

ANNUAL COUNCIL MEETING

AGENDA

10th May 2022

Burgess Hall,
One Leisure St Ives,
Westwood Road,
St Ives
PE27 6WU

Cambridgeshire County Council Notice of Meeting

The annual meeting of the County Council will be held at the Burgess Hall, One Leisure St Ives, Westwood Road, St Ives PE27 6WU on Tuesday 10th May 2022 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 – 15th March 2022 (previously circulated)
[available at [County Council meeting 15/03/2022](#)]
4. Chair's Announcements (oral)
5. Declarations of Interests (oral)
[\[Guidance for Councillors on declaring interests is available here\]](#)
6. Public Question Time (oral)

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

To receive petitions from the public in accordance with Council Procedure Rule 9.4.
8. Constitution and Ethics Committee recommendations to Full Council
 - (a) Establishment of a joint Cambridgeshire and Peterborough Health and Wellbeing Board (pages 8 - 18)
 - (b) Contract Procedure Rules (pages 19 - 43)
 - (c) Arrangements for the appointment of Independent Person(s) (pages 44 - 47)
 - (d) Scheme of Delegation (pages 48 - 49)
9. Committees – Allocation of seats and substitutes to political groups in accordance with the political balance rules (pages 50 - 54)

10. Appointment of the Chairs and Vice-Chairs of Committees (page 55)
11. Appointments to Outside Organisations and Annual Report of representation on Outside Bodies 2021-22 (pages 56 - 165)
12. Cambridgeshire and Peterborough Combined Authority: Membership and Other Appointments (pages 166 - 169)
13. Approval of Calendar of County Council Meetings (oral)

To approve the following calendar of meetings:

- 19th July 2022
- 18th October 2022
- 13th December 2022
- 7th February 2023
- 10th February 2023 (Provisional)
- 21st March 2023
- 16th May 2023

14. Motions submitted under Council Procedure Rule 10

- a) Motion from Councillor Mark Goldsack

Core purpose: Full Council to receive regular progress updates, until completion, regarding motions it has previously approved.

Background: To date there has been no regularised reporting method for full council motions to be monitored or reported back to council. Our new Chief Executive, Stephen Moir, has experience of running something akin to a quarterly action log, at Edinburgh his previous council. Adopting a similar approach for Cambridgeshire County Council would enable full council to remain fully updated on progress and maintain pressure to bring motions and their subsequent actions to a conclusion.

Therefore this Council recommends that Cambridgeshire County Council incorporates an action log, for commenting and noting, to be considered as part of the item on the minutes on every Council agenda (except for the February budget meeting).

[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 Steve Count

Motion on County Council Trees Policy

Core purpose: To make immediate change to the highways policy regarding replacement of trees and their impact, to enhance biodiversity across the highway network.

The Council notes that:

- the former County Councillor Anna Bailey initiated work for officers to bring about the previous change to the highways policy, resulting in a policy that was positive towards trees being planted on or near the highway and ensured planting of two trees for every one removed by County Highways. This change, whilst largely successful in its aim to increase our tree stock, has also thrown up some points that require further clarification.
- the Council's tree policy is covered by the following adopted Highway operational standards ([Highway-Operational-Standards-April-2022.pdf](#)) from page 95.
- the policy states that trees that have to be removed from the highway or pathway will be replaced with two trees **if** the Council budget is available. These trees are the responsibility of the County Council. Where a County Council scheme removes them, it should pay for re-instatement. When the County Council is acting on behalf of a project sponsor, Greater Cambridge Partnership, Cambridgeshire and Peterborough Combined Authority and Local Highways Initiatives etc, the sponsor should pay for re-instatement with pro-rata apportionment appropriate when necessary. The existing financial clause effectively abrogates responsibility from the County Council.
- there is no recognition of the inherent value of a mature tree, or a beneficial location. For example: A hundred-year-old tree with thick trunk and broad cover, on a village green, replaced by two saplings on the side of a busy A road. This can be addressed by utilising the Capital Asset Value of Amenity Trees (CAVAT) system.
- there is no recognition of the wider impacts on habitats other than trees, where non-tree habitats are disturbed or removed

This Council therefore resolves that the Highway Operational Standards is immediately changed to incorporate the following two bullet points.

- Trees that have to be removed from the highway or pathway will be replaced by Cambridgeshire County Council with two or more trees, which combined must exceed by a minimum of 10% the CAVAT value of the tree(s) being removed. Where the need to remove a tree has come about through a third-party funded initiative, the third party will need to fund the removal, replanting and a commuted sum for maintenance, or their apportioned part.
- Full account will be taken of wider habitat impacts and opportunities to actively enhance the biodiversity of land associated with the highway network through the use of a nationally recognised valuation tool appropriate for these habitats

[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 Sam Hoy

The Council notes that:

- its home to school transport policy states its aim that journey times to school should not exceed 45 minutes for a primary school child and 75 minutes for a secondary school child, wherever possible. This policy is for all children and does not recognise that this is already a long journey time for neuro-typical children let alone children with Special Educational Needs and Disabilities (SEND).
- with many children with SEND attending mainstream schools, those needing a SEND School place often have the highest needs.
- the best practice of 45 mins and 75 respectively is a guide for a maximum amount of time in special circumstances rather than a journey time that is regularly used.
- there are more than double the amount of children in Fenland waiting for a special School Place than in any other District.
- at the Children and Young People Committee on 18 January 2022 a petition was received from a Fenland mother whose 5 year old son has to travel to Ramsey to find a place.
- there is only one special school in Fenland, which is in Wisbech. Places are limited as they accept children from the Norfolk border some 20 yards away.
- there is some discussion that an expansion may be able to be built at Meadowgate in Wisbech. However, this has been mooted for over 5 years now with no movements or plans.
- currently Fenland children needing a special school place are being transported to other schools, mostly in Huntingdon, Ely and Littleport. We are told when the new area special school is built in Alconbury Weald this will alleviate pressure, but this would be a journey time of approximately 55 mins for children living in Wisbech villages.
- sending Fenland children to Special Schools in Huntingdon takes places that could be used by children from Huntingdon.
- building a new school will be costly but it is not clear how much the Council is paying to transport children to other schools.

The Council resolves to ask the Children and Young People Committee to:

- consider changing the School Transport policy to add in different, more reasonable journey times for children with SEND when it receives an update report on SEND provision at its meeting in May;
- receive a report with the costs of transporting children with SEND to schools other than their local school; and
- consider committing to urgently build a new Special School in Fenland.

[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 Ros Hathorn

This Council notes that:

- communities across the county are looking for ways in which they can be involved in increasing nature, and two common requests are for street planters and green bus stops.
- communities wanting to install street planters struggle. They need to know what the process is for installing planters, where they can be located, and how to find design guidance and requirements for the planters themselves.
- this council could assist by developing a supportive approach to communities wanting to install planters which could increase pollination, make streets look more attractive, deter pavement parking, and even potentially function as micro allotments.
- green bus stops help pollinators, absorb rainwater, support biodiversity, and are powered entirely by solar energy. They are fitted with a smart lighting system, which turns on the courtesy lighting only when a passenger is present, further minimising their environmental impact. All construction elements are fully recyclable as they are designed in line with the principles of a circular economy. This means at end of life nothing needs to go to landfill.
- it can be hard for parish and town councils to proceed with green bus stop projects. Bus stops come in a variety of shapes and sizes, and have many different owners across Cambridgeshire. A village with twelve different bus stops in twelve different designs may struggle to know where to start finding a suitable provider, and ensuring all public liability requirements are fulfilled and that any retrofitting is compatible with the existing bus stop.
- there is a potential role for the county council in signposting design guidance and advice with clear guidance on the County Council website to facilitate the introduction of green bus stops across the county. This could include identifying providers capable of this work and looking at ways to liaise with and coordinate Parish councils to be able to work together and potentially access better deals as a group.

This council therefore instructs officers to develop guidance on the Council's website which makes it easier for these projects to move forward, and to provide a briefing paper to members of the Environment & Green Investment and Highways and Transport Committees this summer with a view to communities being able to consider such projects within the year of the Queen's Platinum Jubilee as a way of commemorating this event.

[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 Lucy Nethsingha

Motion on waste recycling.

Tackling the climate emergency is a top priority for this council, and one of the most important areas for reducing council emissions is waste.

Cambridgeshire emits approximately 183,500 tonnes of CO₂e (carbon dioxide equivalent) per annum as a result of emissions from waste. A key way to reduce this is to reduce the amount of waste being produced in the first place, thereby reducing the amount of waste collected and moved about the County, by both recycling more and supporting people and businesses to produce less waste. If we are able to reduce the quantity of waste in our area and move treatment to the top three areas of the waste hierarchy (Prevention, Preparing for re-use, and Recycling) we see no reason for further incineration facilities.

This Council therefore asks that a briefing note is written and circulated to members of the Environment and Green Investment Committee looking at the ways in which the council can continue to work with RECAP (Recycling Cambridgeshire and Peterborough) to support increased re-cycling, working closely with district and other partners.

[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]

15. Questions

(a) Cambridgeshire and Peterborough Combined Authority (pages 170 - 185)
and Overview and Scrutiny Committee
(Council Procedure Rule 9.1)

(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 29th April 2022

Fiona McMillan
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 (such as Twitter and Facebook) 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 Protocol](#)

For more information about this meeting, including access arrangements and facilities for people with disabilities, please contact Michelle Rowe at the County Council's Democratic Services on (01223) 699180 or by email at: michelle.rowe@cambridgeshire.gov.uk. The meeting will be streamed on the Council's website.

Establishment of a joint Cambridgeshire and Peterborough Health and Wellbeing Board

To: Council

Meeting Date: 10th May 2022

From: Director of Public Health

Purpose: To present to Full Council new terms of reference for the new joint Cambridgeshire and Peterborough Health and Wellbeing Board.

Recommendation: Full Council is asked to:

- (i) approve the Terms of Reference set out in Appendix A for inclusion in the Constitution; and
- (ii) authorise the Monitoring Officer, in consultation with the Chair of the Constitution and Ethics Committee, to make any other minor or consequential amendments to the Constitution necessary for, or incidental to, the implementation of these proposals.

Officer contact:

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Member contact:

Names: Councillor Sebastian Kindersley
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1. Background

- 1.1 Under the Health & Social Care Act 2012 Upper Tier Local Authorities (UTLA) have a statutory function to have a Health & Wellbeing Board (HWB) as a formal committee of the local authority. In 2019 procedures were put in place to establish joint working relationships between the Cambridgeshire and Peterborough HWBs.
- 1.2 Section 198 of the Health and Social Care Act 2012 provides that two or more Health and Wellbeing Boards may make arrangements for: -
 - (a) any of their functions to be exercisable jointly
 - (b) any of their functions to be exercisable by a joint sub-committee of the Boards
 - (c) a joint sub-committee of the Boards to advise them on any matter related to the exercise of their functions.
- 1.3 In 2019 both UTLAs agreed to an approach in establishing formal joint working relationships between the HWBs. This arrangement was possible as the two HWBs had the same legal responsibilities. Both UTLAs changed their terms of references to allow for the creation of the Whole System Joint Sub-Committee and the Core Joint Sub-committee. Both sub-committees had delegated authority to act on behalf of the Cambridgeshire and Peterborough HWB “Parent boards”.

2. Integrated Care System

- 2.1 The landscape for HWBs has changed dramatically with the formation of the Integrated Care System and locally, consideration has been given to how existing arrangements can provide the opportunity to build greater alignment between different system partners.
- 2.2 Cambridgeshire and Peterborough health and care partners, through a number of HWB and ICP Integration development sessions, have committed to establishing a single strategy for the system that will be owned by both the HWBs and ICP.
- 2.3 The approach in Cambridgeshire & Peterborough has been to establish new collaborative working arrangements between the HWBs and the developing Integrated Care Partnership (ICP), so that there is a commonality of purpose that ensures effective joined up decision making.
- 2.4 To enable delivery of this ambition, it is proposed to have common membership for the ICP and the HWB and streamline arrangements for holding meetings to allow business to proceed in a more coordinated way.

3. Governance

- 3.1 Guidance from the DHSC issued in September 2021 to support the implementation of Integrated Care Systems, including [Integrated Care Partnership \(ICP\) Engagement Document: Integrated Care System \(ICS\) Implementation](#) made it clear that the HWB cannot act as an ICP because they are separate legal entities with statutory responsibilities

that cannot be delegated to each other. The White paper on Integration and Innovation: Working together to improve health and social care (published in 2021) establishes Integrated Care Systems (ICSs) on a statutory footing through both the NHS Integrated Care Board and an Integrated Care Partnership (ICP).

- 3.2 The dual structure recognises that there are two forms of integration a) with the NHS to remove barriers to collaboration and to make working together across the NHS an organising principle and b) between the NHS and others, principally local authorities, to deliver improved outcomes to health and wellbeing for local people.
- 3.3 The White paper specifies that an ICP should have the following functions:-
 - System level partnership with NHS and local government as equal partners
 - Alignment of partners strategies across the system
 - Improving care, health and wellbeing for the local population.
- 3.4 Through development sessions of HWB and ICP partners in October 2021 and January 2022 the collaborative approach to developing a single strategy has started to take form. The legislation is clear that both the ICP and HWBs would be independent boards but by working in alignment it allows for a continued focus on the wider determinants of health. This approach reflects a genuine ambition across the local health and care system to develop innovative ways of working together.
- 3.5 Both ICP and HWBs would be independent boards with shared agendas. Where there is a need to take separate decisions, the function to do so could be achieved through a Part A (Shared HWB/ICP) and Part B (ICP only or HWB only) agenda. Both HWB and ICP members could sit at the one meeting with voting rights as assigned via the terms of reference. A common membership between the HWBs is proposed of around 11 members that would both be ICP and HWBs members. Both HWB and ICP will have some members that will not be shared and these are being worked through. For example Health partners will finalise membership from the acute and community provider Trusts and representatives from primary care, place based alliances and the community sector.

4. Terms of Reference

- 4.1 The Cambridgeshire and Peterborough Health and Wellbeing Board Whole System Joint Sub-Committee met on 25 March 2022 to consider the establishment of a joint Cambridgeshire and Peterborough Health and Wellbeing Board. It endorsed revised Terms of Reference set out in Appendix A and recommended it to both Full Councils to enable the necessary changes to be made to the respective Councils' Constitutions.
- 4.2 Changes to the terms of reference include the following:
 - Context & Introduction – providing the background to the integrated approach with the ICP and the proposal for a Joint Cambridgeshire & Peterborough HWB.
 - Removal of the existing Cambridgeshire HWB and the two sub-committees – i.e. Whole System Joint Sub-Committee (replaced by the Cambridgeshire & Peterborough HWB) and the removal of the Core Joint Sub-Committee (functions also replaced by the Cambridgeshire & Peterborough HWB)
 - Membership proposals – refining current membership so that a shared membership

exists with the ICP to allow for collaborative decision making.

4.3 Peterborough City Council's Cabinet Policy Forum met on 25 April 2022 and recommended the terms of reference to its full Council with one amendment to the membership as follows:

- PCC Cabinet Member for Children's Services and Education, Skills and University.

4.4 The Constitution and Ethics Committee met on 26 April 2022 and recommended the terms of reference to full Council for approval subject to one clarification in the Standing Orders relating to Sections 1 and 6 regarding the Chair's casting vote.

4.5 The following references in the Constitution will need amending if the recommendation is approved.

- Part 2, Article 7, Section 7.04, delete the Chair of the Health and Wellbeing Board.
- Part 2, Article 8, Section 8.05 Other Committees – delete Cambridgeshire Health and Wellbeing Board and sub-committees and replace with Cambridgeshire and Peterborough Health and Wellbeing Board.
- Part 3A – Responsibility for Functions, Section 2 (f) delete the Chair of the Health and Wellbeing Board
- Part 4 – Rules of Procedure, Part 4.1 – Council Procedure Rules, Section 1.3 - Removal of the election of Chair of Cambridgeshire Health and Wellbeing Board.
- Part 4 – Rules of Procedure, Section 1 – delete paragraph on Cambridgeshire Health and Wellbeing Board.

5. Appendices

5.1 Appendix A – Revised Terms of Reference

6. Source documents

6.1 [Cambridgeshire and Peterborough Health and Wellbeing Board Whole System Joint Sub-Committee meeting 25/03/2022](#)

[Health and Social Care Act 2012](#)

[White Paper - Integration & Innovation: Working together to improve health and social care for all](#)

12. Cambridgeshire & Peterborough Health and Wellbeing Board

Introduction

The Cambridgeshire & Peterborough Health and Wellbeing Board (HWB) is established as a committee of the County Council under section 102 of the Local Government Act 1972. Its remit is to work to promote the health and wellbeing of Cambridgeshire's communities and its focus is on securing the best possible health outcomes for all residents. This will involve a system level partnership with NHS and Local Government as equal partners and the alignment of partners' strategies across the system.

In consideration of the developments around the Integrated Care Partnerships (ICPs), Cambridgeshire & Peterborough HWB aims to ensure that integration is closely linked to prevention and tackling the wider determinants of health. A joint Cambridgeshire & Peterborough HWB will have collective accountability and responsibility for population health care outcomes. This board will maintain its separate statutory identity from the ICP but will where possible meet as a committee in common where agenda items will be split between the ICP in one section and HWB in the other. It is the intention to have one shared Cambridgeshire & Peterborough Health & Wellbeing Strategy that is owned across the local system.

Membership

* denotes statutory members of the Health and Wellbeing Board as required by Section 194 of the Health and Social Care Act 2012.

There is also a statutory requirement for at least one Local Authority Councillor, and at least one representative of the ICS NHS Board, to be a member of the HWB.

Local Authority Members

- Cambridgeshire County Council (CCC) (Lead member for HWB)*
- CCC Chair of Adults & Health Committee
- Peterborough City Council (PCC) Cabinet / Lead member for Public Health/ HWB*
- PCC Cabinet Member for Children's Services and Education, Skills and University
- PCC/CCC Director of Public Health*
- Executive Director of People & Communities* (representing CCC/PCC Director Adults Services)
- PCC/CCC Director Children Services
- PCC Service Director Adults & Communities
- District Council representative (one officer on behalf of all districts to be appointed by the Cambridgeshire Public Service Board)

Other Members

- Local Healthwatch Chair*
- Voluntary & Community Sector Representative (same representative as ICP)
- Cambridgeshire Constabulary (Chief Constable or officer to be determined)
- Cambridgeshire and Peterborough Combined Authority (Chief Executive Officer (CEO) or officer to be determined)

NHS Members

- CEO Integrated Care Board (ICB*)
- Chair ICB
- NHS Commissioning Board*
- Representative of Cambridge University Hospitals NHS Foundation Trust (CUHFT)
- Representative of North West Anglia NHS Foundation Trust (NWAFT)
- Representative of Papworth Hospital NHS Foundation Trust
- Representative of Cambridgeshire and Peterborough NHS Foundation Trust (CPFT)
- Representative of Cambridgeshire Community Services NHS Trust (CCS)

Summary of Functions

Delegated Authority	Delegated Condition
Authority to prepare the Joint Strategic Needs Assessment (JSNA) for Cambridgeshire and Peterborough: To develop a shared understanding of the needs of the community through developing and keeping under review the JSNA and to use this intelligence to refresh the Health & Wellbeing Strategy.	Section 116, Local Government and Public Involvement in Health Act 2007 Section 196, Health and Social Care Act 2012
Authority to prepare the Joint Health and Wellbeing Strategy for Cambridgeshire and Peterborough based on the need identified in the Joint Strategic Needs Assessment and overseeing the implementation of the Strategy, which informs and influences the commissioning plans of partner agencies.	Section 116A, Local Government and Public Involvement in Health Act 2007. Section 196, Health and Social Care Act 2012
Authority to respond to consultations about commissioning plans issued by the ICB in connection with Section 26 of the Health and Social Care Act 2012.	Section 26, Health and Social Care Act 2012
Authority to encourage persons who arrange for the provision of any health or social care services in the Council's area to work in an integrated manner.	Section 195, Health and Social Care Act 2012

Delegated Authority	Delegated Condition
Authority to provide any advice, assistance and support it thinks appropriate for the purpose of encouraging the making of arrangements under Section 75 of the National Health Service Act 2006.	Section 195, Health and Social Care Act 2012 Section 75, NHS Act 2006
Authority to produce the Pharmaceutical Needs Assessment (PNA) and liaise with NHS England and Improvement (NHSE&I) to ensure recommendations and gaps in services are addressed.	NHS (Pharmaceutical and Local Pharmaceutical Services) Regulations 2013 (SI 2013/349)
To consider options and opportunities for the joint commissioning of health and social care services for children, families and adults in Cambridgeshire to meet identified needs (based on the findings of the Joint Strategic Needs Assessment) and to consider any relevant plans and strategies regarding joint commissioning of health and social care services for children and adults.	
To identify areas where joined up or integrated commissioning, including the establishment of pooled budget arrangements, would benefit improving health and wellbeing and reducing health inequalities.	
By establishing subgroups as appropriate give consideration to areas of joint health and social care commissioning, including but not restricted to services for people with learning disabilities.	
To keep under consideration, the financial and organisational implications and impact on people's experience of joint and integrated working across health and social care services, and to make recommendations for ensuring that performance and quality standards for health and social care services to children, families and adults are met and represent value for money across the whole system.	
Authority to prepare and provide Health and Wellbeing Board sign off for the Better Care Fund Plan.	
Authority to approve non-statutory joint strategies on health and wellbeing issues (e.g. Cambridgeshire and Peterborough suicide prevention strategy).	

Delegated Authority	Delegated Condition
Authority to discharge any other functions specifically reserved to be undertaken by the Health and Wellbeing Boards as set out in legislation, guidance, circulars and directives received from national Government.	
Authority to consider whether ICS Board draft forward plans take proper account of the joint local health and wellbeing strategy which relates to the period (or any part of the period) to which the plan relates.	Section 14Z54 White paper
To provide oversight to the work undertaken by the member partners to take forward the Cambridgeshire and Peterborough ICB to deliver the “triple aim” duty for all NHS organisations of better health for the whole population, better quality of care for all patients and financially sustainable services for the taxpayer.	
To provide a system wide governance forum, including NHS, Local Government and wider partners, to enable collective focus and direction to the responsibilities and decision making of the individual partners.	

