<b>Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the LGSS Head of Procurement?</b>	Yes Name of Officer: Gus de Silva
<b>Has the impact on statutory, legal and risk implications been cleared by the Council's Monitoring Officer?</b>	Yes Name of Legal Officer: Fiona McMillan
<b>Have the equality and diversity implications been cleared by your Service Contact?</b>	Yes Name of Officer: Adrian Chapman
<b>Have any engagement and communication implications been cleared by Communications?</b>	No
<b>Have any localism and Local Member involvement issues been cleared by your Service Contact?</b>	Yes Name of Officer: Adrian Chapman
<b>Have any Public Health implications been cleared by Public Health</b>	Yes Name of Officer: Val Thomas

<b>Source Documents</b>	<b>Location</b>
State of the Sector Survey 2019	<a href="https://www.supportcambridgeshire.org.uk/state-of-the-sector-survey-2019/">https://www.supportcambridgeshire.org.uk/state-of-the-sector-survey-2019/</a>
Best Start in Life	<a href="https://camweb.cambridgeshire.gov.uk/our-organisation/where-we-work-how-we-work-who-we-work-with/best-start-in-life/strategy-aims-to-give-children-the-best-start-in-life/">https://camweb.cambridgeshire.gov.uk/our-organisation/where-we-work-how-we-work-who-we-work-with/best-start-in-life/strategy-aims-to-give-children-the-best-start-in-life/</a>
Adults: accessing community support	<a href="https://www.cambridgeshire.gov.uk/residents/adults/organising-care-and-support/types-of-support/community-support/">https://www.cambridgeshire.gov.uk/residents/adults/organising-care-and-support/types-of-support/community-support/</a>



**REOPENING LIBRARY AND ARCHIVES SERVICES**

<i>To:</i>	<b>Communities and Partnership Committee</b>		
<i>Meeting Date:</i>	<b>2 July 2020</b>		
<i>From:</i>	<b>Adrian Chapman, Service Director: Communities and Partnerships</b>		
<i>Electoral division(s):</i>	<b>All</b>		
<i>Forward Plan ref:</i>	<b>N/A</b>	<i>Key decision:</i>	<b>No</b>
<i>Purpose:</i>	To ensure the Committee are aware of the approaches taken during the lockdown, to set out the plans for reopening services, and to summarise how this will support our Think Communities approach.		
<i>Recommendation:</i>	<b>The Committee is recommended to:</b> <ul style="list-style-type: none"><li><b>a) Note the role of libraries and archives to continue culture and learning during the COVID-19 pandemic;</b></li><li><b>b) Note and comment on the proposed first steps to reopening libraries and archives services;</b></li><li><b>c) Following the decision at Commercial and Investments Committee on 23 June 2020, approve the purchase of a new library service distribution centre, to endorse the location and function as suitable for ensuring effective delivery of the library service distribution centre and support services, and formally consult library staff accordingly;</b></li><li><b>d) Note the ongoing work to develop the project described at section 2.3 of the report, to deliver services and opportunities at the most local level through the purchase of a vehicle; and</b></li><li><b>e) Note and recommend the changes to the capital programme budgets from the Business Plan as shown in section 2.3.11, and recommend that General Purposes Committee approves those changes.</b></li></ul>		

<b><i>Officer contact:</i></b>	<b><i>Member contacts:</i></b>
Name: Pat Carrington Post: AD: Skills, Employment and Libraries Email: <a href="mailto:pcarrington@citycollegepeterborough.ac.uk">pcarrington@citycollegepeterborough.ac.uk</a> Tel: 01733 293891	Names: Councillor Steve Criswell Post: Chairman Email: <a href="mailto:Steve.Criswell@cambridgeshire.gov.uk">Steve.Criswell@cambridgeshire.gov.uk</a> Tel: 01223 706385

## **1. BACKGROUND**

- 1.1 Given the recent announcement from the Government relating to the reopening of libraries, this report is presented to Committee to provide assurance relating to the approach being taken in Cambridgeshire.
- 1.2 In Cambridgeshire, the public library service is delivered through a network of thirty three library sites, with a support service and distribution centre. The majority of staff that work in the library service are front-facing staff with only a small number being office based. The office based staff include the Partnership, Project and Funding team, the Stock team, the Support team, the Volunteering and Health team, and the Library Leadership Team, who are located in a combination of libraries and the Support Service and Distribution Centre located at the Roger Ascham building in Cambridge.
- 1.3 Cambridgeshire Archives Service preserves and promotes the use of original historical records of Cambridgeshire providing free public access to those records and also offering historical research and reprographic services and outreach activities. A team of ten archive staff are normally based in two sites, providing front-line assistance to the public in our archives search rooms and carrying out regular essential checks of building security, monitoring environmental conditions in strong rooms, accepting accessions of records at risk, providing access to information for essential users, responding to public research enquiries where possible, and building a strong social media presence.
- 1.4 The closure of our libraries and archives service as a result of the COVID-19 lockdown has seen the development of an innovative approach to our services, many of which we would wish to continue to develop and deliver after lockdown restrictions are eased.

## **2. MAIN ISSUES**

### **2.1 Service Levels During Lockdown**

#### **2.1.1 Libraries**

Whilst library buildings are closed the library service has remained open in the form of our digital offer (web and social media channels) comprising:

- e-lending resources including books and journals
- e-audio
- e-experiences, including online author events
- story and craft sessions for children
- cultural performances enabled by the Library Presents team

The challenging circumstances we are in have provided an opportunity to significantly develop and promote our digital offer, and the take-up of digital services has massively

increased (with resources issued more than tripling to 40,000 a month, and a large increase of use in social media channels). In anticipation of greater demand for digital services during the lockdown, additional investment of £20k was made to improve existing and create new digital content, and a further £1k was received from the Department for Culture, Media and Sport (DCMS) as part of a national programme to boost digital library offers across the country.

In addition, and in order to support our shielded community, our library service, in partnership with Cambridgeshire Skills, City College Peterborough and Civic, designed and delivered a new website, 'Open New Doors', which provides a variety of activities, experiences and learning opportunities.

Libraries have also been able to support people who do not have digital access through the Libraries at Home service. In April, the volunteering development team explored ways in which they could safely reinstate the service, and from May started to trial a revised Library at Home Service, with bags of specially chosen books or spoken word materials delivered to the doorsteps of those who had to shield or self-isolate due to age or health conditions. After the successful trial, we have continued to expand, and in five weeks around one hundred of our most vulnerable customers received their bags.

### **2.1.2 Archives**

Archives service users have been unable to visit our search rooms to view records and conduct research or access our usual research and reprographic services during lockdown. Customers, including individuals, businesses and organisations, have also been unable to deposit records with us unless at risk of loss or damage. During this time, most staff have not been able to work on the core work of ordering and cataloguing of collections, but have ensured that our buildings and the important assets they contain are safe and secure, and that the storage conditions are appropriate.

## **2.2 Plans for Reopening Services**

### **2.2.1 Libraries**

Following the Government announcement on 23 June, the library service is scheduled to begin reopening from 4 July. This will be managed in a safe, well managed and controlled way to ensure the absolute safety of visitors and staff. To support our work, we will be informed by the best practice modelling from DCMS and Libraries Connected set out in their toolkit.

To maintain a safe environment, we are not allowing open access browsing within our library buildings. Instead, we will be introducing a brand new service called 'Select and Collect'. Customers can select books according to their preference (genre, fiction, non-fiction, talking books, books for children etc) online or via the Customer Service Centre book service. Customers will be notified when their books are ready to collect. Reservations will also be reintroduced to allow customers to request individual titles.