Cambridgeshire & Peterborough Health and Wellbeing Board (Standing Orders)

1. Co-optees

The Board will be entitled to appoint non-voting and voting co-opted members of the Board. It shall determine whether the co-options shall be for a specified period, for specific meetings or for specific items. Co-options may only be made if the person co-opted has particular knowledge or elected expertise in the functions for which the Board is responsible, or knowledge/responsibility for a geographic or academic agenda issue.

2. Notice of Meetings

Meetings of the Board will be convened by the Integrated Care Board on behalf of Cambridgeshire County Council and Peterborough City Council. The County Council and the City Council will arrange the clerking of the HWB part of the agenda and recording of the whole meeting (a member of Cambridgeshire County Council's or Peterborough City Council's Democratic Services Team will act as clerk or business support lead).

3. Chair

The appointment of the Chair will be determined by the Board at each meeting. It will be based on a rotating arrangement between CCC, PCC and the ICP.

4. Quorum

The quorum for all meetings of the Board will be nine members and must include at least one elected representative from CCC and PCC and a representative of the ICB.

5. Appointment of Substitute Members

Nominating groups may appoint a substitute member for each position. These members will receive electronic versions of agendas and minutes for all meetings. Notification of a named substitute member must be made in writing or by email to the clerk. Substitute members may attend meetings after notifying the clerk of the intended substitution before the start of the meeting either verbally or in writing. Substitute members will have full voting rights when taking the place of the ordinary member for whom they are designated substitute.

6. Decision Making

It is expected that decisions will be reached by consensus, however, if a vote is required it will be determined by a simple majority of those members and voting co-opted members present and voting. If there are equal numbers of votes for and against, the Chair will have a second or casting vote. There will be no restriction on how the Chair chooses to exercise a casting vote.

7. Meeting Frequency

The Board will meet at least four times a year. In addition, extraordinary meetings may be called from time to time as and when appropriate. A Board meeting may be called by the Chair, by any three members of the Board or by the Director of Public Health if they consider it necessary or appropriate.

8. Supply of information

The Cambridgeshire and Peterborough Health and Wellbeing Board may, for the purpose of enabling or assisting it to perform its functions, request any of the following persons to supply it with such information as may be specified in the request—

- (a) the local authority that established the Health and Wellbeing Board;
- (b) any person who is represented on the Health and Wellbeing Board by virtue of section 194(2)(e) to (g) or (8) of the Health and Social Care Act 2012 (“the 2012 Act”);
- (c) any person who is a member of a Health and Wellbeing Board by virtue of section 194(2)(g) or (8) but is not acting as a representative.

A person who is requested to supply information under (a), (b) and (c) must comply with the request. Information supplied to a Health and Wellbeing Board under this section may be used by the Board only for the purpose of enabling or assisting it to perform its functions.

9. Status of Reports

Meetings of the Board shall be open to the press and public and the agenda, reports and minutes will be available for inspection on the CCC and PCC’s website at least five working days in advance of each meeting. [This excludes items of business containing confidential information or information that is exempt from publication in accordance with Part 5A and Schedule 12A to the Local Government Act 1972 as amended.] Other participating organisations may make links from their website to the Board’s papers on CCC or PCC’s website.

10. Press Strategy

An electronic link to agendas for all meetings will be sent to the local media.

CCC and/or PCC will be responsible for issuing press releases on behalf of the Board and dealing with any press enquiries. Press releases issued on behalf of the Board will be agreed with the Chair or Vice-Chair and circulated to all Board members.

11. Members' Conduct

Part 5 - Codes and Protocols of the Cambridgeshire County Council's Constitution applies to all elected and 'co-opted' members of the Board.

12. Amendment of the Terms of Reference

The Board may recommend variations to its Terms of Reference by a simple majority vote by the members provided that prior notice of the nature of the proposed variation is made and included on the agenda for the meeting.

13. Governance and Accountability

The Board will be accountable for its actions to its individual member organisations. There will be sovereignty around decision making processes. Representatives will be accountable through their own organisations for the decisions they take. It is expected that Members of the Board will have delegated authority from their organisations to take decisions within the terms of reference. Decisions within the terms of reference will be taken at meetings and will not normally be subject to ratification or a formal decision process by partner organisations. However, where decisions are not within the delegated authority of the Board members, these will be subject to ratification by constituent bodies. It is expected that decisions will be reached by consensus. Board members bring the responsibility, accountability and duties of their individual roles to the Board to provide information, data and consultation material appropriate to inform the discussions and decisions.

14. Reporting

The Board will take an annual report to Full Council in CCC and PCC and will report to NHS England and Improvement (NHSEI) via the regional Team reports as required.

Contract Procedure Rules

To: Council

Meeting Date: 10th May 2022

From: Director of Resources & Chief Finance Officer

Purpose: To consider the amended Contract Procedure Rules.

Recommendation: Full Council is asked to:

- (i) To approve the amended Contract Procedure Rules, set out in Appendix 1 of this report, for inclusion in the Constitution; and
- (ii) authorise the Monitoring Officer, in consultation with the Chair of the Constitution and Ethics Committee, to make any other minor or consequential amendments to the Constitution necessary for, or incidental to, the implementation of these proposals.

Officer contact:

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Member contact:

Names: Councillor Sebastian Kindersley
Post: Chair of Constitution and Ethics Committee
Email: skindersley@hotmail.com
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1. Background

- 1.1 The Council's Contract Procedure Rules (Rules) form part of the Constitution and govern the way in which the Council buys goods, services and works. They must operate in compliance with Public Contract Regulations (2015) which contain rules to ensure that public sector procurements operate in a fair, proportionate, transparent and non-discriminatory manner.
- 1.2 The current Rules were adopted in February 2020 and updated in May 2021. It is essential that the Rules are kept under continuous review to ensure that they reflect changes in law (including case law), best practice and information from internal reviews/audits. Used properly the Rules provide the Council with protection against legal challenge; accountability at all levels and enable the Council to achieve value for money through its purchasing activities.
- 1.3 Recent feedback on the operation of the Rules has highlighted areas of internal practice which could be improved to enable officers to conduct procurement activity in a timely, efficient and effective manner.

2. Main Issues

- 2.1 It is important that the Rules set out the rules which must be followed by those involved in procurement activity at the Council. Additional guidance and support is available from the Central Procurement Team, but that guidance does not need to be included in the Rules.
- 2.2 It is equally as important that the Rules operate in a way that promotes good working practice; that they facilitate procurements rather than hinder them.
- 2.3 In order to ensure that these two objectives are met, the following changes have been included in the amended Rules:
 - i. Procurement guidance has been removed to ensure that the remaining rules are clear and can be easily followed. The Procurement Guide contains all supporting procurement guidance and template procurement documents are available on the Intranet.
 - ii. There is an increase in the value at which contracts need sealing, from £100,000 to £500,000, except for construction contracts. The only benefit to sealing a contract is to increase the defects liability period from six (6) to twelve (12) years which is not a benefit to most contracts and adds time and money to the procurement process.
 - iii. The concept of the Responsible Officer has been introduced with a clear list of responsibilities set out within the Rules.
 - iv. There is a new requirement that where a contract is valued over £100,000, a signed PDF copy of that contract must be sent to the Central Procurement Team for secure filing. This ensures that there is a central record of all significant contracts and enables the Central Procurement Team to spot check that the relevant Rules have been followed in the creation of that contract. Audits have previously identified that

the Council has sometimes been unable to quickly locate these records when needed.

- v. There is an amendment to the waiver requirement to remove the need for a waiver when a competitive process (for example a framework agreement further competition or tender) yields less than three quotes.
- vi. There is a new requirement that all procurements valued over £100,000 must have a procurement plan and award report to support thorough planning and compliance through the procurement process. These documents will be signed off in compliance with the Delegated Authorities Matrix set out in Appendix 2 of the amended Rules.
- vii. The removal of the requirement for the Monitoring Officer to approve contracts that are longer than four years, however, the Monitoring Officer will still have to approve contracts valued over the key decision threshold.

2.4 The Constitution and Ethics Committee met on 26 April 2022 and agreed to recommend the amended Contract Procedure Rules to Council for approval.

3. Appendices

3.1 Appendix 1 – amended Rules

4. Source documents

4.1 [UK Public Contract Regulations 2015](#)

4.2 Procurement Guide: contact Clare Ellis (Head of Procurement)

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 and the Procurement 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 Central Procurement Team.
- 1.5 The Procurement Guide is an invaluable source of operational guidance to support any procurement activity and the correct application of these rules. The Guide can be found on the intranet's procurement page.
- 1.6 Should a conflict be found between these rules, the law and the Procurement Guide, the order of precedence shall be the law, the Rules and then the Procurement Guide.
- 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 that may be required to make the land and/or existing buildings ready for acquisition, disposal or leasing.
- 1.9.2 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 Policy Relating to the Appointment of External Consultants and Interims.
- 1.9.3 The lending or borrowing of money by the Council.
- 1.9.4 Section 75 of the NHS Act (2006), arrangements where the Council delegates the health-related functions to its partner(s), the arrangements are not subject to the Rules other than that the details of the agreement must be recorded on the Council's Contract Register.
- 1.9.5 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.
- 1.10 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.
- 1.11 Any award of grants of money 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 implemented. Unless the terms of the grant stipulate otherwise, value for money and the Rules should be followed in the award of grants.
- 1.12 The Monitoring Officer in consultation with the Head of Procurement 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.

- 1.13 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 \(local.gov.uk\)](http://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.
- 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.
- 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 Collaborative/Joint Procurement: where another contracting authority is acting as the 'lead buyer' and provided that the responsible officer can demonstrate those arrangements comply with the relevant applicable laws and best practice.
- 2.7.3 Value for Money: where proprietary or patented goods or services; or 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.
- 2.7.4 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.

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.
- 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 Role of the Responsible Officer

4.1 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.

4.2 Responsible officers:

4.2.1 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.

4.2.2 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.

4.2.3 Must ensure that they have the correct authorisation to procure and award the contract before proceeding.

4.2.4 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.

- 4.2.5 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.
- 4.2.6 Must keep a record of all decisions made in connection with the procurement, records should also include minutes from any meetings held.
- 4.2.7 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.
- 4.2.8 Must ensure that a PDF copy of the signed contract is forwarded to the Central Procurement Team for all contracts valued over £100,000.
- 4.3 Supporting information about the role of the responsible officer can be found in the Procurement Guide.

5 Chief Officer Responsibilities

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

6 Prevention of Corruption/Declaration of Interests

- 6.1 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.
- 6.2 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.

- 6.3 Members involved in procurement activity will at all times act in a manner consistent with their Code of Conduct.

7 Income Generation/Concession Contracts

- 7.1 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.

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

- 8.1 The responsible officer must ensure that there is no corporate contract/framework agreement/DPS available before undertaking an alternative procurement process.
- 8.2 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 Central Procurement Team must be consulted before the procurement is started.
- 8.3 For the avoidance of doubt, a framework agreement or DPS is considered a compliant procurement route where:
- 8.3.1 It has been entered into by the Council in compliance with the Rules;
- Or
- 8.3.2 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.
- 8.4 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 Central Procurement Team.
- 8.5 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.

- 8.6 Approval for award of a contract must be sought in compliance with the Delegated Authorities Matrix at Appendix 2.
- 8.7 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 Central Procurement Team.
- 8.8 Where the call-off contract is valued over £25,000 an award notice is required to be published on Contracts Finder.
- 8.9 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.

9 Procurements up to £5,000 in Total Value

- 9.1 Whilst obtaining value for money remains the primary objective, multiple quotations are not essential.
- 9.2 The responsible officer must first ensure that there is no corporate contract, framework agreement or DPS before procuring goods, services or works.
- 9.3 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.

10 Procurements valued over £5,000 but below £25,000

- 10.1 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.
- 10.2 The responsible officer must obtain a minimum of three comparable written quotations. Wherever possible at least two quotations must be from a local provider.
- 10.3 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.

10.4 Quotations may be submitted by letter, email or via the Council's e procurement system.

10.5 The contract award must be approved in accordance with the Delegated Authorities Matrix at Appendix 2.

10.6 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.

10.7 The responsible officer must add the contract to the Council's Contract Register to ensure compliance with Local Government Transparency Code 2015.

11 Procurements valued between £25,000 and £100,000

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 obtain a minimum of three written quotations and whenever possible, at least two of those quotations must be from a local supplier.

11.3 The responsible officer must use the formal Request for Quotation documents available on the procurement pages of the intranet unless otherwise agreed with the Central Procurement Team.

11.4 The inclusion of social value criteria in the evaluation methodology should be considered in discussion with the Central Procurement Team if necessary.

11.5 An advert and award notice must be placed on Contracts Finder by the responsible officer, usually via the Council's e-procurement system.

- 11.6 The evaluation criteria must be established before the advert is published and those same criteria must be used when evaluating the quotations received.
- 11.7 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.
- 11.8 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.
- 11.9 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 disclosed to another bidder. Under no circumstances should the responsible officer provide a verbal debriefing to any bidder.
- 11.10 The responsible officer must add the contract to the Council's Contract Register to ensure compliance with Local Government Transparency Code 2015.
- 11.11 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.

12 Procurements valued over £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 consult with the Central Procurement Team and Pathfinder Legal Services before commencing the procurement.
- 12.3 A Procurement Plan will be developed by the responsible officer and the Central Procurement Team and will be used to ensure that proper authority is granted for the procurement process and if relevant contract award.

- 12.4 The inclusion of social value criteria in the evaluation methodology should be considered in discussion with the Central Procurement Team.
- 12.5 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 Central Procurement Team will provide advice as to the most appropriate process.
- 12.6 The responsible officer will work with the Central Procurement Team to develop all relevant procurement documents and these must include full details of the tender evaluation criteria.
- 12.7 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.
- 12.8 The procurement process must be managed electronically via the Council's e-procurement system.
- 12.9 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.
- 12.10 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 Central Procurement Team and Pathfinder Legal Services.
- 12.11 Authorisation of award must be granted in accordance with the Delegated Authorities Matrix in Appendix 2 before award can take place.
- 12.12 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.
- 12.13 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 Central Procurement 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 Central

Procurement Team and Pathfinder Legal Services for advice before any response is made.

- 12.14 The responsible officer must raise a purchase order and ensure that the contract and description in that purchase order are sufficiently clear.
- 12.15 The responsible officer must add the contract to the Council's Contract Register to ensure compliance with Local Government Transparency Code 2015.
- 12.16 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.
- 12.17 The responsible officer must send a signed PDF copy of the contract to the Central Procurement Team as soon as possible.

13 Use of Presentations/Site Visits or Demonstrations

- 13.1 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 Central Procurement Team.
- 13.2 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.

14 Late tenders, Irregular Tenders or Errors in Tenders

- 14.1 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.
- 14.2 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 determine that the bidder has gained no unfair advantage from its irregularity. The reasons for such acceptance should be recorded in writing.
- 14.3 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.

15 Clarifications and Negotiation

- 15.1 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.
- 15.2 Under no circumstances can clarification processes be used as an opportunity to conduct negotiations.
- 15.3 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 Central Procurement Team must be contacted as soon as possible.

16 Forming Contracts

- 16.1 All expenditure with external organisations must be confirmed in writing.
- 16.2 Sections 9, 10, 11 and 12 detail the nature of the contract that should be used at each procurement threshold.
- 16.3 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.
- 16.4 A PDF copy of the signed contract must be forwarded to the Central Procurement Team where the contract value is over £100,000.
- 16.5 All contracts valued over £5,000 must be entered on to the Council's Contract Register by the responsible officer.
- 16.6 Any changes to a contract should also be entered on to the Council's Contract Register by the responsible officer.

17 Bonds, Parent Company Guarantees and Other Sureties

- 17.1 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.
- 17.2 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.
- 17.3 The Council must never give a bond or other guarantee.

18 Non-Compliance with the Rules

- 18.1 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.

19 Contract Management

- 19.1 All contracts valued over £100,000 must have a named contract manager.
- 19.2 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.
- 19.3 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 Central Procurement Team should be contacted for further advice in these circumstances.

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

19.5 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.

19.6 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.

20 Other Matters

20.1 Abnormally Low Bids

20.1.1 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.

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

20.2 UK GDPR

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

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

20.3 Retention of Records

20.3.1 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.
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 within 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.
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.
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.
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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
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

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.

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.

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

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

UK Procurement Thresholds

These thresholds are effective from 1st January 2022 and are inclusive of VAT.

Works threshold: £5,336,937

Services threshold: £189,330

Light Touch Regime threshold: £663,540

Concessions threshold: £5,336,937

Arrangements for the appointment of Independent Person(s)

To: Council

Meeting Date: 10th May 2022

From: Director of Law and Governance & Monitoring Officer

Purpose: To appoint Independent Person or Persons following the expiry of the current appointments on 15 October 2022.

Recommendation: Full Council is asked to:

- (i) reappoint Gillian Holmes and Grant Osbourn as Independent Persons for a period of two years until 15 October 2024; and
- (ii) set the level of remuneration for Independent Person(s) at £1,000 per annum from reappointment to be increased annually in line with the percentage increase in staff salaries (non-management band).

Officer contact:

Name: Michelle Rowe
Post: Democratic Services Manager
Email: michelle.rowe@cambridgeshire.gov.uk
Tel: 01223 699180

Member contact:

Names: Councillors Sebastian Kindersley
Post: Chair of Constitution and Ethics Committee
Email: skindersley@hotmail.com
Tel: 01223 706398

1. Background

1.1 Legal framework

- 1.1.1 Chapter 7 of the Localism Act 2011 sets out the duty of a local authority to promote and maintain high standards of conduct by members and co-opted members of the authority.
- 1.1.2 Section 28 of the Act, 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.
- 1.1.3 Section 28 sets out those persons who would not be considered to be independent, who include members, co-opted members and officers of the authority and their relatives and close friends. However, it provides that the person(s) appointed do not cease to be independent as a result of being paid allowances or expenses for performing the duties of the appointment.
- 1.1.4 Section 28 also sets out the conditions for the process of appointing such persons. These conditions are that
 - i. the vacancy has been advertised in such manner as the authority considers is likely to bring it to the attention of the public,
 - ii. the person has submitted an application to fill the vacancy to the authority, and
 - iii. the person's appointment has been approved by a majority of the members of the authority.
- 1.1.5 The requirements of the role of the independent person were added to by the Local Authorities (Standing Orders) (England) Regulations 2015, which changed the requirements relating to disciplinary action or dismissal of one of the specified chief officers and removes the requirement to procure a report from a designated independent person.
- 1.1.6 The Council is now required to have a procedure which instead provides:
 - (a) that the appointment of the Head of the Paid Service must be approved by a resolution of full council;
 - (b) a new process for dismissal of the Head of the Paid Service, Section 151 Officer or Monitoring Officer, who can now only be dismissed with the approval of a resolution of full Council;
 - (c) that when considering any such dismissal, full Council must consider the advice, view or recommendations of a panel;
 - (d) the panel must be an advisory committee (i.e. a committee without decision making powers) and the membership of the Panel must include at least two 'independent persons';
 - (e) the Council must appoint 'independent persons' to the panel. The only people who qualify are people who have been appointed by the Council (or another

council) for the purposes of advising in cases relating to the member code of conduct.

- (f) In selecting independent persons the Council is required to prioritise Cambridgeshire County Council appointed 'independent persons' who are local government electors in Cambridgeshire. If for any reason the Council's appointed 'independent persons' are unable to attend then it is entitled to use independent persons appointed by another local authority.

2. Local implementation

- 2.1 At an early stage of making arrangements to implement the Localism Act 2011, the Standards Committee concluded that it would be sensible to appoint two independent persons, in case one was not available, or already had prior knowledge of a complaint or the parties to the complaint. Full Council in July 2012 authorised 'the Monitoring Officer, in consultation with the Chairman of the Constitution and Ethics Committee, to take all necessary steps towards the selection of a suitable candidate to be recommended to Full Council for appointment as an 'Independent Person'.
- 2.2 A panel composed of members of the Constitution and Ethics Committee conducted the recruitment exercise, advertising the posts in the local press and on the Council's website, shortlisting applications, and interviewing shortlisted candidates. The panel recommended to Constitution and Ethics Committee in September 2012 that Sean Brady and Gillian Holmes be appointed, and the Committee recommended their appointment to Council.
- 2.3 On 16 October 2012, Full Council agreed to appoint Sean Brady and Gillian Holmes to the role of Independent Person for Cambridgeshire County Council with immediate effect for a period of one year, and to delegate to the Constitution and Ethics Committee the power to extend these appointments for up to a further three years thereafter. The Committee exercised that power on 7 November 2013, extending the appointments to 15 October 2016, and on 19 April 2016 extending the appointments to 30 October 2019.
- 2.4 As independent persons are not members or co-opted members of Council, their remuneration falls outside the Members' Allowances Scheme, and can be determined without reference to an Independent Remuneration Panel. The current independent persons receive an annual allowance of £500 each.
- 2.5 Sean Brady resigned from the position of Independent Person on 11 October 2017.
- 2.6 On 4 April 2019, the Constitution and Ethics Committee considered the appointment of an Independent Person on Persons for recommendation to Council. It agreed to authorise the Monitoring Officer, in consultation with the Chairman/woman of the Constitution and Ethics Committee, to take all necessary steps towards the selection of suitable candidates to be recommended to Full Council for appointment as an Independent Person. It also set the level of remuneration at £500 for each Independent Person so that it could be included in information supplied to applicants for the post of Independent Person.
- 2.7 It is important to note that when the Council advertised 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.

- 2.8 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.