This service will be offered in libraries which will be reopened using a phased approach, starting with the reopening of the nine 'Hub' Libraries:

- Bar Hill
- Cambourne

- Cambridge Central
- Ely
- Huntingdon
- March
- St Ives
- St Neots
- Wisbech

Cambridge Central library will operate for four sessions a week from 10am – 2pm, including Saturday. The other eight hub libraries will operate for three sessions a week from 10am – 2pm, including Saturday. There will unfortunately be no mobile library services in this initial phase due to the challenge of making a confined space COVID-19 secure. In phase two, currently planned for 3 August, we hope to be able to open all remaining libraries for two sessions per week from 10am- 2pm.

We do also recognise that libraries play an essential role in combatting digital exclusion, and provide people with the opportunity to access computers. We will therefore bring back our public access IT services based on 45-minute pre-booked appointments as our libraries begin to reopen, with machines being cleaned between each user.

Throughout July and August, we will review our model to enable us to revise and expand the customer offer, and to determine what we will be able to offer from September onwards. We will also continue to follow the advice provided by the DCMS and Libraries Connected.

### **2.2.2 Archives**

To establish the safe reopening of our archives service, we will follow the National Archives guidance, and, as with libraries, we cannot reopen before 4 July. We are planning to reopen on an appointments-only basis to begin with, and all documents must be pre-booked to ensure safety and to minimise risk.

## **2.3 Other Service Developments**

- 2.3.1 Despite the lockdown, work has continued to develop and deliver the new libraries vision, agreed by this Committee in December 2019. That vision firmly places libraries at both the core of the council's business but also at the heart of our communities, and describes how the library service needs to be more than the buildings they operate from. Libraries are trusted settings, and the staff and volunteers who run them are part of their wider community. Building on the success of the Neighbourhood Cares pilot in Soham, this unique set of conditions will form one of the core operating principles for our Think Communities approach, where a place-based model of service delivery and to enabling our communities becomes our new normal.
- 2.3.2 This approach has been demonstrated throughout the pandemic, as library staff have been redeployed into the countywide coordination hub in various roles – call receivers, coordinators supporting shielded residents, and as part of our community response service providing practical help and support to shielded and vulnerable residents.
- 2.3.3 Our new vision is enabled by the Cambs 2020 programme, which seeks to establish a place-based approach across Cambridgeshire through more effective use of our buildings. As part of the Cambs 2020 programme, the Cambridge Registry Office is set to relocate to



the Roger Ascham building, currently the base for a small number of library staff, as described in section 1.2.

- 2.3.4 With this in mind, and in line with our new vision for our libraries to be at the heart of communities and to be fully aligned to the Think Communities approach, we have considered the impacts of a relocation from the Roger Ascham site for our staff and services, and have concluded that the needs of the service and our customers would not be best met by a 'relocate and replicate' model into a new building. Instead, a multi-site relocation of the services currently based at the Roger Ascham building is planned, to support the growth and strategic direction of the library service, including basing a number of staff within front-facing library buildings.
- 2.3.5 At its meeting on 23 June, the Commercial and Investments Committee approved the purchase of a new building at the Lakes Business Park in St Ives which will serve as our new library service distribution centre. It is in a location that gives easy road access to all libraries across the County, it meets the size requirements of the service, and it is a property that is available to purchase, giving the council an asset that can be realised at some point in the future.
- 2.3.6 Currently there are twenty two members of staff based at the Roger Ascham building. It is proposed that those members of the team with responsibility for the stock and resources that require distribution across the county will be based in the new building, which represents just over 50% of the team. This includes the volunteering and health team, and their associated store of resources, ensuring that their services can be offered across the County, with a postal, delivery or front-facing service and with staff supporting events as they currently do as and when needed. In addition, it is proposed that the drivers whose main job is stock and resource delivery, and who also undertake the mail distribution for the council, will be based at the new distribution centre, giving access to the good road links across the county (including to Alconbury Weald once the council HQ relocates).
- 2.3.7 It is proposed that all of our remaining staff will be based within front-facing library buildings to ensure they best support service delivery needs, bringing them closer to our customers and partners in the spirit of Think Communities.
- 2.3.8 To further support our Think Communities approach, and building on the experience of our mobile library service, a business case is being prepared for an innovative pilot to purchase one bus-sized vehicle to trial a new Think Communities service delivery arrangement. The vehicle will be equipped with flexible and adaptable space on board, with the technology and assets needed to take services, support and opportunities to the most local level. The project seeks to:
- Supplement and complement fixed, place-based county council and broader service delivery, with a more flexible, agile and adaptable street-level model
  - Target communities with real opportunities that are built based on evidenced need
  - Remove barriers which prevent access to services and opportunities
  - Work alongside our key partners, including town and parish councils, to build stronger and sustainable networks within communities