3. Current issues

- 3.1 Arrangements are needed for Full Council to appoint one or more independent persons beyond 15 October 2022. The remuneration of these appointees must also be agreed.
- 3.2 In addition to a flat annual fee of £500, the current independent persons have their travelling and other expenses reimbursed whenever they are required to conduct Council business.
- 3.3 The Constitution and Ethics Committee met on 26 April 2022 and considered the issues associated with the appointment of Independent Person(s). It was informed that both current incumbents were happy to continue in the role. The Committee was also informed of fees paid by other local authorities and the Combined Authority in Cambridgeshire. It was acknowledged that the average fee was around £1,000 so it was agreed to recommend to Council to set the level of remuneration for Independent Person(s) at £1,000 per annum from reappointment to be increased annually in line with the percentage increase in staff salaries (non-management band).

4. Source documents

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

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

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

[Council - 15 October 2019](#)

Scheme of Delegation

To: Council

Meeting Date: 10th May 2022

From: Director of Law and Governance & Monitoring Officer

Purpose: To agree the scheme of delegation or such part of it as the Constitution determines it is for the Council to agree (as set out in Part 3 of this Constitution).

Recommendation: Council is recommended to 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).

Officer contact:

Name: Michelle Rowe
Post: Democratic Services Manager
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Tel: 01223 699180

Member contact:

Names: Councillors Sebastian Kindersley
Post: Chair of Constitution and Ethics Committee
Email: skindersley@hotmail.com
Tel: 01223 706398

1. Background

- 1.1 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.
- 1.2 Section 1.2 (vi) 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).
- 1.3 Constitution and Ethics Committee met on 26 April 2022 and agreed to recommend to Council for approval 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).

2. Source documents

[Council Constitution - Cambridgeshire County Council](#)

COMMITTEE MEMBERSHIP 2022/23

POLICY AND SERVICE COMMITTEES

The Council will allocate seats in the same manner to ensure that the number of substitute members is equal to the number of members on a committee/sub-committee with a minimum of three substitute members per political group.

STRATEGY AND RESOURCES (15)

	Members			Substitutes	
CLLR	C BODEN	C	CLLR	D AMBROSE-SMITH	C
CLLR	S COUNT	C	CLLR	S BYWATER	C
CLLR	S CRISWELL	C	CLLR	A COSTELLO	C
CLLR	M GOLDSACK	C	CLLR	J FRENCH	C
CLLR	S HOY	C	CLLR	R FULLER	C
CLLR	M MCGUIRE	C	CLLR	A HAY	C
CLLR	J SCHUMANN	C	CLLR	M SMITH	C
CLLR	L DUPRE	LD	CLLR	M ATKINS	LD
CLLR	N GOUGH	LD	CLLR	A BECKETT	LD
CLLR	E MURPHY	LD	CLLR	M KING	LD
CLLR	L NETHSINGHA	LD	CLLR	P SLATTER	LD
CLLR	G WILSON	LD	CLLR	S VAN DE VEN	LD
CLLR	R HOWITT	L	CLLR	N GAY	L
CLLR	E MESCHINI	L	CLLR	C RAE	L
CLLR	T SANDERSON	Ind	CLLR	N SHAILER	L
			CLLR	S FERGUSON	Ind
			CLLR	D GILES	Ind
			CLLR	S TAYLOR	Ind

ADULTS AND HEALTH (15)

	Members			Substitutes	
CLLR	D AMBROSE SMITH	C	CLLR	S COUNT	C
CLLR	C BODEN	C	CLLR	J FRENCH	C
CLLR	S CORNEY	C	CLLR	M GOLDSACK	C
CLLR	A COSTELLO	C	CLLR	S HOY	C
CLLR	A HAY	C	CLLR	M MCGUIRE	C
CLLR	M HOWELL	C	CLLR	A SHARP	C
CLLR	K REYNOLDS	C	CLLR	M SMITH	C
CLLR	C DAUNTON	LD	CLLR	A BECKETT	LD
CLLR	E MURPHY	LD	CLLR	L DUPRÉ	LD
CLLR	P SLATTER	LD	CLLR	R HATHORN	LD
CLLR	S VAN DE VEN	LD	CLLR	LUCY NETHSINGHA	LD
CLLR	G WILSON	LD	CLLR	A WHELAN	LD
CLLR	G BIRD	L	CLLR	B GOODLIFFE	L
CLLR	N GAY	L	CLLR	E MESCHINI	L
CLLR	R HOWITT	L	CLLR	N SHAILER	L

CHILDREN AND YOUNG PEOPLE (15)

	Members			Substitutes	
CLLR	D AMBROSE SMITH	C	CLLR	C BODEN	C
CLLR	A HAY	C	CLLR	S BYWATER	C
CLLR	S HOY	C	CLLR	S COUNT	C
CLLR	J KING	C	CLLR	D DEW	C
CLLR	M MCGUIRE	C	CLLR	R FULLER	C
CLLR	K PRENTICE	C	CLLR	J GOWING	C
CLLR	A SHARP	C	CLLR	D SCHUMANN	C
CLLR	M ATKINS	LD	CLLR	A BRADNAM	LD
CLLR	C DAUNTON	LD	CLLR	P COUTTS	LD
CLLR	M KING	LD	CLLR	S KINDERSLEY	LD
CLLR	P SLATTER	LD	CLLR	L NETHSINGHA	LD
CLLR	F THOMPSON	LD	CLLR	S VAN DE VEN	LD
CLLR	A BULAT	L	CLLR	G BIRD	L
CLLR	B GOODLIFFE	L	CLLR	H COX CONDRON	L
CLLR	S TAYLOR	Ind	CLLR	E MESCHINI	L
			CLLR	S FERGUSON	Ind
			CLLR	D GILES	Ind
			CLLR	T SANDERSON	Ind

COMMUNITIES, SOCIAL MOBILITY AND INCLUSION (15)

	Members			Substitutes	
CLLR	K BILLINGTON	C	CLLR	I GARDENER	C
CLLR	A COSTELLO	C	CLLR	M GOLDSACK	C
CLLR	S CRISWELL	C	CLLR	J GOWING	C
CLLR	D DEW	C	CLLR	S HOY	C
CLLR	J FRENCH	C	CLLR	S KING	C
CLLR	K PRENTICE	C	CLLR	J SCHUMANN	C
CLLR	D SCHUMANN	C	CLLR	M SMITH	C
CLLR	P COUTTS	LD	CLLR	H BATCHELOR	LD
CLLR	R HATHORN	LD	CLLR	C DAUNTON	LD
CLLR	L NETHSINGHA	LD	CLLR	L DUPRE	LD
CLLR	P SLATTER	LD	CLLR	S KINDERSLEY	LD
CLLR	F THOMPSON	LD	CLLR	S VAN DE VEN	LD
CLLR	H COX CONDRON	L	CLLR	A BULAT	L
CLLR	B GOODLIFFE	L	CLLR	C RAE	L
CLLR	T SANDERSON	Ind	CLLR	N SHAILER	L
			CLLR	S FERGUSON	Ind
			CLLR	D GILES	Ind
			CLLR	S TAYLOR	Ind

ENVIRONMENT AND GREEN INVESTMENT

	Members			Substitutes	
CLLR	S CORNEY	C	CLLR	S COUNT	C
CLLR	I GARDENER	C	CLLR	D DEW	C
CLLR	M GOLDSACK	C	CLLR	A HAY	C
CLLR	J GOWING	C	CLLR	K PRENTICE	C
CLLR	J KING	C	CLLR	K REYNOLDS	C
CLLR	M SMITH	C	CLLR	J SCHUMANN	C
CLLR	S TIERNEY	C	CLLR	A SHARP	C
CLLR	A BRADNAM	LD	CLLR	M ATKINS	LD
CLLR	P COUTTS	LD	CLLR	P MCDONALD	LD
CLLR	L DUPRE	LD	CLLR	P SLATTER	LD
CLLR	R HATHORN	LD	CLLR	F THOMPSON	LD
CLLR	B MILNES	LD	CLLR	G WILSON	LD
CLLR	N GAY	L	CLLR	H COX CONDRON	L
CLLR	C RAE	L	CLLR	R HOWITT	L
CLLR	S FERGUSON	Ind	CLLR	N SHAILER	L
			CLLR	D GILES	Ind
			CLLR	T SANDERSON	Ind
			CLLR	S TAYLOR	Ind

HIGHWAYS AND TRANSPORT (15)

	Members			Substitutes	
CLLR	D DEW	C	CLLR	K BILLINGTON	C
CLLR	J FRENCH	C	CLLR	S CORNEY	C
CLLR	R FULLER	C	CLLR	D CONNOR	C
CLLR	S KING	C	CLLR	A HAY	C
CLLR	M MCGUIRE	C	CLLR	M HOWELL	C
CLLR	A SHARP	C	CLLR	J KING	C
CLLR	M SMITH	C	CLLR	S TIERNEY	C
CLLR	A BECKETT	LD	CLLR	N GOUGH	LD
CLLR	P COUTTS	LD	CLLR	R HATHORN	LD
CLLR	L DUPRÉ	LD	CLLR	L NETHSINGHA	LD
CLLR	P MCDONALD	LD	CLLR	A WHELAN	LD
CLLR	B MILNES	LD	CLLR	G WILSON	LD
CLLR	G BIRD	L	CLLR	B GOODLIFFE	L
CLLR	N SHAILER	L	CLLR	R HOWITT	L
CLLR	D GILES	Ind	CLLR	E MESCHINI	L
			CLLR	S FERGUSON	Ind
			CLLR	T SANDERSON	Ind
			CLLR	S TAYLOR	Ind

REGULATORY

PLANNING COMMITTEE (9)

	Members			Substitutes	
CLLR	D CONNOR	C		J FRENCH	C
CLLR	S CORNEY	C		M GOLDSACK	C
CLLR	I GARDENER	C		J GOWING	C
CLLR	M SMITH	C		K PRENTICE	C
CLLR	H BATCHELOR	LD		R HATHORN	LD
CLLR	A BRADNAM	LD		S KINDERSLEY	LD
CLLR	N GOUGH	LD		E MURPHY	LD
CLLR	C RAE	L		N GAY	L
CLLR	T SANDERSON	Ind		R HOWITT	L
				VACANCY	L
				VACANCY	Ind
				D GILES	Ind
				S TAYLOR	Ind

OTHER COMMITTEES

AUDIT AND ACCOUNTS COMMITTEE (7)

	Members			Substitutes	
CLLR	C BODEN	C		J FRENCH	C
CLLR	M MCGUIRE	C		R FULLER	C
CLLR	A SHARP	C		S HOY	C
CLLR	A WHELAN	LD		H BATCHELOR	LD
CLLR	G WILSON	LD		N GOUGH	LD
CLLR	N GAY	L		E MURPHY	LD
CLLR	S TAYLOR	Ind		R HOWITT	L
				C RAE	L
				N SHAILER	L
				S FERGUSON	Ind
				D GILES	Ind
				T SANDERSON	Ind

CONSTITUTION AND ETHICS COMMITTEE (9)

	Members		Substitutes	
CLLR	D AMBROSE SMITH	C	K BILLINGTON	C
CLLR	J FRENCH	C	C BODEN	C
CLLR	M MCGUIRE	C	S BYWATER	C
CLLR	K REYNOLDS	C	M SMITH	C
CLLR	L DUPRÉ	LD	P COUTTS	LD
CLLR	N GOUGH	LD	L NETHSINGHA	LD
CLLR	S KINDERSLEY	LD	P SLATTER	LD
CLLR	A BULAT	L	G BIRD	L
CLLR	T SANDERSON	Ind	B GOODLIFFE	L
			E MESCHINI	L
			S FERGUSON	Ind
			D GILES	Ind
			S TAYLOR	Ind

Subject to approval of Agenda Item No. 8(a)

CAMBRIDGESHIRE & PETERBOROUGH HEALTH AND WELLBEING BOARD (2)

	Members	
CLLR	S VAN DE VEN (Lead Member for health and wellbeing)	LD
CLLR	R HOWITT	L

CORPORATE PARENTING SUB-COMMITTEE (5)

	Members		Substitutes	
CLLR	A HAY	C	D AMBROSE SMITH	C
CLLR	M MCGUIRE	C	S HOY	C
CLLR	A BRADNAM	LD	J KING	C
CLLR	P SLATTER	LD	M KING	LD
CLLR	A BULAT	L	L NETHSINGHA	LD
			S VAN DE VEN	LD
			G BIRD	L
			H COX CONDRON	L
			B GOODLIFFE	L

[Note Any five members (including substitutes) of the Children and Young People Committee, subject to political proportionality. The Chair and Vice-Chair of the Sub-Committee shall be selected and appointed by the Children and Young People Committee.]

PENSION FUND COMMITTEE (6)

	Members		Substitutes	
CLLR	I GARDENER	C	S CORNEY	C
CLLR	J SCHUMANN	C	D DEW	C
CLLR	A SHARP	C	A HAY	C
CLLR	E MURPHY	LD	M ATKINS	LD
CLLR	A WHELAN	LD	H BATCHELOR	LD
CLLR	C RAE	L	N GOUGH	LD
			N GAY	L
			E MESCHINI	L
			N SHAILER	L

PENSION FUND COMMITTEE INVESTMENT SUB-COMMITTEE (4)

	Members		Substitutes	
CLLR	I GARDENER	C	S CORNEY	C
CLLR	A SHARP	C	A HAY	C
CLLR	A WHELAN	LD	J SCHUMANN	C
CLLR	C RAE	L	M ATKINS	LD
			N GOUGH	LD
			E MURPHY	LD
			N GAY	L
			E MESCHINI	L
			N SHAILER	L

[Note: All Investment Sub-Committee Members shall be drawn from the Pension Committee membership including substitutes. The Chair and Vice-Chair of the Investment Sub-Committee shall be the Chair and Vice-Chair of the Committee respectively]

PENSION FUND BOARD (2 Employer Representatives)

CLLR	S KING	C		
CLLR	P SLATTER	LD		

[Note: Members of the Board cannot be members of the Pension Fund Committee]

STAFFING & APPEALS COMMITTEE (9)

	Members		Substitutes	
CLLR	K BILLINGTON	C	D AMBROSE SMITH	C
CLLR	D DEW	C	S COUNT	C
CLLR	K REYNOLDS	C	M MCGUIRE	C
CLLR	S TIERNEY	C	J SCHUMANN	C
CLLR	H BATCHELOR	LD	P COUTTS	LD
CLLR	E MURPHY	LD	L DUPRE	LD
CLLR	L NETHSINGHA	LD	S VAN DE VEN	LD
CLLR	N SHAILER	L	N GAY	L
CLLR	T SANDERSON	Ind	E MESCHINI	L
			C RAE	L
			S FERGUSON	Ind
			D GILES	Ind
			S TAYLOR	Ind

SERVICE APPEALS SUB-COMMITTEE (3)**APPOINTED FROM STAFFING & APPEALS COMMITTEE AS AND WHEN NEEDED**

One Conservative, one Liberal Democrat and one Labour

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

Committee	Chair	Vice-chair
Strategy and Resources	Councillor Lucy Nethsingha	Councillor Elisa Meschini
Adults and Health	Councillor Richard Howitt	Councillor Susan van de Ven
Children and Young People	Councillor Bryony Goodliffe	Councillor Maria King
Communities, Social Mobility, and Inclusion	Councillor Tom Sanderson	Councillor Hilary Cox Condron
Environment and Green Investment	Councillor Lorna Dupré	Councillor Nick Gay
Highways and Transport	Councillor Alex Beckett	To be proposed at the Council meeting

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

Appointments to Outside Organisations and Annual Report of representation on Outside Bodies 2021-22

To: Council

Meeting Date: 10th May 2022

From: Director of Law and Governance & Monitoring Officer

Purpose: To consider appointments to outside bodies, and the Outside Bodies Annual Report 2021-22.

Recommendation: Full Council is asked to:

- a) Appoint to the outside bodies set out in Appendix A;
- b) Note the Outside Bodies Annual Report 2019/20 set out in Appendix B; and
- c) Authorise the Chief Executive to make appointments to the Police and Crime Panel in consultation with the Political Group Leaders, if the political balance is amended by Peterborough City Council between now and the next Council meeting.

Officer contact:

Name: Michelle Rowe
Post: Democratic Services Manager
Email: michelle.rowe@cambridgeshire.gov.uk
Tel: 01223 699180

Member contact:

Names: Councillors Stephen Ferguson
Post: Chair of Council
Email: stephen.ferguson@cambridgeshire.gov.uk
Tel: 01223 706398

1. Background

Appointments to Outside Bodies

- 1.1 The Constitution, Part 4 – Rules of Procedure, Part 4.1 – Council Procedure Rules states that –

At the annual meeting, the Council will:

- (vii) Appoint to outside bodies except where appointment to those bodies has been delegated by the Council.

Annual Report 2021-22

- 1.2 As agreed by Council at its meeting on 11th December 2018, an annual report on outside bodies is presented at the annual meeting of Council.

2. Main Issues

Appointment to Outside Bodies

- 2.1 The list of appointments to outside bodies for full Council approval is attached at Appendix A.

Annual Report 2021-22

- 2.2 The report attached at Appendix B lists each outside body separately and sets out the following:
- Aims and activities;
 - The name(s) of the Council's representative(s);
 - The status of the representative(s) on the body;
 - How many meetings are held a year; and

It also includes a report from the representative(s) on what they have done over the last year.

- 2.3 Where an outside body has a number of Council representatives, it has been agreed that one representative could respond if appropriate.
- 2.4 The reports submitted by Councillors have raised a number of issues which will be considered by the relevant Policy and Service Committee when reviewing annual appointments to outside bodies.
- 2.5 A user-friendly version of the report will be published on the Council's website after the meeting at the following link: [Annual report on Outside Bodies](#)
- 2.6 In considering the report, Members may wish to propose changes or additions for next year's report.

3. Source documents

3.1 None

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 Combined Authority	11	1	Agenda Item No.12	Other Public Body	Democratic Services Room 117 Shire Hall Cambridge CB3 0AP richenda.greenhill@cambridgeshire.gov.uk
Cambridgeshire and Peterborough Combined Authority – Overview and Scrutiny Committee	11	2	Agenda Item No.12	Other Public Body	Anne Gardiner Cambridgeshire and Peterborough Combined Authority anne.gardiner@cambridgeshire-ca.gov.uk
Cambridgeshire and Peterborough Combined Authority – Audit and Governance Committee	5	1	Agenda Item No.12	Other Public Body	Anne Gardiner Cambridgeshire and Peterborough Combined Authority anne.gardiner@cambridgeshire-ca.gov.uk

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 Mac McGuire (C) 5. Councillor Kevin Reynolds (C) 6. Councillor Mandy Smith (C) 7. Councillor Michael Atkins (LD) 8. Councillor Sebastian Kindersley (LD) 9. Councillor Edna Murphy (LD) 10. Councillor Philippa Slatter (LD) 11. Councillor Hilary Cox Condron (L) 12. Councillor Bryony Goodliffe (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	Proportionality to be confirmed Substitutes <ol style="list-style-type: none"> 1. 2. 3. <i>Proportionality advised by Peterborough City Council</i>	Other Public Body representative	Jane Webb Peterborough City Council jane.webb@peterborough.gov.uk
County Councils' Network Council	3-4	4	<ol style="list-style-type: none"> 1. Councillor Steve Count (C) 2. Councillor Lucy Nethsingha (LD) 3. Councillor Elisa Meschini (L) 4. Councillor Tom Sanderson (Ind) 	Unincorporated Association	Simon Edwards Local Government House, Smith Square, London, SW1P 3HZ

Name of Outside Body	Meetings per Annum	Reps Appointed	Representative(s)	Guidance Classification	Contact Details
East of England Local Government Association	1 minimum	1	Leader of the Council – Councillor Lucy Nethsingha (LD)	Unincorporated Association	Cheryl Davenport West Suffolk House Western Way Bury St Edmunds IP33 3YU
Greater Cambridge Partnership Executive Board	Quarterly	1	Councillor Elisa Meschini (L) (Substitute – Councillor Neil Gough (LD))	Other Public Body	Wilma Wilkie Greater Cambridge Partnership wilma.wilkie@cambridgeshire.gov.uk
Greater Cambridge Partnership Joint Assembly	Quarterly	3	<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 drawn from those divisions and will be appointed on the nomination of the relevant Group Leaders</i> Currently: 1. Councillor Alex Beckett (LD) 2. Councillor Brian Milnes (LD) 3. Councillor Neil Shailer (L)	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
Local Government Association National representative body of all Local Authorities	3-4	4	1. Councillor Steve Count (C) 2. Councillor Lucy Nethsingha (LD) 3. Councillor Elisa Meschini (L) 4. Councillor Tom Sanderson (Ind)	Unincorporated Association	Fatima de Abreu Member Services Assistant Local Government Association



Annual Report of Representation on Outside Bodies

2021 – 2022

Guidance for Members and Officers who Serve on Outside Bodies

A guide to the law for members and officers
who are appointed to represent Cambridgeshire County Council on another body.

1. Introduction

- 1.1 The County Council appoints members and, less often, officers to serve on a wide range of organisations outside the council, including as directors of companies, trustees of charities, members of management committees and other roles on public bodies and voluntary organisations. These roles on outside bodies may give rise to occasional uncertainty about responsibilities and sometimes lead to conflicts of interest. For example, if an outside body comes into conflict with the Council and the member is a director or on the management committee of the outside body, it is likely that the member's prime duty would be to the outside body in the conduct of the outside body's affairs.
- 1.2 The purpose of this guidance is to summarise the legal position and responsibilities of members and officers who are appointed by the council to serve on outside bodies. It is not intended to be an exhaustive explanation of the law and if further advice is required, the Monitoring Officer should be contacted.
- 1.3 This guidance does not cover any situation where a member or officer who chooses to sit on an outside body in their own private capacity – in this case, they should ensure there is no conflict of interest with their position as a member or officer.
- 1.4 Members and officers may be appointed by the Council to be an "observer" or to undertake a monitoring role at an outside body, facilitating exchanges of views or information as an extension of their council duties but taking no part in the outside body's management or governance other than to attend and vote at annual or general meetings, or simply to attend. In this type of role members and officers will be mainly concerned with representing the council and will not have responsibility for the governance of the body. Care should be taken to ensure such attendance is minuted/recorded each time to correctly reflect this.

2. General

- 2.1 Before accepting the directorship or trusteeship of an external organisation, the member or officer should consider how onerous the responsibilities are likely to be and should only accept the office if satisfied that they have the time and capacity to undertake them.
- 2.2 Consideration should also be given to whether there is likely to be any significant conflict of interest between the role as a director or trustee and their role as a member or officer. If such a conflict is likely to arise to a significant degree then the role should not be taken on.
- 2.3 The member or officer should also assess the risks of things going wrong which might raise the prospect of a personal liability. Matters to be taken into account include the nature of the functions of the outside body and the amount of money it holds or deals with. For example, some external companies handle considerable sums of money in the course of each year and have major functions. On the other hand, the risks associated with relatively small local charities are much less.
- 2.4 Members and officers who serve on outside bodies must exercise independent judgement in the interests of the organisation in which they are involved. Whilst it is recognised that they may have a commitment to representing the County Council on the outside organisation, they must also be aware that it is their responsibility to decide what view to take on any question before the organisation. Where a member or officer serves on the outside body in a representative capacity, this should be made clear to that body. There will be a fine line to tread between the duty to the outside body and to the County Council.
- 2.5 Ultimately the member or officer in acting as a Director or Trustee or member of a Management Committee of an outside body, must act in accordance with that body's interests, and not those of the Council or even the council taxpayers at large. A mandate from the Council to vote one way or the other would put the member or officer in breach of the duty to the organisation. It is permissible to take account of the County Council's wishes, but not to vote simply in accordance with them. The overriding duty in considering an item before the outside body is to vote in accordance with the interests of that organisation.
- 2.6 A member or officer serving on an outside body must also ensure that avoidable loss is not incurred in managing that body. Individual responsibility cannot be avoided by not reading the papers or failing to ask for appropriate reports. Professional advice should also be sought where appropriate.
- 2.7 If there is a major dispute between the County Council and the outside body then the Council's representative can be placed in an untenable position. In these circumstances, the appointee should take advice from either the Chief Executive, the Monitoring Officer or the relevant Chief Officer.
- 2.8 At the end of the day, it is possible that a representative on an outside body may find themselves unable to adequately carry out their responsibilities properly, both as a member or officer of the County Council and as a Director/Trustee/Committee Member of the outside

body. That would be an exception, and should not deflect those appointed to outside bodies from being prepared to participate in the management and running of outside organisations.

2.9 Finally, it is recommended that:-

- (a) Upon being appointed to an outside body, appointees obtain essential documents such as the outside body's governing document and the latest annual report and accounts
- (b) Clarify if there are any insurances or indemnities in place
- (c) Ensure the organisation has sound financial practices and procedures – take an interest in the business plan and other financial reports
- (d) Understand how decisions are made in the organisation including delegations of powers
- (e) Appointees to outside bodies should take advice from the s151 Officer or the Monitoring Officer (as appropriate) if they have any financial or other concerns about the body to which they have been appointed.

3. Company Directors

3.1 The management of a company is generally the responsibility of a board of directors and the powers of the directors are usually set out in the company's Articles of Association (rules which govern the company's internal management). Directors are those who are appointed by the company to act in that capacity.

3.2 Company Directors have the following duties:-

- A fiduciary duty to the company (not individual shareholders) to act honestly and in good faith and in the best interests of the company as a whole. This means taking proper care of the assets of the company.
- A general duty of care and skill to the company. This means that Directors must exercise a degree of skill as may reasonably be expected from someone with that individual's particular knowledge and experience. However, Directors are not deemed to be experts, but are expected to use due diligence and to obtain expert advice if necessary.
- Directors must exercise independent judgement, although they may take account of the interests of any third party whom they represent. This may well require interests to be declared (see below). However, Directors cannot vote simply in accordance with the Council's mandate.
- Directors are not allowed to make a profit from their position. They must therefore disclose any interests they or their family may have in relation to the company's contracts. Whether they are then allowed to vote will depend on the company's Articles of Association.
- Directors must ensure compliance with the Companies Act in relation to the keeping of accounts and making of returns to the Registrar of Companies and the information to be shown on stationery.
- There is a duty to have regard to the interests of the company's employees, particularly, for example, in respect of health and safety.
- Directors also have a range of accounting and financial responsibilities, including the preparation of accounts for each financial year, ensuring accounting records are maintained sufficiently to demonstrate the company's day to day transactions, approving the annual

accounts and laying them before a general meeting and ensuring that annual accounts and reports are sent to shareholders and anyone else entitled to receive them.

3.3 Individual Directors can also be liable in certain circumstances, including the following:-

- A company can only act within the scope set out in its Memorandum of Association, and those Directors who knowingly cause the company to act beyond these activities will be liable personally.
- Directors may also be liable for breach of trust, if they misapply the money or property of the company. Directors may also be liable if they fail to take action to prevent the breach of a Co-Director of which they are aware.
- In the event of a failure to act in accordance with the best interests of the company, or if Directors use their powers improperly or make a personal profit from their position as a Director, then they may be personally liable for loss to the company and may be required to give to the company the personal profit made.
- If the level of skill and care shown by a Director falls below that which could reasonably be expected and the company suffers loss, the Director will be liable for the loss incurred. However, if it believes the Director acted honestly and reasonably, a Court may excuse the Director from this liability.
- If a Director knows or ought to know that there is no reasonable prospect of the company avoiding liquidation, the Court may require the Director to contribute to the company's assets on liquidation if the company continues to trade. This is known as wrongful trading. No such order will be made if the Court is satisfied that the Director took all reasonable steps to minimise the loss to the creditors.
- Directors will also be liable if to their knowledge the company carried on business with intent to defraud creditors or any other person, or for any other fraudulent purpose.
- Where a company fails to pay National Insurance contributions and this is due to fraud or neglect on the part of any director(s) of the company, they may be held personally responsible for the outstanding contributions.

3.4 Finally, information (apart from confidential information) must be given to other councillors about their activities as required by the local authority.

4. Charity Trustees

4.1 Trustees of a charity are responsible for the control and administration of a charity and retain personal liability. Trustees must acquaint themselves with the terms of the Trust. In the case of a charity which is also a company, these terms will be found in the Memorandum and Articles of Association. Other Trusts will be found in the document under which the charity was established, such as a will or deed of gift or constitution.

4.2 Charity Trustees have the following duties:-

- Trustees must act in accordance with the terms of the Trust.

- The property of the charity must be used for the purposes for which the charity was set up. It must also be applied fairly between those properly entitled to benefit from it.
- Trustees have a duty to exercise such care and skill as is reasonable in the circumstances having particular regard to any special knowledge or experience that they have or holds themselves out as having. In addition, where a Trustee acts in the course of a business or profession, particular regard must be had to any special knowledge or experience which it is reasonable to expect of a person acting in the course of that kind of business or profession.
- Trustees must always act in the interests of the charity and of its beneficiaries or potential beneficiaries and without regard to their own private interests. This means that Charity Trustees must not put themselves in a position where their interests and duties conflict.
- The work must generally be unpaid. Trustees may be paid for their expenses from the charity's income and, very occasionally, the Charity Commission may allow wider remuneration where this is in the interests of the charity.
- Trustees cannot benefit either directly or indirectly from the charity.
- They must act reasonably and prudently in all matters relating to the charity and must always bear in mind the interests of the charity. They should manage the charity as carefully as if they were running their own business. Although they may delegate certain of their functions under the Trustee Act 2000 and also under any powers in the trust document, they remain legally responsible and must supervise and control the work of officers.
- Trustees must act in accordance with all relevant legislation.
- They have a duty to provide information to the Charity Commissioners. Most charities (except small ones with an annual income under £1000 a year) are required to register under the charities legislation. The Charity Commissioners rely on this information when making a decision about a charity, so it is very important that it is accurate. It is an offence to give the Charity Commissioners false or misleading information, or to alter, conceal or destroy charity documents which may be required by the Commissioners.
- All registered charities are subject to a number of accounting and reporting requirements, depending on their income and expenditure. These involve maintaining proper accounts, preparing the annual statement of accounts and an annual report and in some cases submitting them to the Charity Commission; and where the charity's gross income and total expenditure exceeds £10,000, making an annual report to the Charity Commission. Charity trustees are under a duty to ensure that these accounting and reporting requirements are carried out and to approve the annual report and accounts.
- The accounts of registered charities with a gross income or total expenditure exceeding £10,000 must, at the option of the trustees, be either audited or independently examined. In addition, if either income or expenditure has been more than £250,000 in either of the previous two financial years then accounts must be audited by a registered auditor.
- Retaining accounting records and statements of account for at least 6 years.

5. Management Committees

- 5.1 Groups which are not charitable trusts or limited companies are "unincorporated associations" and have no separate legal identity from their members. The rules governing the members' duties and liabilities will be set out in a constitution, which is simply an agreement between the members as to how the organisation will operate. Usually the constitution will provide for a management committee to be responsible for the everyday running of the organisation. An unincorporated organisation may be charitable and registerable as a charity.
- 5.2 Broadly, management committee members must act within the terms of the constitution, and must take reasonable care in exercising their powers.
- 5.3 Generally, members of management committees are liable for the acts of the organisation, but are entitled to an indemnity from the funds of the organisation if they have acted properly. If there are not enough funds, the committee members are personally liable for the shortfall. If one person is appointed by the constitution to act as the agent of the organisation for certain purposes, then that person acts as the agent of all the members, who have joint liability for the agent's actions. Members of the management committee will have a personal liability if they act outside the authority given them or if they do not comply with the law.
- 5.4 Exceptions apply to certain consultative/advisory bodies such as EELGA & LGA where the representative will normally be expected to act in the Council's interests.

6. Regulated Committees

- 6.1 A company that is influenced by the Council (20% shareholding or more) or controlled by the Council (50% shareholding or more) will be a regulated company under the Local Authorities (Companies) Order 1995. This piece of legislation has a number of restrictions for members that sit on the board of regulated local authority companies, referring to them as "regulated directors".
- 6.2 These restrictions include:
- The maximum amount of remuneration is the greatest amount which would be payable by the Council in respect of a comparable duty performed on behalf of the Council, less any amount paid by the Council to the regulated director for duties to the Company;
 - The maximum amount of travelling or subsistence allowance which would be payable to that director by the Council of which he is a member if the relevant duty were an approved duty for the purposes of s174 of the Local Government Act 1972
 - When a regulated director becomes disqualified for membership of the Council, he/she must be removed as a director of the regulated company.

- 6.3 Where members sit on the board of an influenced or regulated company there will be an inherent conflict of interest in their roles as the Companies Act 2006 requires Directors to consider the best interests of the company and not the shareholders. However due to the restrictions on the remuneration and expenses of members in relation to such companies members are unlikely to have a disclosable pecuniary interest. Members should nonetheless declare their conflict of interest at Council meetings and avoid voting on or taking Council decisions in relation to such companies.

7. Other Public Bodies

- 7.1 There are bodies created by an Act of Parliament to carry out particular functions and whose constitution is set out in the legislation relating to that specific body. Examples include the Broads Authority, Internal Drainage Boards and school governing bodies.
- 7.2 The powers of the members of the body and duties and liabilities of those members individually and collectively depend upon the wording of the legislation in question. In general terms, however, the position of a member is similar to that of a councillor. It is therefore wise for a member of any of these bodies to obtain information for themselves from that body on its powers and duties, its Standing Orders and other procedures which they must follow and financial or other regulations which govern the conduct of its business.
- 7.3 In addition, conflicts of interest can occasionally arise for such appointees. In this respect, the general provisions described in Section 2 above will apply.
- 7.4 Finally, there is the developing area of partnerships and partnership boards. Generally, these are not legal entities in their own right and members are appointed purely to represent the County Council. In these circumstances the specific duties referred to above will not therefore tend to apply nor will there be a potential for a conflict of interest. On the other hand, the position may well be different if a separate legal entity is formed as part of the partnership working.

8. Declaration of Interests

- 8.1 If you have a Disclosable Pecuniary Interest in a matter to be considered at the meeting and that interest is on your Register of Interests you must not speak or vote on the matter. In many case (but not all) cases a Member will not have a Disclosable Pecuniary Interest (and therefore need not make any declaration)) if the matter relates to an outside body to which the County Council have appointed the Member as its representative.
- 8.2 Members do however need to pay particular attention to whether a body on which they have a beneficial interest (which includes a body corporate of which they are a director – NB. “director” includes being a member of the committee of management of an industrial and provident society) has or is likely to have a contractual relationship with the council (NB. which includes grant agreements). If this is the case then this is a specific disclosable pecuniary interest under the Localism Act 2011 as set out in the council’s code of conduct and it need to be declared as such and the member must not take part in any decision making.

- 8.3 If you do not have a Disclosable Pecuniary Interest you may nevertheless have a “non-statutory disclosable interest” in a matter to be discussed if it affects:
- your well-being or financial position
 - that of your family or close friends
 - that of a club or society in which you have a management role
 - that of another public body of which you are a member to a greater extent than others in your ward.

If that is the case then you must declare such an interest but can speak and vote on the matter, unless the interest is “*one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest*” (s.10.2(b) of the council’s code of conduct sets out what action should be taken). Please seek the advice of the council’s Monitoring Officer if unsure about what needs to be declared in order to help avoid the appearance of bias.

- 8.4 When members discuss at Council meetings matters relating to an outside body on which they serve, they may take account of that outside body's interest. However, they must not vote simply in accordance with the mandate of that outside body. In short, the primary consideration is the public interest.
- 8.5 Officers should have regard to the Officer’s Code of Conduct and discuss all potential conflicts of interest with their line manager, seeking advice from the council’s Monitoring Officer where appropriate. Written file notes should be made and kept of all advice given and action taken.

9. Indemnities

- 9.1 An outside body can provide indemnities for its members as follows:

- a) Companies can now give their Directors indemnities. However, such indemnities cannot cover:-
- (i) the Director's liability to the company itself or to other companies within the same group;
 - (ii) fines imposed on a Director in criminal proceedings or in respect of a sum payable to a Regulatory Authority by way of penalty for non-compliance with any requirement of a regulatory nature; or
 - (iii) Liabilities incurred by a Director in defending criminal proceedings where convicted, or in defending any civil proceedings brought by the company, or an associated company in which judgement is made against such Director.
- (b) With regard to Charitable Trusts, an indemnity can be given from the Trust Fund provided the Trustee has acted properly and within their powers. Trustees may take out insurance to protect themselves against personal liability, but not for criminal acts, fraud etc. There will be no problem if the Trustees themselves pay the premiums but if they are paid out of the Charitable Funds the Trustees will need to consent to the Charity Commission unless the Trust Deed specifically allows it.

- (c) With regard to Management Committees, members will be entitled to an indemnity if they act in accordance with the Constitution and are not at fault. It is also possible to obtain insurance but if the organisation is to pay the premium it must be permitted by the Constitution.

10. Related Issues

- Occasionally, the County Council will be represented on outside bodies by third parties, rather than members or officers. This guidance applies in principle to these representatives, although some parts of it will necessarily not apply.
- From time to time, officers are, as a result of their position with the County Council, appointed to serve on an outside body by the body itself, rather than by the County Council. Examples include serving on the managing body of a professional association or appointment to a national body as a local authority representative. Again, most of the principles contained in this guidance will apply to that situation, depending on the nature of the outside body.
- Finally, officers may from time to time be asked to serve in their private capacity on outside bodies funded by the Council. This can often give rise to a conflict of interest for the officer, particularly in the situation where the officer is employed within the funding department. In these circumstances, the County Council takes the view that there will be circumstances where an officer should not serve on the outside body because of the potential for a conflict of interest.

11. Further Information

If you require any further information about the issues raised in this Guidance Note please contact the Council's Monitoring Officer.

Cambridgeshire and Peterborough Combined Authority	Councillor Nethsingha
Cambridgeshire and Peterborough Combined Authority - Audit and Governance Committee	Councillor Wilson
Cambridgeshire and Peterborough Combined Authority - Overview and Scrutiny Committee	Councillor Atkins Councillor Goldsack
Cambridgeshire and Peterborough Fire Authority	Councillor Bywater Councillor Cox Condron Councillor Gardener Councillor Goodliffe Councillor Gowing Councillor Kindersley Councillor McDonald Councillor McGuire Councillor Murphy Councillor Reynolds Councillor Slatter Councillor Smith Councillor Taylor
Cambridgeshire Police and Crime Panel	Councillor Bradnam Councillor Ferguson Councillor Tierney
County Councils' Network Council	Councillor Count Councillor Meschini Councillor Nethsingha Councillor Sanderson
East of England Local Government Association	Councillor Nethsingha
Greater Cambridge Partnership Executive Board	Councillor Meschini
Greater Cambridge Partnership Joint Assembly	Councillor Beckett Councillor Milnes Councillor Shailer
Local Government Association	Councillor Count Councillor Meschini Councillor Nethsingha Councillor Sanderson

A47 Alliance Steering Group	Councillor S King
Anglian (Great Ouse) Regional Flood and Coastal Committee	Councillor Dupre Councillor Ferguson Councillor Wilson
Anglian (Northern) Regional Flood and Coastal Committee	Councillor Connor
Cambridge Airport Consultative Committee	Councillor Gay
Cambridge and District Citizens Advice Bureau Management Committee	Councillor Cox Condron
Cambridge BID Board	Councillor Bird
Cambridge Sports Hall Trust Management Committee	Councillor Rae
Cambridge University Hospitals NHS Foundation Trust Council of Governors	Councillor Bird
Cambridgeshire and Peterborough Combined Authority Executive Committee – Housing and Communities	Councillor Whelan
Cambridgeshire and Peterborough Combined Authority Executive Committee – Skills	Councillor Nethsingha
Cambridgeshire and Peterborough Combined Authority Executive Committee – Transport and Infrastructure	Councillor Shailer
Cambridgeshire and Peterborough Federation of Young Farmers Club	Councillor Bulat
Cambridgeshire and Peterborough Flood & Water Partnership	Councillor Dupre
Cambridgeshire and Peterborough Land Use Framework Leadership Group	Councillor Dupre
Cambridgeshire and Peterborough NHS Foundation Trust	Councillor Daunton
Cambridgeshire Consultative Group for the Fletton Brickworks Industry (Whittlesey)	Councillor Connor
Cambridgeshire Horizons Board	Councillor Nethsingha
Cambridgeshire Music Hub	Councillor Atkins Councillor Taylor

Cambridgeshire Schools Forum	Councillor Daunton Councillor Goodliffe Councillor Taylor
CEMEX Barrington Community Liaison Group	Councillor Kindersley Councillor McDonald
Clay Farm Centre Advisory Group	Councillor Slatter
Community Safety Partnerships	Councillor Cox Condron Councillor French Councillor Sanderson Councillor van de Ven Councillor Whelan
Conservators of the River Cam	Councillor Bradnam
Dimmocks Cote Liaison Group	Councillor D Schumann
Duxford Neighbours Forum	Councillor McDonald
East Anglia Reserve Forces and Cadets Association	Councillor Kindersley
East of England Local Government Association Children's Services and Education Portfolio-Holder Network	Councillor Goodliffe Councillor M King
Eastern Agri-Tech Programme Delivery Board	Councillor Shailer
East-West Rail Consortium Central Strategic Board	Councillor Nethsingha
Envar Liaison Committee	Councillor Criswell
ESPO Finance and Audit Sub Committee	Councillor Goodliffe
ESPO Management Committee	Councillor Ferguson Councillor Goodliffe
ESPO Shareholder Representative	Councillor Goodliffe
F40 Group	Councillor Goodliffe
FACT Community Transport Board	Councillor Boden
Great Fen Steering Committee	Councillor Costello
Greater Cambridge Local Plan Inception and Joint Local Planning Advisory Group	Councillor Shailer
Greensand Country Landscape Partnership	Councillor Kindersley

Growing Fenland Project Delivery Stakeholder Groups	Councillor Boden Councillor French Councillor Hay Councillor Tierney
Hinchingsbrooke Country Park Joint Group	Councillor Billington
Huntingdon BID Board	Councillor Sanderson
Huntingdon Freeman's Trust	Councillor Sanderson
Hunts Forum of Voluntary Organisations	Councillor Cox Condron Councillor Sanderson
Integrated Care Systems Board	Councillor Howitt Councillor van de Ven
King Edward Community Centre Association	Councillor Hay
Little Paxton Quarry Liaison Group	Councillor Billington Councillor Prentice
Local Safeguarding Children's Board	Councillor Goodliffe
London Stansted Corridor Consortium Board	Councillor Bulat
Manea Educational Foundation	Councillor Connor
March Educational Foundation	Councillor Gowing
Milton Landfill Liaison Group	Councillor Bradnam
Mitchell Hill Liaison Group	Councillor Bradnam Councillor Gough
Natural Cambridgeshire	Councillor Cox Condron
Nature for Everyone Advisory Group	Councillor Bulat
Needham's Foundation, Ely	Councillor Coutts Councillor Whelan
Needingworth Quarry Liaison Group	Councillor Criswell Councillor Gough Councillor Reynolds Councillor Thompson
North West Anglia NHS Foundation Trust Council of Governors	Councillor Sanderson
Parking and Traffic Regulations Outside London Adjudication Joint Committee (PATROL) and Bus Lane Adjudication Joint Committee (BLASJC)	Councillor Shailer

Pathfinder Legal Services Limited	Murphy
Peterborough and Cambridgeshire Community Covenant (Military) Board	Councillor Kindersley
Ramsey Wind Farm Community Benefit Fund Advisory Group	Councillor Corney Councillor Costello
RECAP Board	Councillor Hathorn
Royal Papworth Hospital NHS Foundation Trust Council of Governors	Councillor Slatter
Shepreth School Trust	Councillor McDonald
Soham and District Sports Association Management Committee	Councillor Goldsack
Soham Moor Old Grammar School Fund	Councillor Goldsack
St Neots Master Plan Steering Group	Councillor Ferguson
St Neots Museum Management Committee	Councillor Prentice
Strategic Transport Leadership Board	Councillor Nethsingha
This Land Board of Directors	Councillor Gough
Trigg's Charity (Melbourn)	Councillor van de Ven
Warboys Landfill Site Liaison Group	Councillor Corney
Warboys Site Liaison Committee	Councillor Corney
Waterbeach Waste Management Park Liaison Group	Councillor Bradnam

Cambridgeshire and Peterborough Combined Authority

Background

Comprised of Cambridge City Council, Cambridgeshire County Council, East Cambridgeshire District Council, Fenland District Council, Huntingdonshire District Council, Peterborough City Council and South Cambridgeshire District Council, the Combined Authority is the product of a devolution deal made with the government in 2016.