- Help to manage the demand for costly and often inappropriate statutory intervention, by offering residents and communities the opportunities they need to help themselves and each other earlier than they are currently able

2.3.9 The project aims to reduce isolation, improve access to basic as well as enhanced services, and increase access to skills and employment. Our focus will be on working with communities, engaging and supporting people to prevent issues from becoming crisis through the provision of services, support and opportunity, including:

- Classroom facilities for adult learning
- Careers fairs
- Public Health preventative services
- Drug and alcohol services
- Money management and debt advice services
- Demonstrating digital technology for use in the home, particularly relevant to Adult Social Care and helping people to remain independent
- Public consultation events
- Digital services, including free use of IT to carry out online banking, energy switching, job searching, applying for welfare benefits etc.

2.3.10 The business case is being prepared to be submitted to General Purposes Committee, with a request to purchase and fit out the vehicle, subject to a full review of the funding request, any service or revenue implications, mitigation of any risks and issues, and an overall assessment of value for money.

2.3.11 Finally, there are a number of capital projects relating to the library service which this Committee has responsibility for. These are set out in the table below. Although the total budget allocation for each scheme hasn't changed, the profile of spend for some of the projects is different, and there is a need to carryforward spend from the previous year into the current year to enable the projects to be delivered. Committee is asked to note and endorse these changes, ahead of them being presented to General Purposes Committee for approval.

Original 2020/21 Budget as per BP	Scheme	Revised Budget for 2020/21	Total Scheme Revised Budget
£'000		£'000	£'000
340	New Community Hub / Library Service Provision Darwin Green	340	340
74	Library Service - Card payments in Libraries	148	148
486	Community Hubs - Sawston	922	1,874
-	Replacement of existing Mobile Libraries	327	-
-	Libraries – Open access & touchdown facilities (hub libraries)	567	-
-	Libraries – Open access & touchdown facilities – further 22 libraries	605	-
5,000	Community Fund	5,000	5,000
<b>5,900</b>	<b>Total</b>	<b>7,909</b>	<b>7,362</b>

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

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

There are no significant implications for this priority.

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

There are no significant implications for this priority.

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

There are no significant implications for this priority.

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

There are no significant implications for this priority.

### **4. SIGNIFICANT IMPLICATIONS**

#### **4.1 Resource Implications**

There are no significant implications within this category.

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

Any purchases to support this project will be carried out in accordance with the Council's Contract Procedure Rules.

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

There are no significant implications within this category.

#### **4.4 Equality and Diversity Implications**

There are no significant implications within this category.

#### **4.5 Engagement and Communications Implications**

There are no significant implications within this category.

#### **4.6 Localism and Local Member Involvement**

There are no significant implications within this category.

#### **4.7 Public Health Implications**

When libraries and archives services reopen, they will meet the new COVID-secure guidelines.