Key ambitions for the Combined Authority include:

- doubling the size of the local economy;
- accelerating house building rates to meet local and UK need;
- delivering outstanding and much needed connectivity in terms of transport and digital links;
- providing the UK's most technically skilled workforce;
- transforming public service delivery to be much more seamless and responsive to local need;
- growing international recognition for our knowledge based economy; and
- improving the quality of life by tackling areas suffering from deprivation.

Information

No. of representatives: 1
Meetings per annum: 11
Approved by: Council
Guidance Classification: Other Public Body

Representative for 2021/22: Councillor L Nethsingha (LD)

Reports are presented at each Full Council meeting, where Members also have the opportunity to put questions to the Council's representative.

Cambridgeshire and Peterborough Combined Authority

Audit and Governance Committee

Background

The Audit and Governance Committee's role is to review the Combined Authority's financial affairs, internal control, corporate governance arrangements and risk management.

Information

No. of representatives:	1
Meetings per annum:	5
Approved by:	Council
Guidance Classification:	Other Public Body
Representative for 2021/22:	Councillor G Wilson (LD)

Report by Representative

Councillor Wilson

The Committee is chaired by an independent person, John Pye, and includes representatives from all the constituent councils. The Committee receives regular updates from the Chief Executive and Directors and is able to challenge and ask questions on matters concerning risk, governance and the annual accounts.

The Audit and Governance Committee works in parallel to the Overview and Scrutiny Committee. OSC is concerned with the review of CPCA's policy, its formulation and implementation. The Audit and Governance Committee operates to ensure that the governance and risk environment within the CPCA is effective and that financial management is fit for purpose.

Cambridgeshire and Peterborough Combined Authority Overview and Scrutiny Committee

Background

The role of the Overview and Scrutiny Committee is to scrutinise decisions by the Combined Authority or the Mayor.

Information

No. of representatives:	2
Meetings per annum:	11
Approved by:	Council
Guidance Classification:	Other Public Body
Representatives for 2021/22:	Councillor M Atkins (LD) Councillor M Goldsack (Con)

Reports are presented at Full Council meetings, where Members also have the opportunity to put questions to the Council's representatives.

Cambridgeshire and Peterborough Fire Authority

Background

The Fire Authority is the governing body responsible for delivering a fire and rescue service to Cambridgeshire and Peterborough. It was established in 1998 when Peterborough City became a unitary authority.

The main responsibilities of the Fire Authority are set out in the Fire and Rescue Services Act 2004 and include promoting fire safety, protecting life and property from fires and rescuing people from road traffic collisions.

The Fire Authority makes decisions about how the local fire and rescue service operates and reviews performance and policies. It also sets the budget each year and decides the corporate priorities.

Information

No. of representatives: 13
Meetings per annum: 3
Approved by: Council
Guidance Classification: Other Public Body

Representatives for 2021/22:

- Councillor S Bywater (Con)
- Councillor H Cox Condron (Lab)
- Councillor I Gardener (Con)
- Councillor J Gowing (Con)
- Councillor B Goodliffe (Lab)
- Councillor S Kindersley (LD)
- Councillor P McDonald (LD)
- Councillor M McGuire (Con)
- Councillor E Murphy (LD)
- Councillor K Reynolds (Con)
- Councillor P Slatter (LD)
- Councillor M Smith (Con)
- Councillor S Taylor (Ind)

Reports are presented at the March and October Full Council meetings, where Members also have the opportunity to put questions to the Council's representatives.

Cambridgeshire Police and Crime Panel

Background

The role of the panel is to scrutinise the Police and Crime Commissioner.

Information

No. of representatives:	3
Meetings per annum:	7 approximately
Approved by:	Council
Guidance Classification:	Other Public Body representative
Representatives for 2021/22:	Councillor A Bradnam (LD) Councillor S Ferguson (Ind) Councillor S Tierney (Con)

Reports by Representatives

Councillor Bradnam

The Panel has 13 members from the three main parties at Peterborough City Council and the County Council, single reps from East Cambridgeshire, South Cambridgeshire, Fenland and Huntingdon District and Cambridge City Councils and two co-opted independent members, one of whom currently chairs the Panel. The PCC Darryl Preston was elected in May 2021 and is taking a strong and collaborative approach. The Panel met formally five times plus a panel to ratify the Deputy. The Panel holds the PCC to account on priorities in the Police and Crime Plan and the PCC holds the Chief Constable to account.

Councillor Ferguson

I attended all of the meetings. The new PCC Darryl Preston has engaged well with the panel, and responded well to our collective scrutiny, and shares our frustration on the lack of policing resources in the County. I have personally challenged the PCC on engagement with young people (and other demographics that were under represented in responses to his precept survey) and on the critical role that PCSOs play in community policing. The panel unanimously supported the PCC's precept rise, and several of us noted the improvement in policing during the year since his appointment. The Panel supports the PCC's call for a fairer funding model for Cambridgeshire policing.

Councillor Tierney

This Panel is a useful committee for scrutinising the work of the Police and Crime Commissioner. The PCC provides information and answers in a timely fashion and engages with the Committee's questions and comments.

County Council's Network Council

Background

The County Councils Network (CCN) Council is a cross-party special interest group of the Local Government Association, representing England's county local authorities. Over the past few years, CCN has grown into an influential organisation, both nationally and within Parliament, with its reports and advocacy influencing debates on the future of local services, with its work securing concessions from national governments. Its small team is based in Westminster.

Information

No. of representatives:	4
Meetings per annum:	3-4
Approved by:	Council
Guidance Classification:	Unincorporated Association
Representatives for 2021/22:	Councillor S Count (Con) Councillor E Meschini (Lab) Councillor L Nethsingha (LD) Councillor T Sanderson (Ind)

Reports by Representatives

Councillor Count

The CCN represents the majority of County Councils as well as some unitary authorities. At each meeting there is normally a state of the nation (Upper tier) report on a particular theme, such as an update on Ukrainian refugee responsibilities, opportunities and finances. Input and suggested actions added by leaders from across the country to be taken forward. Scheduled meetings often have a presentation and Q&A from a Government minister as well. These meetings are invaluable for networking and the CCN is probably our most successful strategic lobbying group, able to represent us well at National Level. This year it has been difficult to attend some of the meetings due to unfortunate diary clashes. However, attendance at informal pre meets has helped fill in any gaps, as well as keeping on top of regular briefings and reports. Sharing of information and actions can be particularly helpful as conversations are largely with one's peers, in terms of upper tier responsibility organisations.

Councillor Meschini

These are very useful meetings where council leaders can organise their response to national issues as well as exchange intelligence and best practice. As a new administration, the input and approach of established members and their perspective on how we can best act to serve Cambridgeshire is very helpful to us.

Councillor Nethsingha

The County Council's Network has continued to provide valued support for the Council. Their work on SEND funding, and on lobbying for better funding for County Councils more widely has been very useful. I attended their in-person conference in the autumn where I was able to question ministers on a variety of issues. The answers from Ministers were sadly not as informative as might have been hoped.

East of England Local Government Association

Background

The East of England LGA is a politically-led, cross party organisation which works on behalf of the 50 local councils in the East of England.

We aspire to be:

- A provider of innovative solutions to partners; delivering projects and services around key issues such as integration, commercialisation and organisational review.
- A highly respected and influential advocate for our members; promoting their leadership of their locality, as well as fighting for them to get the resources, powers and freedoms necessary to perform that role successfully.
- A catalyst for collaborative working; bringing together groups of councils to harness their collective strength and knowledge.
- An invaluable resource of specialist expertise and capacity; providing advice and support to councils on key issues.

Information

No. of representatives: 1
Meetings per annum: 1 minimum
Approved by: Council
Guidance Classification: Unincorporated Association

Representative for 2021/22: Councillor L Nethsingha (LD)

Report by Representative

Councillor Nethsingha

EELGA has provided very valuable support following our Peer Review. They are now providing assistance with a governance review to look at whether our Spokes system and Committees are working well or could be improved. A new group looking at sharing best practice over how councils can tackle the Climate Emergency has also been set up.

Greater Cambridge Partnership Executive Board

Background

The Greater Cambridge Partnership works together to grow and share prosperity and improve quality of life for the people of Greater Cambridge, now and in the future, through multi-million pound improvements in vital infrastructure.

It is led by a decision-making Executive Board which coordinates the overall strategic vision and drives forward the partnership's programme of work. It is run in accordance with a clear governance structure, agreed by all partners.

Information

No. of representatives:	1
Meetings per annum:	Quarterly
Approved by:	Council
Guidance Classification:	Other Public Body
Representative for 2021/22:	Councillor E Meschini (Lab)

Report by Representative

Councillor Meschini

Cambridgeshire County Council is one of the three constituent authorities of the GCP, along with Cambridge City Council and South Cambridgeshire District Council. As of last September, CCC has the chair of the Executive Board, and this post is crucial to ensuring that CCC's needs, and strategic priorities are reflected in the decisions made by the GCP as to which projects are invested in and progressed. As the GCP enters a crucial phase of delivery on many of its flagship programmes, this seat should be maintained.

Greater Cambridge Partnership Joint Assembly

Background

The Greater Cambridge Partnership works together to grow and share prosperity and improve quality of life for the people of Greater Cambridge, now and in the future, through multi-million pound improvements in vital infrastructure.

The Joint Assembly provides advice to the Executive Board, drawing on the broad expertise of its 15 members, who are three elected councillors from each of the three councils in the Greater Cambridge area. The other City Deal partners each nominate three representatives, as stakeholders from a range of organisations within the fields of business and academia.

Information

No. of representatives: 3
Meetings per annum: Quarterly
Approved by: Council
Guidance Classification: Other Public Body

Representatives for 2021/22: Councillor A Beckett (LD)
Councillor B Milnes (LD)
Councillor N Shailer (Lab)

Reports by Representatives

Councillor Beckett

The GCP assembly has been meeting quarterly in order to scrutinise and offer constructive support to the GCP work stream. Although non-decision making, these meetings are vital to offer recommendations and support to the GCP board. Meetings this year have been concentrated around traffic management in the city with the emerging City Access project and have been most constructive.

Councillor Shailer

Although non decision making, this assembly is useful in that it brings elected representatives (along with the GCP Board) into an otherwise mostly undemocratic body. The CCC has been active on the assembly this year. The GCP is charged with a large programme and this year has seen an acceleration of many projects towards the building stage. Some that have been or are nearing completion include the Chisholm Trail phase I and the Histon Road improvement scheme. The Milton Road scheme is in the initial stages. There have been lively discussions at the assembly throughout the year.

Local Government Association

Background

A politically-led, cross-party organisation that works on behalf of councils to ensure local government has a strong, credible voice with national government. We aim to influence and set the political agenda on the issues that matter to councils, so they are able to deliver local solutions to national problems.

Information

No. of representatives:	4
Meetings per annum:	3-4
Approved by:	Council
Guidance Classification:	Unincorporated Association
Representatives for 2021/22:	Councillor S Count (Con) Councillor L Nethsingha (LD) Councillor E Meschini (Lab) Councillor T Sanderson (Ind)

Reports by Representatives

Councillor Count

The Local Government Association is a national membership body encompassing district, unitary and upper tier authorities. They are also a major bridge between Local and National Government. Attendance has been less than I would have liked due to diary clashes, but their regular informative updates which I read can prove invaluable. Conservative pre briefs, which I have sometimes can get to are also very informative for more informal understandings of the different perspectives of different tiers of local government.

Councillor Meschini

The LGA has helped this new administration access a multitude of resources that are available to CCC as a member. Over the last year, access to LGA resources has allowed the very successful peer review process which has provided valuable information on this council's challenges and how to meet them. The outcome of the peer review process has shown that continued access to these resources will greatly enhance members' knowledge and ability to do their roles.

Councillor Nethsingha

The support provided by the LGA has been fantastic, both through the Peer Review which was extremely helpful to the incoming administration and the support offered to individual Chairs and Vice-Chairs. Meetings with the CEO and Leader of the LGA have also been very constructive.

A47 Alliance Steering Group

Background

To act as a special interest group to support the strategic case for improvements on the A47 corridor between the port at Great Yarmouth and the A1.

The A47 Alliance shall support the transport authorities along the route, the New Anglia Local Enterprise Partnership (LEP) and the Greater Cambridge Greater Peterborough LEP.

Information

No. of representatives:	1
Meetings per annum:	2
Approved by:	Highways and Transport Committee
Guidance Classification:	Other Public Body representative

Representative for 2021/22:	Councillor S King (Con)
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Report by Representative

Councillor King

Since I was appointed to the A47 Alliance Steering Group, following the May 2021 election, it has only met once, on 8th October 2021, via Teams. The discussion focussed on plans for improvements to the A47 in Norfolk. Although it is certain the focus on the Norfolk section of the A47 will continue, it is essential that the County Council remains engaged to ensure the Cambridgeshire section of the A47 is not forgotten. An example of this is that the extensive works to improve the Guyhirn roundabout are now complete.

Anglian (Great Ouse) Regional Flood and Coastal Committee

Background

The Regional Flood and Coastal Committee is a body through which the Environment Agency carries out its work on flood risk management and is responsible for:

- maintaining or improving any watercourses which are designated as main rivers;
- maintaining or improving any tidal defences;
- installing and operating flood warning systems;
- controlling actions by riparian owners and occupiers which might interfere with the free flow of watercourses; and
- supervising Internal Drainage Boards.

Information

No. of representatives: 3
Meetings per annum: 2
Approved by: Environment & Green Investment Committee
Guidance Classification: Other Public Body representative

Representatives for 2021/22: Councillor L Dupre (LD)
Councillor S Ferguson (Ind)
Councillor G Wilson (LD)

Report by Representative

Councillor Dupre

The Anglian (Great Ouse) RFCC met four times this year, on 15 July, 21 October, 27 January, and 21 April, under the auspices of the Environment Agency and the chairmanship of Brian Stewart OBE.

The RFCC raises a Local Levy to support projects—other sources of locally raised income are the General Drainage Charge and the levy on Internal Drainage Boards. The Committee decided to set an indicative increase of two per cent in the Local Levy for each of the next six years, to provide some certainty of income for the medium term. Cambridgeshire members had voted for this to be a 2.5 per cent increase in view of the significant recent flood events and the increased profile of flooding issues across the area, but had been narrowly defeated. We did however successfully propose an additional one per cent increase, on top of the two per cent, for the financial year 2022/23 only.

Flood and Coastal Risk Management in the Fens has occupied considerable space on the RFCC's agendas, as has flood recovery in the Great Ouse catchment. We have also been updated on the Environment Agency's roadmap to reach Net Zero Carbon by 2030. The Committee has received a number of presentations on a variety of relevant themes, including the use of IT in the Pix Brook (Bedfordshire/Hertfordshire) catchment, and natural flood risk management in the Anglian (Great Ouse) catchment. At the April meeting, we at Cambridgeshire County Council presented on our updating of our Local Flood Risk Management Strategy, which attracted many positive comments from Committee members.

Each agenda pack starts with five pages of introductory information and concludes with a four page list of acronyms, but the meetings are certainly interesting and very relevant to the work of this authority.

Anglian (Northern) Regional Flood and Coastal Committee

Background

See description for Anglian (Central) Regional Flood and Coastal Committee.

Cambridgeshire shares a seat on this Committee with Peterborough City Council and Rutland County Council. Cambridgeshire County Council currently attends these meetings as an observer only – as stated it's a shared seat and voting rights for the year 1 April 2017 – 31 March 2018 are held by the Peterborough City Council Member. The RFCC however encourages all members (whether they are able to vote or not) to attend all Committee meetings.

No report submitted.

Information

No. of representatives:	1
Meetings per annum:	4-5
Approved by:	Environment & Green Investment Committee
Guidance Classification:	Other Public Body representative

Representative for 2021/22:	Councillor D Connor (Con)
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Cambridge Airport Consultative Committee

Background

The purpose of the Consultative Committee is to provide an effective forum for discussion about all matters concerning the operation and development of Cambridge Airport.

Information

No. of representatives:	1
Meetings per annum:	3
Approved by:	Environment & Green Investment Committee
Guidance Classification:	Other Public Body representative
Representative for 2021/22:	Councillor N Gay (Lab)

Report by Representative

Councillor Gay

The committee has met once on 17th November 2021.

Detailed information on Aircraft Movements and the effect of COVID19 was presented with a significant recovery from the lockdown levels.

An analysis of complaints was presented together with information about how they had been addressed and resolved.

A report was received on completed projects viz:

- Instrument Landing System (ILS) with Glidepath and Distance Measuring Equipment (DME)
- VHF Directional Finder
- Voice Communications Control System (VCCS)
- Air Traffic Management System

The status of the radar relocation project was presented.

Environmental issues including air pollution were discussed.

Cambridge and District Citizens Advice Bureau Management Committee

Background

To provide free, independent, confidential and impartial advice to the public. Its aims are to provide the advice people need for the problems they face and improve the policies and practices that affect people's lives.

Information

No. of representatives:	1
Meetings per annum:	4-6
Approved by:	Communities, Social Mobility and Inclusion Committee
Guidance Classification:	Charity and limited company
Representative for 2021/22:	Councillor H Cox Condron (Lab)

No report submitted.

Cambridge BID Board

Background

A five-year initiative set up by Cambridge businesses/organisations to ensure continued investment in Cambridge City Centre.

Information

No. of representatives: 1
Meetings per annum: 6
Approved by: Strategy and Resources Committee
Guidance Classification: Regulated Director

Representative for 2021/22: Councillor G Bird (Lab)

Report by Representative

Councillor Bird

The Cambridge BID Board meets approximately six times a year. This board is very interesting and covers all retail businesses, and it puts on many events over the year, including Christmas Switch on and Film night on the market square. They also put on the Cow trail etc., but in the last year they haven't been able to put on as many as they would have liked. Many businesses have found it very hard to keep their business going but they are very hopeful that this year will be better for them. This is my first year on the board and I'm finding it very interesting, and I think it's very important that a member should be on the Cambridge BID board.

Cambridge Sports Hall Trust Management Committee

Background

A management committee administering the running of the Kelsey Kerridge Sports Hall in Cambridge.

Information

No. of representatives:	1
Meetings per annum:	6
Approved by:	Communities, Social Mobility and Inclusion Committee
Guidance Classification:	Charity
Representative for 2021/22:	Councillor C Rae (Lab)

No report submitted.

Cambridge University Hospitals NHS Foundation Trust Council of Governors

Background

The Board of Governors represents patients, public and staff. The majority of the Governors are elected by the membership. Governors provide a direct link to the local community and represent the interests of members and the wider public in the stewardship and development of the Trust.

Information

No. of representatives:	1
Meetings per annum:	4
Approved by:	Adults and Health Committee
Guidance Classification:	Other Public Body representative
Representative for 2021/22:	Councillor G Bird (Lab)

Report by Representative

Councillor Bird

I've only been a Governor for a year. It's very interesting to be part of the Hospital as a governor, to hear the great work they are doing for medicine, COVID 19 and staff issues. The hospital has had a really difficult time, and is still coping with the COVID 19 issues. As a new member I've learnt a lot, and we should have a member to be part of this organisation.

Cambridgeshire and Peterborough Combined Authority

Executive Committee – Housing and Communities

Background

The main role of the Housing and Communities Committee is to make recommendations to the Combined Authority Board on:

- Housing Strategy
- The Housing Investment Fund
- The programme of housing projects

Information

No. of representatives:	1
Meetings per annum:	6
Approved by:	The Council's representative on the Combined Authority Board nominates the representative and substitute to this committee.
Guidance Classification:	Other Public Body
Representative for 2021/22:	Councillor A Whelan (LD)

Report by Representative

Councillor Whelan

The committee has delivered a significant number of houses, despite the restriction on funding placed on the use of the funds.

For the Affordable housing programme in its new form for the period April 2021 to March 2022 there were 18 potential schemes delivering 1,188 units to be supported and financed with £18.7 million of additional grant funding.

The future of the housing programme is currently being reviewed as the Government has removed any funding.

The Digital Connectivity Strategy received approval of £4.5m over a 3 year period. The delivery of the Strategy is a key contributor to the Combined Authority's sustainable Growth Ambitions for Cambridgeshire and Peterborough including:

- Improving internet access to reduce digital exclusion and health inequalities.
- Using 'Smart' technology to support sustainable lifestyles and mitigate climate change.
- Attracting investment in fibre broadband and mobile connectivity infrastructure to strengthen the local economy and create jobs.
- Ensuring businesses have access to leading-edge digital connectivity to help them grow and succeed.

Cambridgeshire and Peterborough Combined Authority Executive Committee - Skills

Background

The Skills Committee's main role is to make recommendations to the Combined Authority Board on Skills Strategy and the skills budget, innovation fund and the Adult Education Fund.

Information

No. of representatives:	1
Meetings per annum:	6
Approved by:	The Council's representative on the Combined Authority Board nominates the representative and substitute to this committee.
Guidance Classification:	Other Public Body
Representative for 2021/22:	Councillor L Nethsingha (LD)

No report submitted.