<b>Implications</b>	<b>Officer Clearance</b>
<b>Have the resource implications been cleared by Finance?</b>	Yes Name of Financial Officer: Martin Wade
<b>Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the LGSS Head of Procurement?</b>	Yes Name of Officer: Gus de Silva
<b>Has the impact on statutory, legal and risk implications been cleared by the Council's Monitoring Officer or LGSS Law?</b>	Yes Name of Legal Officer: Fiona McMillan
<b>Have the equality and diversity implications been cleared by your Service Contact?</b>	Yes Name of Officer: Adrian Chapman
<b>Have any engagement and communication implications been cleared by Communications?</b>	Yes Name of Officer: Christine Birchall
<b>Have any localism and Local Member involvement issues been cleared by your Service Contact?</b>	Yes Name of Officer: Adrian Chapman
<b>Have any Public Health implications been cleared by Public Health</b>	Yes Name of Officer: Iain Green

<b>Source Documents</b>	<b>Location</b>
None	N/A

**COMMUNITIES CAPITAL FUND – ENDORSEMENT OF RECOMMENDATIONS (JULY 2020)**

**To:** Communities and Partnership Committee

**Meeting Date:** 2 July 2020

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

**Electoral division(s):** All, with particular relevance to the following:

- Burwell
- March North and Waldersey
- Ramsey and Bury

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

**Outcome:** To consider the recommendation of the Member Panel to fund grant applications made under the Communities Capital Fund

**Recommendation:** The Committee is recommended to:

**Approve the following applications for funding:**

(i) March Town Rugby Club - £234,000;

(ii) Swaffham Prior Village Hall - £62,000; and

(iii) Ramsey Neighbourhood Trust - £350,000.

<b><i>Officer contact:</i></b>		<b><i>Member contacts:</i></b>	
Name:	Ian Phillips	Names:	Cllr Steve Criswell
Post:	Head of Communities & Partnerships Integration	Post:	Chairman
Email:	Ian.Phillips@peterborough.gov.uk	Email:	Steve.Criswell@cambridgeshire.gov.uk
Tel:	07415881802	Tel:	01223 706398 01487 740745

## 1. BACKGROUND

- 1.1 The Cambridgeshire Communities Capital Fund was launched on 1 April 2020, and sets aside up to £5m to help support projects across the county that seek to improve health, wellbeing, social and economic opportunities in our communities. The fund may contribute up to £0.5m capital funding per project.
- 1.2 At its meeting of 12 March 2020, the Committee agreed the following eligibility criteria:
- i. Funding will be awarded for eligible capital spend only, and must demonstrate how the purpose of the Fund, will be met
  - ii. Bids must be able to demonstrate additionality, including, for example, how communities will be improved or enhanced by capital investment in their community
  - iii. Bids will be encouraged for projects which fill gaps or where there is an under-representation in council presence or access to public services or other activities within communities, where there is an evidenced need, or known or emerging demand for service. For example, we want to ensure that our rural communities have the same opportunities to engage with services or activities as all other communities
  - iv. No bids will be successful without some level of match funding. Capital funding from the Fund should be awarded only where all other sources of funding have been exhausted, or where council funding would provide match funding alongside other sources of funding. Match funding may be intended rather than secured at application stage, and may include non-cash match funding (e.g. in-kind contributions, land transfer etc.)
  - v. Funding will not be awarded for repairs and maintenance on assets that haven't been subject previously to a regular repairs and maintenance regime. Even then, not all repairs and maintenance would be eligible to be funded through capital budgets, and so proposals that include this would need to be considered on their own merits
  - vi. Proposals for capital projects with a potential impact on carbon emissions will need to demonstrate how these will be minimised
  - vii. Funding will be awarded using the most appropriate financial model – for example, this may be in the form of a non-repayable grant, a loan to be repaid at agreed terms, or an equity-type investment in an organisation with a recurring return on that investment. All funding arrangements would need to comply with existing County Council policies, including for example the existing third party loans policy, which has specific requirements around security, interest rate, setup fees, and guarantees
  - viii. Funding will be awarded only where there is a guarantee of no revenue implications for the County Council (aside from debt charges as a result of borrowing), except where an evidenced case can be made demonstrating how, in turn, an increased short-term revenue cost will lead to more substantial savings later
  - ix. State Aid considerations will form part of the overall application and review process.
  - x. Applications will need to be endorsed by, and submitted via, either the local County Councillor, or the County Council's Community Champion for the area

## 2. MAIN ISSUES

2.1 On 8 June 2020, a Member Panel consisting of Cllrs Criswell, Smith, Nieto, Meschini and Ashwood met to consider a number of applications. The Panel considered how the projects met the funding criterion and recommended that the following are approved for funding:

- **March Town Rugby Club.** This project brings together March Bears Rugby Club, March Athletics Club and March Rangers Youth Football Club into the March Sports Association, an organisation which is looking to improve sporting and leisure opportunities. This project seeks to provide new changing facilities for both men and women, which will allow the club to continue to grow and in particular, provide a significantly enhanced offer to women and girls. The project will also upgrade the clubhouse, which will provide an improved space not only for sports users, but also for the wider community who can use the building for meetings and social functions. The ambition is to ensure the building and its facilities will allow for all round use, meeting a diverse range of needs for the whole community. Match funding of £126,000 has been raised, with a further £234,000 requested.
- **Swaffham Prior Village Hall.** The current village hall is well used by the local community, but suffers from a poor layout and design which means one of the two halls within the building is unable to be booked separately to the other hall. This often means that smaller bookings are unable to be taken, resulting in disappointment for local people and lost revenue for the village hall. The project therefore proposes to extend and alter the existing facilities to allow for more flexible and increased usage. Match funding of £10,000 is being contributed, with a further £62,000 requested.
- **Ramsey Neighbourhood Trust.** This project is proposing to redevelop the existing cricket pavilion to provide a modern sporting and community hub. The proposal is to refurbish approximately 175 square metres of the existing Ramsey Cricket Club pavilion and construct approximately 100 square metres of new build extensions, to create a single conglomerate whole surrounded by an extensive green space. This project will breathe new life into this existing sports club to create a valuable new community asset. The Pavilion will be an easily accessible, non-threatening 'community sporting hub' that offers information, activities, services and a meeting place which inspires and supports people to take their own actions to benefit themselves, and others. Funding of £350,000 is requested, with £230,000 match funding provided through the Ramsey Million Big Local. It is estimated that the works should be completed by April 2021.

2.2 Should the Committee approve these projects, a total of £1,142,112 will have been committed to date.

2.3 The Community Capital Fund is currently closed to new applications due to being oversubscribed, with applications submitted before 15 June 2020 now being processed and will be presented to future Committee meetings for consideration.

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

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

The Fund seeks to improve the health, wellbeing, social and economic opportunities and outcomes in our communities, thereby helping to create or enhance a good quality of life for everyone.

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

Investment into community project will provide or enhance capital assets or facilities within our communities, helping to create increased opportunities and therefore thriving places for people to live.

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

Projects will provide investment into activities for young people, improving physical and mental wellbeing, reducing isolation and promoting social inclusion.

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

Investment into community projects will help to improve local services and activities for March and Swaffham Prior residents, reducing the need to travel to towns/villages across Cambridgeshire.

### **4. SIGNIFICANT IMPLICATIONS**

#### **4.1 Resource Implications**

The capital investment set out in this report was approved at Full Council in February 2020.

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

There are no significant implications for this category. However, any commercial opportunities will follow the Council's Contract Procedure Rules and contractual regulations as per existing policies.

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

Successful funding awards will be subject to the applicant accepting CCC grant agreement terms and conditions.

#### **4.4 Equality and Diversity Implications**

There are no significant implications for this category.

#### **4.5 Engagement and Communications Implications**

There are no significant implications for this category.