Cambridgeshire and Peterborough Combined Authority

Executive Committee – Transport and Infrastructure

Background

The main role of the Transport and Infrastructure Committee is to make recommendations on the following matters to the Combined Authority Board:

- The Local Transport Plan
- Bus Strategy
- The transport revenue budget, including any transport levy
- The annual programme of strategic transport projects and the associated capital investment budget
- Borrowing powers exercised as the Local Transport Authority
- Creation of the key route network

Information

No. of representatives:	1
Meetings per annum:	6
Approved by:	The Council's representative on the Combined Authority Board nominates the representative and substitute to this committee.
Guidance Classification:	Other Public Body
Representative for 2021/22:	Councillor N Shailer (Lab)

Report by Representative

Councillor Shailer

The Cambridgeshire and Peterborough Combined Authority - Executive Committee - Transport and Infrastructure, is an important Committee for the Cambridgeshire County Council. The Combined Authority has strategic oversight and there is also a large amount of Collaboration and funding from and with the Combined Authority. The CCC Consents team is playing an increasing role as well. Usually schemes that are proposed and funded by the combined authority are then given to the CCC to build. Over the past year the County Council (especially Highways and Transport) and the Combined Authority T&I Executive Committee, have improved the lines of communication and coordination. This has led to less duplication and more 'reading from the same page'. The temporary movement of Steve Cox into a more intermediary position between the CA and the CCC is expected to accelerate this trend. CA Surveys have shown a large and Increasing appetite for more public transport and support for active transport. The CA has a Revamped Local Transport & Connectivity Plan (LTCP) this includes digital infrastructure.

Examples of work underway or being considered include: A10 proposals that have moved from only Dual carriageway to more consideration of intersection and local corridor improvements including active travel routes; Fengate phase 2 University of Peterborough access; 30 ZEBRA (electric) busses will be delivered to Cambridge; The Voi scooter trial will be extended as will the on-demand bus trial; March, St. Neots, and St. Ives will receive improved centre areas.

Cambridgeshire and Peterborough Federation of Young Farmers Club

Background

To provide training and social facilities for young members of the community.

Information

No. of representatives: 1
Meetings per annum: 6
Approved by: Children and Young People Committee
Guidance Classification: Unincorporated Association Member

Representative for 2021/22: Councillor A Bulat (Lab)

Report by Representative

Councillor Bulat

The Young Farmers meet monthly and carry out an impressive range of activities, both social and practical. I have been impressed with their work so far and delighted to attend the meetings to create a good link between the Council and their executive. Cllr Cox Condron also attended a couple of meetings to speak about Natural Cambridgeshire and some councillors visited Martin Lines' farm in April to learn about sustainable practices with the Young Farmers.

Cambridgeshire and Peterborough Flood & Water Partnership

Background

The partnership is required by legislation - namely the Flood and Water Management Act 2010.

Information

No. of representatives:	1
Meetings per annum:	4
Approved by:	Environment & Green Investment Committee
Guidance Classification:	Other Public Body representative
Representative for 2021/22:	Councillor Lorna Dupre (LD)

Report by Representative

Councillor Dupre

As the Lead Local Flood Authority the county council is responsible for local flood risk management. In that role we convene the Cambridgeshire & Peterborough Flood & Water Partnership (CPFloW) which I chair, and which brings together Peterborough City Council, the Cambridgeshire district councils, emergency planning, the emergency services, National Highways, our own highways department, Anglian Water, the Environment Agency, engineers of the groups of Internal Drainage Boards, and our Flood and Water team. We have recently opened up conversations about making a place at the table for the Cambridgeshire & Peterborough Combined Authority.

The Partnership has been meeting regularly, with an immediate focus on the floods of December 2020 and their aftermath, but also taking a more strategic view. Following the substantial updating of the Local Flood Risk Management Strategy, the Partnership will take responsibility for tracking the actions in the Action Plan which forms part of the Strategy. We have also begun to overhaul the way in which we work, with a streamlined report template for each of the partners to use in advising of current activities and the input required from other partners; the start of a forward plan for the Partnership's work, to include standing items as well as one-off scheduled items of business; and a proposal to establish a number of technical sub-groups to bring together relevant expertise.

Cambridgeshire and Peterborough Land Use Framework Leadership Group

Background

This group works with local authorities, farmers, environmental agencies, NGOs and other interested groups to further develop a land use framework for Cambridgeshire and Peterborough and help better ways for making decisions about land evolve in the county.

Information

No. of representatives:	1
Meetings per annum:	4
Approved by:	Environment & Green Investment Committee
Guidance Classification:	Other Public Body representative
Representative for 2021/22:	Councillor L Dupre (LD)

Report by Representative

Councillor Dupre

Following the publication in 2019 of a report by the Food, Farming & Countryside Commission which suggested the creation of a land use framework, early soundings in Cambridgeshire suggested an appetite to explore the possibility of a pilot of such a framework for Cambridgeshire. FFCC Trustee and Commissioner Dame Fiona Reynolds DBE, then Master of Emmanuel College Cambridge, hosted an initial meeting at Emmanuel, and two subsequent meetings have taken place to develop the idea further.

A land use framework is an approach to managing land that mediates competing pressures and encourages multifunctionality, enabling land to provide multiple benefits. The framework would consist of a set of agreed principles and practices that are embedded across local, regional and national organisations and guide decision-making on our most finite resource. A land use framework in Cambridgeshire would start from the presumption of attempting to ensure the best use for each area of land, but at the same time making sure all the things we need from land can still be met. It would be developed through a consultative process, with institutions and businesses, people and communities. The framework would not be a statutory document but would provide an overarching set of principles for other plans and strategies to work from and to complement.

In November 2021 I successfully proposed a motion to this Council to formally register our support for this initiative, and to engage with partners in its development. We are therefore now part of the Leadership Group moving this project forward, and are represented at its meetings.

Cambridgeshire and Peterborough NHS Foundation Trust

Background

Provides mental health and specialist learning disability services across Cambridgeshire and Peterborough. Also provides some specialist services on a regional and national basis. Partners are Cambridgeshire County Council, Peterborough City Council, NHS Cambridgeshire and NHS Peterborough.

Information

No. of representatives:	1
Meetings per annum:	4
Approved by:	Adults and Health Committee
Guidance Classification:	Partner Governor on the Council of Governors
Representative for 2021/22:	Councillor C Daunton (LD)

Report by Representative

Councillor Daunton

The Trust's services cover three main areas:

- Older people's and adult community services
- Adult and specialist mental health
- Children, young people and families

The Trust has bases at the Cavell Centre, Peterborough, and Fulbourn Hospital, Fulbourn, but its staff are also working in over a large number of other locations.

As the appointed governor from the County Council, I attend the CPFT Governor meetings, briefings and training sessions. I provide a useful member link between CPFT and CCC and then feedback issues to the council's Adults and Health Committee and to the Children and Young People's Committee, as appropriate.

Cambridgeshire Consultative Group for the Fletton Brickworks Industry (Whittlesey)

Background

The aim of this group is to develop and maintain lines of communication between the site operator, the County Council, other regulatory bodies and the local community in order that matters of concern can be resolved in a timely and non-confrontational manner.

Information

No. of representatives:	1
Meetings per annum:	2
Approved by:	Environment & Green Investment Committee
Guidance Classification:	Other Public Body representative
Representative for 2021/22:	Councillor D Connor (Con)

Councillor Connor

Has had no meetings due to COVID restrictions.

Cambridgeshire Horizons Board

Background

Cambridgeshire Horizons still exists as a Limited company to oversee three “live” Rolling Fund investments, two loans and one equity investment, with an initial total value of £20.5m, to support a number of growth projects and developments around Cambridgeshire.

Information

No. of representatives: 1
Meetings per annum: 1
Approved by: Strategy and Resources Committee
Guidance Classification: Company Director

Representative for 2021/22: Councillor L Nethsingha (LD)

Report by Representative

Councillor Nethsingha

Cambridgeshire Horizons Board has not met this calendar year, and no new decisions have been made.

Cambridgeshire Music Hub

Background

A partnership of school music providers, led by the County Council, to deliver the government's National Plan for School Music.

Information

No. of representatives:	2
Meetings per annum:	3
Approved by:	Children and Young People Committee
Guidance Classification:	Other Public Body representative
Representatives for 2021/22:	Councillor M Atkins (LD) Councillor S Taylor (Ind)

Report by Representatives

Councillors Taylor and Atkins

We have been on CMHB for around five years and one year respectively, The Hub Advisory Board is a delegated Board from the Children and Young People's Committee. We support and guide the work of the hub. Cambridgeshire Music itself is managing a large change programme to redevelop its provisions for children and young people and support to setting to meet the needs of the next generation and modern music world. There has been an exciting move for the Hub to a new music and cultural education facility in Histon and Impington, the site of the old infant school. The business model for this facility will, when successful, generate a surplus for reinvestment into work across the whole County. It will provide additional opportunities for the local community and surrounding area to support musical learning and access to other arts education opportunities for all ages. It will also provide a new arts therapies clinic to support clinical intervention work, long established in the County to support children and adults. The long-term goal is to generate income that will enable the service to create further opportunities where subsidisation will always be required and support the development of work with settings to improve the quality of music in schools. The guidance of members on the Board is essential to help the service and the hub design both the short and long-term programmes of development, incorporating local authority objectives and strategies and connecting the service with relevant teams and colleagues to build the opportunity presented by the having the right facility for its work.

Cambridgeshire Schools Forum

Background

The Cambridgeshire Schools Forum exists to facilitate the involvement of schools and settings in the distribution of relevant funding within the local authority area.

Information

No. of representatives:	3
Meetings per annum:	6
Approved by:	Children and Young People Committee
Guidance Classification:	Other Public Body representative
Representatives for 2021/22:	Councillor C Daunton (LD) Councillor B Goodliffe (Lab) Councillor S Taylor (Ind)

Reports by Representatives

Councillor Daunton

The Schools Forum comprises Heads and Governors from County schools (LA and academy), governors, and unions. There are three places for County Councillors who are non-voting observers though they may speak at the meetings. They are nominated by their political groups. The Schools Forum is an advisory body reporting to the Children and Young People Committee. The focus for the Forum is school funding and it makes recommendations in relation to the small amount of flexibility that remains with the Local Authority. Amongst the main issues this year has been the shortage of fund for the Special Educational Needs Block. This year the Forum agreed to transfer funds from The Schools Block to the High Needs Block with the added agreement that there should be a key performance indicator in place.

Councillor Goodliffe

A valuable group to be a part of and an excellent resource for the Children and Young People Committee to hear from Headteachers; Academy trust partners, union members and others to hear how the sector is working within the current constraints. A good forum for our stakeholders to hold the Council to account and give their view of our work in conjunction with them in Education.

Councillor Taylor

Cambridgeshire Schools Forum is set up to give schools greater involvement in the distribution of funding with in the local authority. The LA consults the Forum on the school funding Formula plus any other issues in connection with schools budgets. There are three Local Authority Members who attend meetings, we are non-voting members, however it is very essential that we attend to understand the concerns of the forum and also be able to take their views back to the Children and Young People Committee.

CEMEX Barrington Community Liaison Group

Background

The aim of this group is to develop and maintain lines of communication between the site operator, the County Council, other regulatory bodies and the local community in order that matters of concern can be resolved in a timely and non-confrontational manner.

Information

No. of representatives:	2
Meetings per annum:	2-3
Approved by:	Environment & Green Investment Committee
Guidance Classification:	Other Public Body representative

Representatives for 2021/22:	Councillor S Kindersley (LD) Councillor P McDonald (LD)
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Report by Representative

Councillor Kindersley

The group meets less often than previously as Cemex has disposed of much land to Redrow for housing. Six monthly meetings made up of District/Parish Councillors, residents and representatives of Cemex and chaired by myself do discuss matters of local interest- in particular the timings of the trains running into the site as part of the restoration requirements and flooding implications as the quarry dewatering regime evolves.

Clay Farm Centre Advisory Group

Background

The Advisory Group will support and make recommendations to the Centre Manager and /or Partnership review meetings.

Information

No. of representatives:	1
Meetings per annum:	4
Approved by:	Communities, Social Mobility and Inclusion Committee
Guidance Classification:	Other Public Body representative
Representative for 2021/22:	Councillor P Slatter (LD)

Report by Representative

Councillor Slatter

The Clay Farm Centre on Hobson Square in Trumpington is a partnership of Cambridge City Council, Cambridgeshire County Council and the NHS built as part of the new developments. Five stories high, it houses a new library and meeting rooms on two floors, a new GP Health Centre above, and two floors of housing association flats at the top. 2021-2022 was the year when the ground floor stopped being a hugely successful NHS vaccination centre, and began very carefully to return to being a centre of community life.

While maintaining social distancing, hand hygiene and mask-wearing, staff and users have kept the library and café a safe and welcoming space for local residents coming out of lockdown while bringing back the classes and groups which were finding their feet in our new community before Covid struck. Local councillors now use it for their weekly advice drop-in which is proving very valuable.

There are now many activities hiring the rooms or using the community spaces, and the CFC is proving an ideal venue for bringing together health and social services, as well as reliable advice and information with the library at its heart. At the time of writing, the Eva Hartree Hall which served so well as a vaccine hub has resounded to the jubilant sound of a new community choir making the most of its raked seating and excellent acoustics.

Community Safety Partnerships

Background

Statutory Crime and Disorder Reduction Partnerships (CDRPs, also known as Community Safety Partnerships (CSPs)) were set up in each district council area of Cambridgeshire in 1998 (Cambridge City, East Cambridgeshire, Fenland, Huntingdonshire and South Cambridgeshire (Crime Reduction Partnership)). The partnerships are responsible for carrying out a three yearly audit to review the levels and patterns of crime, disorder and misuse of drugs, to analyse and consult on the results, and subsequently develop a three-year strategy for tackling crime and disorder and combating the misuse of drugs.

Information

No. of representatives:	5 (1 to each District)
Meetings per annum:	3-4
Approved by:	Communities, Social Mobility and Inclusion Committee
Guidance Classification:	Other Public Body representative
Representatives for 2021/22:	Councillor H Cox Condron (Lab) Councillor J French (Con) Councillor T Sanderson (Ind) Councillor S van de Ven (LD) Councillor A Whelan (LD)

Reports by Representatives

Councillor van de Ven

As a newcomer to the CSP it has been insightful to see various agencies at work prioritizing areas of concern according to what the data is telling us; and drilling down to practical action plans. Of special value is police input and the liaison between communities, professionals and representatives, and those with local knowledge and understanding. At the root of problem solving is action by and within communities, for the purpose of creating lasting change.

Councillor Whelan

The Partnership was formed to carry out the provisions of the 1988 Crime and Disorder Act to prepare and implement a joint crime and disorder reduction strategy in the District with common objectives and targets for the Police, the Local Authorities and other partnership agencies.

The action plan covers the following themes:

- The 'eyes and ears' strategy is to raise awareness of all issues pertinent to this programme
- Transforming lives helping to positively change young people's lives;
- Domestic Violence
- Safer Streets
- Modern Day slavery
- Organised crime and county lines exploitation
- Support for care leavers;

- Hate incidents and discrimination
- SCAMS
- Reducing re-offending
- Anti-social behaviour;
- Community Engagement and Consultation
- Parish and community training
- Investigating Domestic Homicides occurring in the area

Conservators of the River Cam

Background

The Conservators are the statutory navigation authority for Cambridge between the Mill Pond in Silver Street to Bottisham Lock with lesser responsibilities up-stream to Byron's Pool.

Information

No. of representatives:	1
Meetings per annum:	4
Approved by:	Environment & Green Investment Committee
Guidance Classification:	Other Public Body representative

Representative for 2021/22:	Councillor A Bradnam (LD)
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Report by Representative

Councillor Bradnam

The duties and powers of the Conservators are derived from Acts of Parliament, dating back to 1702. Conservators are appointed for terms of three years by the City Council (7 members), University (3), Environment Agency (2) and the County Council (1) and have quarterly public meetings. The Conservators are responsible for the navigation from the Mill Pool to Bottisham Lock. For some years Conservators have been considering outsourcing the maintenance to an experienced contractor and restructuring Conservators' staff. This was implemented in early 2022. The County Council is responsible for the towpath which is a permissive cycle path (Halingway).

Dimmocks Cote Liaison Group

Background

The aim of this group is to develop and maintain lines of communication between the site operator, the County Council & other regulatory bodies and the local community in order that matters of concern can be resolved in a timely and non-confrontational manner.

No report submitted.

Information

No. of representatives:	1
Meetings per annum:	1-2
Approved by:	Environment & Green Investment Committee
Guidance Classification:	Other Public Body representative
Representative for 2021/22:	Councillor D Schumann (Con)

Duxford Neighbours Forum

Background

Liaison meeting with the Director of the Museum.

Information

No. of representatives:	1
Meetings per annum:	2
Approved by:	Communities, Social Mobility and Inclusion Committee
Guidance Classification:	Other Public Body representative
Representative for 2021/22:	Councillor P McDonald (LD)

No report submitted.

East Anglia Reserve Forces and Cadets Association

Background

To raise, recruit and administer the Territorial Army Volunteer Reserve and Cadet Forces.

Information

No. of representatives:	1
Meetings per annum:	2
Approved by:	Communities, Social Mobility and Inclusion Committee
Guidance Classification:	Unincorporated Association Member
Representative for 2021/22:	Councillor S Kindersley (LD)

No report submitted.

East of England and Local Government Association Children's Services and Education Portfolio Holder Network

Background

The network brings together the lead members for children's service and education from the 11 strategic authorities in the East of England. It aims to:

- Give councils in the East of England a collective voice in response to consultations and lobbying activity;
- Provide a forum for discussion on matters of common concern and share best practice; and
- Provide the means by which the East of England contributes to the work of the national Local Government Association (LGA) and makes best use of its members' outside appointments.

Information

No. of representatives:	2
Meetings per annum:	4
Approved by:	Children and Young People Committee
Guidance Classification:	Other Public Body representative

Representatives for 2021/22:	Councillor B Goodliffe (Lab) Councillor M King (LD)
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Report by Representative

Councillor Goodliffe

A key place to discuss local issues within both Children's services and Education and to look collectively at how we can work with the issues both collectively and also to discuss how other authorities have addressed or are addressing. An excellent place to network and share skills.

Eastern Agri-Tech Programme Delivery Board

Background

Oversees the spending of the grant funding to develop the agri-tech industry in the corridor from Cambridge to Norwich.

Information

No. of representatives:	1
Meetings per annum:	12
Approved by:	Environment & Green Investment Committee
Guidance Classification:	Other Public Body representative
Representative for 2021/22:	Councillor N Shailer (Lab)

Report by Representative

Councillor Shailer

Has not sat in the past year, or I am unaware that they have.

East-West Rail Consortium Central Strategic Board

Background

The East West Rail Consortium has the objective of promoting and securing a strategic railway connecting East Anglia with Central, Southern and Western England, including a spur to Aylesbury. It brings together local authorities and local enterprise partnerships, as well as Network Rail and the Department for Transport, in a collaborative partnership that has actively supported the development and delivery of East West Rail for over 20 years. 2019 is a pivotal year for East West Rail, with the public inquiry into the Transport and Works Act Order for the western section, and the East West Railway Company consulting on route options for the central section between Bedford and Cambridge.

Information

No. of representatives:	1
Meetings per annum:	To be agreed
Approved by:	Environment & Green Investment Committee
Guidance Classification:	Other Public Body representative

Representative for 2021/22:	Councillor L Nethsingha (LD)
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Report by Representative

Councillor Nethsingha

This has not met in the past 6 months as far as I am aware.

Envar Liaison Committee

Background

The aim of this group is to develop and maintain lines of communication between the site operator, the County Council & other regulatory bodies and the local community in order that matters of concern can be resolved in a timely and non-confrontational manner.

Information

No. of representatives:	1
Meetings per annum:	2
Approved by:	Environment & Green Investment Committee
Guidance Classification:	Other Public Body representative

Representatives for 2021/22:	Councillor S Criswell (Con)
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Report by Representative

Councillor Criswell

We meet infrequently for updates on site activity. They have a current planning application which is proving controversial. My advice was to consult as widely as possible to fully inform the public. Envar ignored that advice and the company is deeply unpopular as a result. I suspect we will not be meeting again until after a planning decision is made.

ESPO Finance and Audit Sub-Committee

Background

This is a Sub Committee of the Eastern Shires Purchasing Organisation (ESPO) Management Committee, which is a local authority purchasing consortium made up of the following six local authorities: Cambridgeshire County Council, Leicestershire County Council, Lincolnshire County Council, Norfolk County Council, Peterborough City Council and Warwickshire Council.

Information

No. of representatives:	1
Meetings per annum:	2
Approved by:	Strategy and Resources Committee
Guidance Classification:	Other Public Body representative
Representative for 2021/22:	Councillor B Goodliffe (Lab)

Report by Representative

Councillor Goodliffe

A sub-committee that reviews and scrutinises the finances and audit of ESPO prior to their being taken to the management committee. An excellent resource and opportunity to understand the financial works of ESPO. A place for full detail of finances and audit and much discussion and scrutiny occurs.

ESPO Management Committee

Background

Purchasing and contracting service for 10 member Authorities.

Information

No. of representatives: 2

Meetings per annum: 4

Approved by: Strategy and Resources Committee

Guidance Classification: Other Public Body representative

Representatives for 2021/22: Councillor S Ferguson (Ind)

Councillor B Goodliffe (Lab)

Reports by Representatives

Councillor Goodliffe

The Eastern Shires Purchasing Organisation (ESPO) is a local authority purchasing consortium made up of the following six local authorities: Cambridgeshire County Council, Leicestershire County Council, Lincolnshire County Council, Norfolk County Council, Peterborough City Council and Warwickshire Council.

Its role is to provide its members and other client bodies with a comprehensive, cost effective contracting and procurement service through a diverse range of commodities, products and services.

The Management Committee has overall strategic responsibility of ESPO.

Councillor Ferguson

I attended all of the meetings. The ESPO board have been very engaging with Cambridgeshire Councillors, taking the time to brief us carefully on the issues that ESPO faces during an unprecedentedly difficult period for running a business, during the Covid pandemic and as an energy wholesaler during the energy crisis. The Committee responded robustly to scrutiny from external committee members and, in my opinion, have done an excellent job in navigating these difficult times.

ESPO Shareholder Representative

Background

Representing Cambridgeshire's interests with respect to ESPO Trading Limited.

Information

No. of representatives:	1
Meetings per annum:	-
Approved by:	Strategy and Resources Committee
Guidance Classification:	Other Public Body Representative (the Council partly owns ESPO Trading Limited (less than 20%) so the Councillor is the shareholder representative)

Representative for 2021/22:	Councillor B Goodliffe (Lab)
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Report by Representative

Councillor Goodliffe

Acting as the representative for Cambridgeshire's interests in ESPO Trading Ltd.

F40 GROUP

Background

F40 represents a group of the poorest funded education authorities in England where government-set cash allocations for primary and secondary pupils are the lowest in the country.

Information

No. of representatives:	1
Meetings per annum:	To be agreed
Approved by:	Children and Young People Committee
Guidance Classification:	Other Public Body Representative

Representative for 2021/22:	Councillor B Goodliffe (Lab)
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Report by Representative

Councillor Goodliffe

Some excellent collaborative work from members of all parties and officers in Education as well as members from Academy Trusts and Headteachers and others. Work has included contact with ministers and departments to campaign for Fair Funding solutions which do not involve levelling down, but bringing all funding to a fair level. Working in conjunction with many other authorities in order to highlight the inequalities in schools funding and SEND (Special Education Needs and Disabilities) funding. Great to be a part of this group presenting to MPs of all parties at Westminster and highlighting the issues the complicated system of school funding brings.

FACT Community Transport Board

Background

The purpose of FACT Community Transport is to provide accessible, affordable and safe transport and support services to people who have difficulties using conventional modes of transport or are socially isolated, and work with local authorities, and other charitable, voluntary and not-for-profit organisations for the benefit of the individuals and groups in community, across the Fenland, Huntingdonshire and East Cambridgeshire areas.

Information

No. of representatives:	1
Meetings per annum:	4
Approved by:	Highways and Transport Committee
Guidance Classification:	Member of a Management Board of a "Registered Society" under the Co-operative and Community Benefit Society Act 2014

Representative for 2021/22:	Councillor C Boden (Con)
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Report by Representative

Councillor Boden

The Charity's objectives are to provide Dial a Ride services in the Fenland, Huntingdonshire and East Cambridgeshire areas for people who find it difficult or impossible to use conventional modes of transport through mobility difficulties or a lack of access to transport.

In response to the challenges of COVID-19 the Charity established a food hub in March. During the year the Charity continued its support work to people isolating because of COVID-19 but has gradually in recent months been able to resume wider transport services to its beneficiaries as COVID restrictions have been lifted. The Charity's finances are in good order with tight controls over costs.

Great Fen Steering Committee

Background

Steering Group to oversee and guide the development of the Great Fen Project.

Information

No. of representatives:	1 (observer status)
Meetings per annum:	6
Approved by:	Environment & Green Investment Committee
Guidance Classification:	Other Public Body Representative
Representative for 2021/22:	Councillor A Costello (Con)

Report by Representative

Councillor Costello

The Great Fen Steering Committee continues to meet four times a year to have an oversight of all the work that is happening in the development of the project. The committee is formed with representatives from partnership agencies such as the Wildlife Trusts, local management groups such as the Middle Level Commission plus members from local authorities. There are always future plans but the latest two are most ambitious. Over the last few months, staff and volunteers have planted 150,000 sphagnum propagules which when grown will provide a canopy of moss to protect the land. A dedicated educational officer is now making links with various organisations dealing with children and young people within the area, many of whom are experiencing 'eco-anxiety'. Visiting the Great Fen and learning about the projects being undertaken to improve the environment, not just here but in other areas of the country helps to alleviate their concerns.

Greater Cambridge Local Plan Inception and Joint Local Planning Advisory Group

Background

To facilitate a shared policy position on the development of the new Greater Cambridge Local Plan.

Information

No. of representatives:	1
Meetings per annum:	TBC
Approved by:	Environment & Green Investment Committee
Guidance Classification:	Unincorporated Association Member

Representative for 2021/22:	Councillor N Shailer (Lab)
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Report by Representative

Councillor Shailer

The Greater Cambridge Local Plan Inception and Joint Local Planning Advisory Group has been useful for an overview of all that is going on in the Greater Cambridge area plans scene, in one place. Membership of the group also allows free access to other training and forums. Notable discussions have included the off Coldham's Lane Lorry Park proposal, the Northeast Cambridge site after the current sewerage treatment works is moved, and the various GCP link proposals.

Greensand Country Landscape Partnership

Background

The Greensand Country Landscape Partnership has been formed by a range of partners in the area to work with landowners and local communities and help make Greensand Country a living and working landscape that is cherished by present and future generations.

Information

No. of representatives:	1
Meetings per annum:	To be agreed
Approved by:	Environment & Green Investment Committee
Guidance Classification:	Other Public Body Representative
Representative for 2021/22:	Councillor S Kindersley (LD)

Report by Representative

Councillor Kindersley

In January 2013, a National Lottery Heritage Funded Programme was established to deliver more than 40 projects; helping to raise awareness of the heritage value of the landscape and to reverse the gradual decline in the distinct landscape character of this beautiful and loved place based around the Greensand Ridge running from Leighton Buzzard to Gamlingay. Most recently the long distance cycling route has been completed with final signage in the Parish of Gamlingay leading to the EcoHub. The 2022 Greensand Country Festival will run throughout the month of May and will also continue into June as school half-term runs from Monday 30th May to Sunday 5th June. There is much more at <https://www.greensandcountry.com/experience?interestedin=greensand-country-festival>

Growing Fenland Project Delivery Stakeholder Groups

Background

A Cambridgeshire and Peterborough Combined Authority Funded Master Planning Group.

Stakeholder groups:

- Chatteris
- March
- Whittlesey
- Wisbech

Information

No. of representatives:	4
Meetings per annum:	To be agreed
Approved by:	Environment & Green Investment Committee
Guidance Classification:	Other Public Body Representative

Representatives for 2021/22:	Councillor C Boden (Con)
	Councillor J French (Con)
	Councillor A Hay (Con)
	Councillor S Tierney (Con)

Reports by Representatives

Councillor Boden

The Whittlesey Growing Fenland Group has met six or seven times to agree the distribution of the £1m of Towns money allocated to Whittlesey by the CPCA.

Projects supported included a Town Heritage Walk, small capital grants scheme for local businesses seeking to expand and/or recover from the COVID slowdown, interactive flood signs and a new heritage centre.

All but a very small residue of the £1m has now been allocated, with the remaining few thousand pounds currently being in the process of allocation.

Councillor Hay

I was appointed as the CCC representative to the Chatteris Stakeholder Group for the Growing Fenland project. The million pounds of capital funding made available was allocated to the following four projects:

Purchase of the old Barclays Bank in Chatteris for conversion to re-house The Chatteris Museum together with Office space which will be leased out. By moving the Museum from its current site within The Town Council Office building this releases space to enlarge Council Office space and create additional meeting rooms for community use, it also enables the Council to extend the building to provide Flats which will be rented out, the income from the flats and office space will be offset the running & maintenance costs of both buildings. Amount awarded by CPCA £771,821. It is hoped that the Museum will be in a position to move in to their new premises by the end of the year.

A further £100,000 towards the capital costs associated with decriminalising on-street parking regulation enforcement in the town. This is a joint venture with each of the four market towns contributing £100,000.

The Renaissance fund of £92,000 to be split between Business premises refurbishment grants of up to 60% of the cost (maximum grant £5,000) and refurbishment of Street furniture and lighting columns.

And £36,179 for Chatteris skills development – involving the purchase of ICT hardware and software to support skills development, this will be used to equip the new Chatteris Training Centre currently under construction.

Councillor Tierney

This meets irregularly, but is a useful committee.

Hinchingbrooke Country Park Joint Group

Background

To monitor the operation of Hinchingbrooke Country Park.

Information

No. of representatives:	1
Meetings per annum:	2
Approved by:	Communities, Social Mobility and Inclusion Committee
Guidance Classification:	Other Public Body Representative
Representative for 2021/22:	Councillor K Billington (Con)

No report submitted.

Huntingdon BID Board

Background

BID is the town management vehicle for Huntingdon. It is an arrangement where businesses in a defined area agree improvements they want to make, over and above what the public agencies have to do. The fund is ring fenced and used solely to deliver the agreed set of projects and activities voted on by the businesses within the BID area.

No report submitted.

Information

No. of representatives:	1
Meetings per annum:	10
Approved by:	Strategy and Resources Committee
Guidance Classification:	Other Public Body Representative
Representative for 2021/22:	Councillor T Sanderson (Ind)

Huntingdon Freeman's Trust

Background

A charity assisting individuals and organisations falling within the Huntingdon Town Council area only.

Information

No. of representatives:	1 (4 year appointment)
Meetings per annum:	11
Approved by:	Communities, Social Mobility and Inclusion Committee
Guidance Classification:	Trustee of a Charity
Representative for 2021/22:	Councillor T Sanderson (Ind)

Report by Representative

Councillor Sanderson

It's been a busy year for the Huntingdon Freeman's Charity as they continue to help residents in the town and good causes with grant aid funding. Most recently the Charity have launched a scheme to help people with their mental health challenges over the next three years.

On a strategic level the charity is working with National Highways to finalise arrangements to improve access to Views Common, an important pedestrian and cycle link between Stukeley Meadows and Hinchingsbrooke. Parts of the common land came under the ownership of National Highways when the development consent order was granted in order to improve the A14.

We meet on a monthly basis on Zoom and it has been a pleasure to work with the staff and trustees and to see what they do close up. They often receive thanks from the people they help and its gratifying to see the difference they make on the ground.

Hunts Forum of Voluntary Organisations

Background

Hunts Forum of Voluntary Organisations is an umbrella body for voluntary and community groups in Huntingdonshire. It is an independent, non-profit making group formed from a coalition of local voluntary organisations and run by an elected committee of voluntary sector representatives. It supports voluntary and community organisations with information, advice and training.

Information

No. of representatives:	2
Meetings per annum:	4
Approved by:	Communities, Social Mobility and Inclusion Committee
Guidance Classification:	Other Public Body Representative
Representatives for 2021/22:	Councillor H Cox Condron (Lab) Councillor T Sanderson (Ind)

No report submitted.

Integrated Care Systems Board

Background

The Cambridgeshire and Peterborough local health and care system plans to come together as an Integrated Care System (ICS) to work in close collaboration with all NHS organisations and local councils, taking collective responsibility for managing resources, delivering NHS standards, and improving the health of the population we serve.

Information

No. of representatives:	2
Meetings per annum:	TBC
Approved by:	Adults and Health Committee
Guidance Classification:	Other Public Body Representative
Representatives for 2021/22:	Councillor R Howitt (Lab) Councillor S van de Ven (LD)

Report by Representative

Councillor van de Ven

The ICS in shadow form ahead of its July 1st formal launch has involved CCC members and officers in regular discussions for the purpose of collaborating on genuine partnership for integrated health and care. Two workshops in October and January helped to create an agreed set of principles, and detailed work on governance has established the basic framework for a 'Committee in Common' in which the Health and Wellbeing Board and the ICP will work to a shared agenda for the benefit of local people. This is a work in progress with much exploration and building ahead.

King Edward Community Centre Association

Background

Leases and manages the King Edward Community Centre in Chatteris.

Information

No. of representatives:	1
Meetings per annum:	TBC
Approved by:	Communities, Social Mobility and Inclusion Committee
Guidance Classification:	Trustee of a Charity
Representatives for 2021/22:	Councillor A Hay (Con)

Report by Representative

Councillor Hay

The Chatteris King Edward Centre is run by a Board of Trustees of which I am one. Also on the Board of Trustees are representatives from Fenland District Council and Chatteris Town Council. The Centre is a Community asset which is supported by an annual grant from the Town Council and is available for receptions, parties, conferences, and training events etc. Rooms are hired out for a wide range of organisations from Pre-school to U3A, The WI to a Community Church, and Short Mat Bowls to the Community Cinema. There truly is something for every age group and interest.

In previous years we had a total of 23 organisations/community groups who used the centre. Due to the continued Covid 19 restrictions over the past year the centre was closed for part of the year and it has taken time to convince some user groups it is safe to come back. It re-opened for educational purposes only in January 2021 and opened its doors to all users from May 17th 2021. As well as running the Centre, members of the Committee Publish a Quarterly Newsletter, "Chatteris Centre Point" this however was put on hold after the last publication in Dec 2019, we now have recruited a new editor and intend to re-start publication from September 2022.

Covid 19 has impacted on the Finances of the Centre in the earlier part of the year, however since October/November 2021 the centre is now busier than ever and going into the new financial year we are taking repeat and new bookings along with the regular weekly bookings.

Income for 2121/22 came in at £64,251.11 with expenditure at £69,896.81 the main reason for expenditure exceeding our income was due to the Centre been closed we took the opportunity to complete maintenance and one off repairs such as refurbishing of the railings, boiler repairs, boiler house leak and general redecorating.

Little Paxton Quarry Liaison Group

Background

The aim of this group is to monitor progress of the development and provide a local forum to consider matters of local concern relating to the winning and working of minerals and restoration and after use.

Information

No. of representatives: 2
Meetings per annum: 2
Approved by: Environment & Green Investment Committee
Guidance Classification: Other Public Body Representative

Representative for 2021/22: Councillor K Billington (Con)
Councillor K Prentice (Con)

No report submitted.

Local Safeguarding Children's Board

Background

LSCBs have been established by the government to ensure that organisations work together to safeguard children and promote their welfare. In Cambridgeshire this includes Social Care Services, Education, Health, the Police, Probation, Sports and Leisure Services, the Voluntary Sector, Youth Offending Team and Early Years Services.

Information

No. of representatives:	1
Meetings per annum:	-
Approved by:	Children and Young People Committee
Guidance Classification:	Other Public Body Representative
Representative for 2021/22:	Councillor B Goodliffe (Lab)

Report by Representative

Councillor Goodliffe

The Cambridgeshire and Peterborough Safeguarding Partnership Board brings together a number of agencies across the county to ensure that there is a joined up approach to safeguarding children and young people.

Safeguarding means protecting a child's right to live in safety, free from abuse and neglect. It is about working together to support children and young people to make decisions about the risks they face in their own lives, and protecting those who lack the capacity to make these decisions.

We all share responsibility for safeguarding and promoting the welfare of children and young people, whether as a parent or family member; a friend or neighbour; a teacher or carer; or as a paid or volunteer worker. Our website is for children and young people, their families and carers and the practitioners and volunteers who work with them.

It is increasingly important that members of the local community have an understanding of the work that is being carried out to help keep children and young people safe across Cambridgeshire and Peterborough as 'safeguarding is everyone's business'.

Working with partners across Cambridgeshire to ensure safeguarding is carried out in a joined up manner and learning from local and national issues. An excellent resource in terms of learning and managing difficult situations.

London Stansted Corridor Consortium Board

Background

A group of authorities and organisations in a corridor from London to Cambridge and Peterborough who are lobbying for improved infrastructure and connectivity.

Information

No. of representatives:	1
Meetings per annum:	4
Approved by:	Environment & Green Investment Committee
Guidance Classification:	Other Public Body Representative
Representative for 2021/22:	Councillor A Bulat (Lab)

Report by Representative

Councillor Bulat

There were 3 meetings this year, 2 of which I attended and one I was substituted by Cllr Shailer. In addition, I attended the UK Innovation Corridor Summit on 18 January and will attend the "International Gateway: the East of England's Key Role in Global Britain" APPG meeting in Parliament on 25 May which is linked to this work. There is good progress on this work and important to have the County's view amongst all the other Counties and Boroughs represented on this board.

Manea Educational Foundation

Background

Established to provide grants and financial assistance for people up to the age of 25 years living within the Parish of Manea.

Information

No. of representatives:	1
Meetings per annum:	2
Approved by:	Children and Young People Committee
Guidance Classification:	Unincorporated Association Member
Representative for 2021/22:	Councillor D Connor (Con)

Report by Representative

Councillor Connor

I am not involved. Councillor Gowing has taken that over as it is now in his CCC ward.

March Educational Foundation

Background

Provides assistance with the education of people under the age of 25 who are resident in March.

Information

No. of representatives:	1 (5 year appointment)
Meetings per annum:	3-4
Approved by:	Children and Young People Committee
Guidance Classification:	Trustee of a Charity
Representative for 2021/22:	Councillor J Gowing (Con)

Report by Representative

Councillor Gowing

This year has seen generous Scholarship Awards to three Neale-wade students. They applied for the award by submitting an application stating how it would assist their journey through University.

The House which was left to the MEF by Patsy Brewin has been sold and the land with building permission is in the process of being sold. Monies from this will be used to assist other students from Neale-wade with their higher Education.

Milton Landfill Liaison Group

Background

The aim of this group is to develop and maintain lines of communication between the site operator, the County Council & other regulatory bodies and the local community in order that matters of concern can be resolved in a timely and non-confrontational manner.

Information

No. of representatives: 1
Meetings per annum: 1-2
Approved by: Environment & Green Investment Committee
Guidance Classification: Other Public Body representative

Representative for 2021/22: Councillor A Bradnam (LD)

Report by Representative

Councillor Bradnam

This formalises a Milton Parish Council Working Party set up in 2015 to monitor air quality. Members reported and monitored complaints of odour, wind direction, speed, date and time, which enabled us to seek operational improvement from the operator FCC Environment Ltd. EA (permitting) have held the operator to account. Meetings are six-monthly. The landfill site is due to close in December 2026. The County Council has applied to a) separate the HWRC from landfill site boundary, such that the HWRC can be enlarged and improved beyond 2026 and b) re-profile the restoration plan to 2026.

Mitchell Hill Liaison Group

Background

The aim of this group is to develop and maintain lines of communication between the site operator, the County Council & other regulatory bodies and the local community in order that matters of concern can be resolved in a timely and non-confrontational manner.

Information

No. of representatives:	2
Meetings per annum:	2
Approved by:	Environment & Green Investment Committee
Guidance Classification:	Other Public Body representative

Representatives for 2021/22:	Councillor A Bradnam (LD) Councillor N Gough (LD)
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Reports by Representatives

Councillor Bradnam

The initial meeting of this group was in March 2022 and unfortunately coincided with full County Council meeting, so I was unable to attend. It however brings together representatives from the County Council Planning (Minerals and Waste) Team, the operator, neighbours, parish councils and the environment agency. A site visit is being planned to explain the mineral extraction and restoration plan.

Councillor Gough

This group has proved to be a very useful forum for information sharing on the extraction programme. The recent meetings have taken place in person at Cottenham Village Hall. There was particularly important action relating to improving safety at the crossing of Long Drove.

Natural Cambridgeshire

Background

Natural Cambridgeshire consists of a broad range of local organisations, businesses and people whose aim is to bring about improvements in their local natural environment.

Information

No. of representatives:	1
Meetings per annum:	4
Approved by:	Environment & Green Investment Committee
Guidance Classification:	Other Public Body Representative
Representative for 2021/22:	Councillor H Cox Condron (Lab)

No report submitted.

Nature for Everyone Advisory Group

Background

Anglia Ruskin University and Learning through Landscapes project. Its aim is to increase outdoor learning at school and home for children with complex and severe learning difficulties in order to support their social and emotional development, mental health and wellbeing.

Information

No. of representatives:	1
Meetings per annum:	TBC
Approved by:	Children and Young People Committee
Guidance Classification:	Other Public Body Representative
Representative for 2021/22:	Councillor A Bulat (Lab)

Report by Representative

Councillor Bulat

Meetings for this group have not yet started.

Needham's Foundation, Ely

Background

Needham's Foundation is a Charitable Trust, the purpose of which is to provide financial assistance for the provision of items, services and facilities for the community or voluntary aided schools in the area of Ely and to promote the education of persons under the age of 25 who are in need of financial assistance and who are resident in the area of Ely and/or are attending or have at any time attended a community or voluntary aided school in Ely.

Information

No. of representatives:	2
Meetings per annum:	2
Approved by:	Children and Young People Committee
Guidance Classification:	Trustee of a Charity
Representatives for 2021/22:	Councillor P Coutts (LD) Councillor A Whelan (LD)

Report by Representative

Councillor Whelan

This is a local charity run by Trustees which provides grants to schools and young people who live, have lived or go to school in Ely. This is a fantastic charity providing additional help to enable our young people to continue their education. Unfortunately, administrative errors meant that I was not invited to meetings.

Needingworth Quarry Liaison Group

Background

The aim of this group is to develop and maintain lines of communication between the site operator, the County Council, other regulatory bodies and the local community in order that matters of concern can be resolved in a timely and non-confrontational manner.

Information

No. of representatives:	4
Meetings per annum:	2
Approved by:	Environment & Green Investment Committee
Guidance Classification:	Other Public Body Representative

Representatives for 2021/22:	Councillor S Criswell (Con) Councillor N Gough (LD) Councillor K Reynolds (Con) Councillor F Thompson (LD)
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Reports by Representatives

Councillor Gough

Due to other commitments, I could not make either of the two meetings. The reports from the meeting support the usefulness of the forum. Councillor Thompson attended the April meeting that was held at the Hanson RSPB reserve.

Councillor Criswell

Needingworth Quarry Liaison Group provides a valuable interaction with;

- 1) Hanson, whose site is one of the largest in the country and provides minerals for many infrastructure projects. It provides a forum for discussing HCV movements;
- 2) The RSPB, who oversee the site restoration to develop a large wildlife reserve with reed beds of national significance. This includes plans for public access, visitor centres etc.
- 3) Local parish councils – allowing discussion on any local concerns or problems associated with the site.

Councillor Thompson

The Hanson-RSPB Wetland Project is an exemplar project, leading the way for landscape-scale conservation. The project brings industry and conservation together in a way never seen before on this scale and will become an expansive mosaic of wildlife-rich wetland habitat which will be over 700 hectares (980 football pitches) in size by 2030.

Over 28 million tonnes of sand and gravel will be excavated during this 30-year project, which began in 2001. In 2021, the transfer of the next 80 hectares of restored wetland from Hanson to RSPB, brings Ouse Fen Reserve (OFR) up to nearly 300 hectares in total. A new site entrance was also opened which allows visitors to easily access the most recently restored wetland areas has been a great success.