#### **4.6 Localism and Local Member Involvement**

Members have been closely involved in both the development of expressions of interest and in making recommendations

#### **4.7 Public Health Implications**

The Community Capital Fund will provide an opportunity for communities to secure funding that, combined with their own assets, will enable them to develop interventions that will



improve the health and wellbeing of their community members. There is also the opportunity for the communities to, as part of the process, further strengthen their skills and assets.

<b>Implications</b>	<b>Officer Clearance</b>
<b>Have the resource implications been cleared by Finance?</b>	Yes Name of Financial Officer: Martin Wade
<b>Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the LGSS Head of Procurement?</b>	Yes Name of Officer: Gus De Silva
<b>Has the impact on statutory, legal and risk implications been cleared by the Council's Monitoring Officer or LGSS Law?</b>	Yes Name of Legal Officer: Fiona McMillan
<b>Have the equality and diversity implications been cleared by your Service Contact?</b>	Yes Name of Officer: Adrian Chapman
<b>Have any engagement and communication implications been cleared by Communications?</b>	Yes Name of Officer: Amanda Rose
<b>Have any localism and Local Member involvement issues been cleared by your Service Contact?</b>	Yes Name of Officer: Adrian Chapman
<b>Have any Public Health implications been cleared by Public Health</b>	Yes Name of Officer: Val Thomas

<b>Source Documents</b>	<b>Location</b>
None	N/A



# COMMUNITIES AND PARTNERSHIP COMMITTEE AGENDA PLAN



Cambridgeshire  
County Council

Agenda Item No: 10

## Notes

Committee dates shown in bold are confirmed.

Committee dates shown in brackets and italics are reserve dates.

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

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

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

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

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

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
<b>02/07/20</b>	Minutes of the Meeting held on 18th June 2020	N Mills	N/A	<b>22/06/20</b>	<b>24/06/20</b>
	Cambridgeshire County Council's Response to Covid-19	A Chapman	N/A		
	Voluntary and Community Sector – Infrastructure Support Agreement	M Oliver	N/A		
	Re-opening of Libraries and Archives Services	P Carrington	N/A		
	Innovate & Cultivate Fund – Endorsement of Recommendations	E Matthews	N/A		
	Community Capital Fund – Endorsement of Recommendations (July 2020)	I Phillips	N/A		
	Agenda Plan and Appointments	A Chapman	N/A		
<b>06/08/20</b>	Minutes of the Meeting held on 2nd July 2020	N Mills	N/A	<b>27/07/20</b>	<b>29/07/20</b>
	Cambridgeshire County Council's Response to Covid-19	A Chapman	N/A		

<b>Committee date</b>	<b>Agenda item</b>	<b>Lead officer</b>	<b>Reference if key decision</b>	<b>Deadline for draft reports</b>	<b>Agenda despatch date</b>
	Community Capital Fund – Endorsement of Recommendations (August 2020)	I Phillips	2020/044		
	Agenda Plan and Appointments	A Chapman	N/A		
<b>03/09/20</b>	Minutes of the Meeting held on 6th August 2020	N Mills	N/A	<b>21/08/20</b>	<b>25/08/20</b>
	Voluntary and Community Sector (VCS) Infrastructure Tender	M Oliver	2020/007		
	Coroner Service Annual Report	P Gell	N/A		
	Community Champions Annual Report	E Matthews	N/A		
	Trading Standards Annual Report	P Gell	N/A		
	Think Communities	M Oliver	N/A		
	Effect of CPCA Bus Review on Local Communities	A Chapman	N/A		
	Community Capital Fund – Endorsement of Recommendations (September 2020)	I Phillips	2020/045		
	Early Years Support	A Chapman	N/A		
	Market Town Reports from Huntingdonshire and East Cambridgeshire	A Chapman	N/A		
	Performance Report – Quarter 1 2020/21	T Barden	N/A		
	Finance Monitoring Report	E Jones	N/A		
	Agenda Plan and Appointments	A Chapman	N/A		
<b>08/10/20</b>	Minutes of the Meeting held on 3rd September 2020	N Mills	N/A	<b>28/09/20</b>	<b>30/09/20</b>
	Registration Service Annual Report	P Gell	N/A		