OFR has already attracted a wealth of wildlife: species that were once common in the Fens are returning here to feed and breed. Bitterns, marsh harriers and bearded tits have already colonised the reserve, and their breeding numbers are increasing.

North West Anglia NHS Foundation Trust Council of Governors

Background

The North West Anglia NHS Foundation Trust was formed on 1 April 2017. The trust runs three busy hospitals – Peterborough City Hospital, Hinchingsbrooke Hospital and Stamford & Rutland Hospital. Governors are the 'voice' of members of partner organisations in the running of the hospitals, so that hospital services always reflect the needs and expectations of local people.

No report submitted.

Information

No. of representatives:	1
Meetings per annum:	To be agreed
Approved by:	Adults and Health Committee
Guidance Classification:	Other Public Bodies (Partner Governor)
Representative for 2021/22:	Councillor T Sanderson (Ind)

Parking and Traffic Regulations Outside London Adjudication Joint Committee (PATROL) & Bus Lane Adjudication Joint Committee (BLASJC)

Background

PATROL represents over 300 local authorities in England (outside London) and Wales

Information

No. of representatives:	1
Meetings per annum:	As required
Approved by:	Highways and Transport Committee
Guidance Classification:	Other Public Body Representative

Representative for 2021/22:	Councillor N Shailer (Lab)
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Report from representative

Councillor Shailer

Has not sat in the past year, or I am unaware that they have.

Pathfinder Legal Services Limited

Background

Company jointly owned by West Northamptonshire Council, North Northamptonshire Council, Central Bedfordshire Council and Cambridgeshire County Council to provide legal services to the owner councils and to other organisations within the public sector and not for profit sector.

Information

No. of representatives:	1 (Consultee member)
Meetings per annum:	4
Approved by:	Strategy and Resources Committee
Guidance Classification:	Other Public Body Representative (Council's representative on a company it part owns)

Representative for 2021/22:	Councillor E Murphy (LD)
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Report by Representative

Councillor Murphy

Pathfinder Legal Services Limited operates as a company, wholly owned by four local authority partners, to provide its shareholders and other public and third sector customers with legal advice covering childcare and family, adult social care and education, planning, property, commercial and procurement, litigation and governance matters.

The company was first set up in 2014 as LGSS Law Ltd and changed its name to Pathfinder Legal Services on 6 September 2021, reflecting positive progress and changes in recent years and to reflect the distinction from the LGSS Joint Committee which was responsible for different corporate services, comprising different member councils and did not operate as a separate company. That joint committee had been wound up in 2020-21.

The company was delighted to be awarded Legal Firm of the Year in 2021 by the Cambridgeshire Law Society. The award recognises the firm met the challenges of the pandemic, responding to the legal needs of the local authorities whilst also promoting the health and wellbeing of its own staff.

At the start of the year, Northamptonshire County Council (and the district Councils in that county) had been replaced by two unitary authorities. Much focus during the previous year has been on working with the new Councils as they establish their operations. Pathfinder has also embedded the Northamptonshire Children's Trust as a key customer. There is a national shortage of local government lawyers, and a key challenge for the company during the year has been recruitment and retention of staff in the difficult labour market facing the whole economy and particularly professional services. The company has further invested in its training programme and apprenticeship schemes in response.

The shareholder representatives re-appointed Professor Stephen Mayson as the independent Chair of the company, to serve a second 3-year term.

Financially, the company achieved a profit of £868k in 2020-21 and is on course for another profitable year during 2021-22.

Peterborough and Cambridgeshire Community Covenant (Military) Board

Background

The Armed Forces Covenant Board aims to improve the outcomes and life choices of military personnel, reservists, their families and veterans living in Cambridgeshire and Peterborough. The Covenant Board also aims to enhance the relationship between civilian and military communities.

Information

No. of representatives:	1
Meetings per annum:	4
Approved by:	Communities, Social Mobility and Inclusion Committee
Guidance Classification:	Other Public Body Representative
Representative for 2021/22:	Councillor S Kindersley (LD)

Report by Representatives

Councillor Kindersley

I was delighted to attend the Grand Launch of the March Armed Forces & Veterans Hub on April 21st which is not only a social event but also a venue for signposting and support from the network of Armed Forces support organisations. Opened by the Mayor of March the event was brilliantly led by Tommy Kelly, the County Council's Armed Forces Covenant Officer.

The County Council's website has an extensive section on the Armed Forces Covenant and I would encourage Members to view it at <https://www.cambridgeshire.gov.uk/council/communities-localism/armed-forces-covenant>

Ramsey Wind Farm Community Benefit Fund Advisory Group

Background

To provide a community benefit fund of £40,000 for community projects within the Parish boundaries of Ramsey, Bury, Upwood and the Raveleys.

Information

No. of representatives:	2
Meetings per annum:	1
Approved by:	Communities, Social Mobility and Inclusion Committee
Guidance Classification:	Other Public Body Representative
Representatives for 2021/22:	Councillor S Corney (Con) Councillor A Costello (Con)

Report by Representative

Councillor Costello

The Ramsey Wind Farm Community Benefit Fund Advisory Group meets annually to review applications received from local organisations from Ramsey, Bury and Upwood for grants from the pot of £40,000 which is allocated according to the effect of the Wind Farm on these parishes. The group is made up of County, District and Parish Councillors from the three wards. It is so important to understand the benefits that these donations will give to local communities and advance information is given so that members have time to consider and understand the benefits the grant will provide.

RECAP Board

Background

RECAP (Recycling in Cambridgeshire & Peterborough) is a partnership of authorities across Cambridgeshire & Peterborough working together to provide excellent waste and recycling services to meet local needs. The RECAP Board is the Member level group of this partnership.

Information

No. of representatives:	1
Meetings per annum:	4
Approved by:	Environment & Green Investment Committee
Guidance Classification:	Other Public Body Representative
Representative for 2021/22:	Councillor R Hathorn (LD)

Report by Representative

Councillor Hathorn

Being a member of RECAP is extremely important for the County Council for a number of reasons; it allows dialogue between the different statutory waste bodies in the county at both a political and officer level, it provides opportunities for economies of scale and to develop joint strategies which are more effective, it gives members an opportunity to work in lockstep as complex legislation is introduced which is particularly pertinent in the light of the upcoming RAWs legislation, it also provides an opportunity to work on waste reduction strategies which are vital for the response to the climate emergency.

My overriding observation would be that if anything this body is under resourced and consequently unable to do the scale of work necessary to achieve behavioural change in waste ie the work necessary to respond to the climate emergency. There is significant expertise and resource invested in operational and legislative challenges and these are always prioritised but not sufficient resource or support from the County Council (in parts of the council outside waste) to achieve the scale of behavioural change needed for the climate emergency. Other county council areas outside waste need to recognise that reducing waste is a vital part of carbon reduction and need to assist RECAP in achieving those aims.

Royal Papworth Hospital NHS Foundation Trust Council of Governors

Background

NHS Foundation Trusts are not-for-profit, public benefit corporations. They are part of the NHS and provide over half of all NHS hospital and mental health services. The County Council is represented on the Council as a nominated Governor.

Information

No. of representatives:	1
Meetings per annum:	4
Approved by:	Adults and Health Committee
Guidance Classification:	Other Public Bodies
Representative for 2021/22:	Councillor P Slatter (LD)

Report by Representative

Councillor Slatter

The last year has been a difficult one as the normal pressures on staff, patients and families dealing with heart disease continued to be compounded by the coronavirus in so many ways. Staff have had to cope with illness, absent colleagues and overtime, while helping patients and families to deal with the cruel effects of isolation.

At the time of writing, Royal Papworth Hospital is engaged in a Spring Reset as the whole hospital community comes together to treat as many patients as possible, while keeping everyone safe in mind and body while Covid-19 infections continue to be a challenge.

The RPH provides specialist tertiary care for people from neighbouring counties and some from outside the UK, and its surgeons carry out extraordinary operations every day. The Trust is well aware that people need good public health services to reduce the need for complex surgery, and need good social services afterwards to aid their recovery. The integration of healthcare and community social care in partnership with the County Council will be a key concern in the coming year. Good systems and individual efforts will be crucial to creating and maintaining a good ICS for our residents.

Shepreth School Trust

Background

Provides financial assistance towards educational projects within the village community, both to individuals and organisations.

Information

No. of representatives: 1
Meetings per annum: 4
Approved by: Children and Young People Committee
Guidance Classification: Trustee of a Charity

Representative for 2021/22: Councillor P McDonald (LD)

No report submitted.

Soham and District Sports Association Management Committee

Background

Charity providing sport for the local community.

Information

No. of representatives:	1
Meetings per annum:	4
Approved by:	Communities, Social Mobility and Inclusion Committee
Guidance Classification:	Unincorporated Association Member
Representative for 2021/22:	Councillor M Goldsack (Con)

Report by Representative

Councillor Goldsack

A year fully impacted by covid issues the associations is struggling to attract new users whilst older ones have not fully returned. The centre has some physical challenges needs some significant roof repairs circa £120k and the committee are looking for support from local authorities, local business and the local community.

The committee has not met for some while. The centre management continue to try hard but need to make some changes to reposition the Ross Peers centre at the heart of the local community. There is a big challenge ahead for SDSA but the support team behind the scenes are those that the town would want to make the changes and improvements needed.

Soham Moor Old Grammar School Fund

Background

Charity promoting the education of young people attending Soham Village College who are in need of financial assistance or to providing facilities to the Village College not normally provided by the education authority. Biggest item of expenditure tends to be to fund purchase of books by university students.

Information

No. of representatives:	1
Meetings per annum:	2
Approved by:	Children and Young People Committee
Guidance Classification:	Unincorporated Associate Member
Representative for 2021/22:	Councillor M Goldsack (Con)

Report by Representative

Councillor Goldsack

This has worked well supporting the local Schools with donations to applications and local students with funds towards school books etc. The charity is well run by a group of committee trustees and extremely well administered by Jennifer Milliard and Nigel Johnson on legal and admin plus accounts respectively. All in all this charity is a sound and solid position with a good trustee team and well set for the next few years if not longer

St Neots Master Plan Steering Group

Background

The masterplan project has been developed by the Board of Cambridgeshire and Peterborough Combined Authority to ensure that the market towns in Cambridgeshire are all interconnected in an overall plan that supports the region's future prosperity. Governance arrangements have been established to achieve collective community ownership of the St Neots Masterplan for Growth, responsibility for delivery of masterplan initiatives, and as a vehicle to oversee future iterations of the masterplan itself. This is made up of representatives from public, private and third sectors.

Information

No. of representatives:	1
Meetings per annum:	-
Approved by:	Environment & Green Investment Committee
Guidance Classification:	Other Public Body Representative

Representative for 2021/22:	Councillor S Ferguson (Ind)
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Report by Representative

Councillor Ferguson

Disappointingly the SNMPSG met only once immediately post-election, a meeting at which we reformulated the membership of the group and agreed to work with the community on how to spend the remaining budget from the Master Plan. Despite numerous requests the group has not met again to the disappointment of many community stakeholders.

St Neots Museum Management Committee

Background

Provides advice and management support to St Neots Museum for the benefit of the local community.

Information

No. of representatives:	1
Meetings per annum:	2
Approved by:	Communities, Social Mobility and Inclusion Committee
Guidance Classification:	Other Public Body Representative
Representative for 2021/22:	Councillor K Prentice (Con)

Report by Representative

Councillor Prentice

I have not received an agenda since becoming the appointee.

Strategic Transport Leadership Board

Background

To provide leadership and oversight of all aspects of the sub-national transport body, England's Economic Heartland (EEH), merging the previous functions of the Strategic Transport Forum and EEH Leaders meeting.

Information

No. of representatives:	1
Meetings per annum:	TBC
Approved by:	Highways and Transport Committee
Guidance Classification:	Other Public Body representative
Representative for 2021/22:	Councillor Lucy Nethsingha (LD)

No report submitted.

This Land Board of Directors

Background

This Land is a development business established with the aim of offering a new approach to development, that is much more customer and community focused than the traditional UK house builder model.

Information

No. of representatives:	1
Meetings per annum:	12
Approved by:	Commercial & Investment Committee
Guidance Classification:	Company Director (the Councillor is one of two Non-Executive Directors on this Board (the other being an officer) as shareholder representative)

Representative for 2021/22:	Councillor N Gough (LD)
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Report by Representative

Councillor Gough

The Board of This Land met on a regular basis. The business continues to evolve within a dynamic Cambridgeshire housing market with the delivery of homes and occupations at the Ditton Walk site and strong pre-sales at Over. The Avison Young report and its associated recommendations were welcome and the recommendations are being implemented. Communication with Members has been a priority with regular briefing meetings and the commencement of bi-monthly summaries of activities. The Chair, Stephen Norris, resigned during the course of the year and the process for the selection of a new Chair is underway.

Trigg's Charity (Melbourn)

Background

Trigg's Charity provides financial assistance to local schools / persons for their educational benefit.

Information

No. of representatives:	1
Meetings per annum:	2
Approved by:	Children and Young People Committee
Guidance Classification:	Unincorporated Association Member
Representative for 2021/22:	Councillor S van de Ven (LD)

Report by Representative

Councillor van de Ven

The Trigg Charity meets once per year to consider applications for funding assistance for projects and activities for schools in the Melbourn Village College catchment area. Due to the pandemic, no applications were made in 2020. Schools have continued in 2021-22 to be affected by the pandemic, with high levels of student and staff absences at particular points in the year and much to catch up on. This year applications were received from two schools; both were awarded. We look forward to restoring pre-pandemic levels of activity in the months to come.

Warboys Landfill Site Liaison Group

Background

The aim of this group is to develop and maintain lines of communication between the site operator, the County Council, other regulatory bodies and the local community in order that matters of concern can be resolved in a timely and non-confrontational manner.

No report submitted.

Information

No. of representatives:	1
Meetings per annum:	1-2
Approved by:	Environment & Green Investment Committee
Guidance Classification:	Other Public Body Representative

Representative for 2021/22:	Councillor S Corney (Con)
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Warboys Site Liaison Committee

Background

A heat and power plant comprising biomass energy from waste facility and treatment of waste water by evaporation. The Committee will provide a forum for local representatives to discuss site matters and be informed of site progress, and will provide a means whereby information and concerns/complaints about the site can be aired with appropriate solutions discussed.

Information

No. of representatives:	1
Meetings per annum:	4 then 1
Approved by:	Environment & Green Investment Committee
Guidance Classification:	Other Public Body Representative
Representative for 2021/22:	Councillor S Corney (Con)

No report submitted.

Waterbeach Waste Management Park Liaison Group

Background

The aim of this group is to develop and maintain lines of communication between the site operator, the County Council & other regulatory bodies and the local community in order that matters of concern can be resolved in a timely and non-confrontational manner.

Information

No. of representatives:	1
Meetings per annum:	2-3
Approved by:	Environment & Green Investment Committee
Guidance Classification:	Other Public Body Representative

Representative for 2021/22:	Councillor A Bradnam (LD)
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Report by Representative

Councillor Bradnam

The Group meets twice a year. It is important to have County Council representation as we are the disposal authority and the site has the potential to affect the health and welfare of local residents and traffic on the A10. The site is required to install measures to reduce odour emissions (BATc) to comply with current legislation, which will include enclosure of the IVC operation. An application to install a solar farm, which could 'fuel' a fleet of 75 electric vehicles will be submitted around May/June 2022. It is expected to take 6-8 months to construct.

Cambridgeshire and Peterborough Combined Authority: Membership and Other Appointments

To: Council

Meeting Date: 10th May 2022

From: Chief Executive

Purpose: To request the Council to make appointments to the Cambridgeshire and Peterborough Combined Authority for the municipal year 2022/2023.

Recommendation: Full Council is asked to make the following appointments/nominations to the Cambridgeshire and Peterborough Combined Authority for the municipal year 2022/2023:

- (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 to the Overview and Scrutiny Committee, and two substitute members from the same political parties as those appointed;
- (c) nominate one member to the Audit and Governance Committee and one substitute member from the same political party; and
- (d) authorise the Chief Executive to make any amendments to the appointments to the Overview and Scrutiny Committee and the Audit and Governance Committee in consultation with the Political Group Leaders, if the political balance is amended by the Combined Authority between now and the next Council meeting.

Officer contact:

Name: Michelle Rowe
Post: Democratic Services Manager
Email: michelle.rowe@cambridgeshire.gov.uk
Tel: 01223 699180

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 2022/23.

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 5 May 2022, there will be local elections for the Huntingdonshire District Council, South Cambridgeshire District Council, Cambridge City Council and Peterborough City Council. The Combined Authority will need to review the political balance on constituent councils and will request 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 (to be tabled if available by 10 May 2022).
- 1.6 The Council is required to nominate two members to the Overview and Scrutiny Committee for the municipal year 2022/23 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 (to be tabled if available by 10 May 2022).

- 1.9 The Council is required to nominate one member to sit on the Audit and Governance Committee for the municipal year 2022/23 based on the political balance set out in Appendix 2.

Substitute members

- 1.10 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.
- 1.11 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

- 1.12 All appointments and nominations made by constituent councils will be reported to the Combined Authority's annual meeting on 8th June 2022.
- 1.13 The political balance calculations in the to be tabled Appendices will be based on up to date statistics given by constituent councils and take account of the outcome of the local elections that take place on the 5th May 2022. However, there may be last minute changes in the lead up to constituent councils' annual meetings and the Combined Authority's annual meeting on 8th June.
- 1.14 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.
- 1.15 If there is no provision in constituent council's standing orders, the Council may wish to consider giving delegated powers for the Chief Executive to approve any consequential changes to these appointments in consultation with the relevant Party Group leaders.

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 (to be tabled if available)

4.2 Appendix 2 – Audit and Governance Committee political balance calculations (to be tabled if available)

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](#)



Cambridgeshire & Peterborough Combined Authority

Reports from Constituent Council Representatives on the Combined Authority

Audit and Governance Committee - 11 March 2022
Councillor Graham Wilson

Overview and Scrutiny Committee - 28 March 2022
Councillor Mike Atkins
Councillor Mark Goldsack

Combined Authority Board - 30 March 2022
Councillor Lucy Nethsingha

The above meetings have taken place in March 2022.

Audit and Governance Committee – 11 March 2022

The Audit and Governance Committee met on 11 March 2022; the decision summary is attached as Appendix 1.

Overview and Scrutiny Committee – 28 March 2022

The Overview and Scrutiny Committee met on 28 March 2022; the decision summary is attached as Appendix 2.

Combined Authority Board – 30 March 2022

The Combined Authority Board met on 30 March 2022; the decision summary is attached as Appendix 3.

The agendas and minutes of the meetings are on the Combined Authority's website – Link in the appendices.

Audit and Governance Committee Decision Summary

Meeting: 11 March 2022

Agenda/Minutes: [Audit and Governance Committee – 11 March 2022](#)

Chair: John Pye (Chair and Independent Person)

Summary of decisions taken at this meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1	Apologies and Declarations of Interests	Apologies were received from Cllr Mason, substituted by Cllr Fane. No disclosable interests were declared.
2	Chair's Announcements	There were no announcements from the Chair
3	Minutes of the Previous Meeting and Action Notes	A query was raised regarding para 3.2 of the minutes and whether the affordable housing programme was a result of the Housing Infrastructure Fund rather than the original devolution deal. Officers agreed to check and confirm this. It was resolved that the minutes from the meeting held on 28 January 2022, subject to any amendment as outlined above, be approved. The Actions from the previous meeting were noted.
4	Combined Authority Update	The Committee received a verbal update from the Chief Executive Officer for the Combined Authority, Eileen Milner.
5	Corporate Risk Register	<u>RESOLVED:</u> That the Committee note the report.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
6	Internal Audit Progress Report	<p>The Committee received the report from the Internal Auditor, Dan Harris (RSM) which provided an update on the progress being made against the internal audit plan for 2021/22.</p> <p><u>RESOLVED:</u></p> <p>That</p> <ol style="list-style-type: none"> 1. The Audit Report on the One Cam closure be referred to the CA Board. 2. The progress reports.
7	Internal Audit – Audit Plan 22/23	<p>The Internal Auditor, Dan Harris (RSM) introduced the report the purpose of which was for the Committee to consider themes for internal audit coverage for 2022/23 to inform the development of the Combined Authority's audit plan.</p> <p><u>RESOLVED:</u></p> <ol style="list-style-type: none"> 1. That the Committee note the report. 2. That the 2022/23 internal audit of data protection could commence in Quarter 1. 3. That the proposed 22/23 Internal Audit Programme would be brought before the Committee at their meeting in June, allowing time for the revised risk register to be taken into account.
8	External Audit – Annual Audit Report	<p>The External Auditor, Mark Hodgson (Ernst & Young) introduced the report. The report replaced the Annual Audit Letter that the Committee had received in the past.</p> <p><u>RESOLVED:</u></p> <p>That the Committee receive and note the Audit Results report for 2020/21</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
9	Assurance Framework	<p>The Committee received the report from Reena Roojam, Lawyer.</p> <p><u>RESOLVED:</u></p> <ol style="list-style-type: none"> 1. That the amended draft of the Local Assurance Framework be approved and recommended to the Combined Authority Board. 2. That it be noted that the Local Assurance Framework would be presented to the Business Board on 14 March 2022.
10	Review of Governance and Ways of Working	<p>The Committee received the report from the Interim Head of Governance which provided the Committee with an overview of the purpose of the review of governance and ways of working</p> <p><u>RESOLVED:</u></p> <p>That the Committee note the progress made in the review since January 2022.</p>
11	Terms of Reference – Climate Change Working Group	<p>The Committee received the report from Adrian Cannard, Strategic Planning Manager.</p> <p><u>RESOLVED:</u></p> <p>That the Committee note the report.</p>
12	Financial Strategies	<p>Robert Emery, Chief Accountant and Deputy S73 Officer introduced the report the purpose of which was for the Committee to review and comment on the proposed Investment Strategy for 2022/23 and to review the in-year actual performance to 31st January 2022 against the prudential indicators included within the Treasury Management and Capital Strategies.</p> <p><u>RESOLVED:</u></p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		That the Committee note the report
13	Information Governance Update	<p>