<b>Committee date</b>	<b>Agenda item</b>	<b>Lead officer</b>	<b>Reference if key decision</b>	<b>Deadline for draft reports</b>	<b>Agenda despatch date</b>
	Cambridgeshire Libraries – Implementation and Delivery of New Vision, and Open Access in Libraries	G Porter	N/A		
	Innovate & Cultivate Fund – Endorsement of Recommendations	E Matthews	N/A		
	Community Capital Fund – Endorsement of Recommendations (October 2020)	I Phillips	2020/046		
	Business Planning	A Chapman / E Jones	N/A		
	Finance Monitoring Report	E Jones	N/A		
	Community Champions Oral Update	Community Champions	N/A		
	Agenda Plan and Appointments	A Chapman	N/A		
<b>12/11/20</b>	Minutes of the Meeting held on 8th October 2020	N Mills	N/A	<b>02/11/20</b>	<b>04/11/20</b>
	CUSPE – Growth Affecting Community-Led Solutions and Interventions	D McWherter	N/A		
	CUSPE – Tackling Climate Change Through Community-Based Networks and Resources	D McWherter	N/A		
	Local Council Development Plan – Annual Report	M Oliver	N/A		
	Support Cambridgeshire Annual Report	M Oliver	N/A		
	Cambridgeshire Libraries, Including Civic Partnership Project	G Porter	N/A		
	Shared and Integrated Services	A Askham	N/A		
	Think Communities	M Oliver	N/A		
	Community Champions Oral Update	Community Champions	N/A		
	Agenda Plan and Appointments	A Chapman	N/A		

<b>Committee date</b>	<b>Agenda item</b>	<b>Lead officer</b>	<b>Reference if key decision</b>	<b>Deadline for draft reports</b>	<b>Agenda despatch date</b>
<b>03/12/20</b>	Minutes of the Meeting held on 12th November 2020	N Mills	N/A	<b>23/11/20</b>	<b>25/11/20</b>
	Innovate & Cultivate Fund – Endorsement of Recommendations	E Matthews	N/A		
	Cambridgeshire Skills – 6 Month Report	T Meadows	N/A		
	Performance Report – Quarter 2 2020/21	T Barden	N/A		
	Business Planning	A Chapman / E Jones	N/A		
	Finance Monitoring Report	E Jones	N/A		
	Community Champions Oral Update	Community Champions	N/A		
	Agenda Plan and Appointments	A Chapman	N/A		
<b>21/01/21</b>	Minutes of the Meeting held on 3rd December 2020	N Mills	N/A	<b>11/01/21</b>	<b>13/01/21</b>
	Think Communities	M Oliver	N/A		
	Innovate & Cultivate Fund – Endorsement of Recommendations	E Matthews	N/A		
	Community Champions Oral Update	Community Champions	N/A		
	Agenda Plan and Appointments	A Chapman	N/A		
<i>[18/02/21] Provisional Meeting</i>					
<b>04/03/21</b>	Minutes of the Meeting held on 21st January 2021	N Mills	N/A	<b>22/02/21</b>	<b>24/02/21</b>
	Cambridgeshire Libraries, Including Civic Partnership Project	G Porter	N/A		

<b>Committee date</b>	<b>Agenda item</b>	<b>Lead officer</b>	<b>Reference if key decision</b>	<b>Deadline for draft reports</b>	<b>Agenda despatch date</b>
	Think Communities	M Oliver	N/A		
	Performance Report – Quarter 3 2020/21	T Barden	N/A		
	Finance Monitoring Report	E Jones	N/A		
	Community Champions Oral Update	Community Champions	N/A		
	Agenda Plan and Appointments	A Chapman	N/A		
<i>[01/04/21] Provisional Meeting</i>					

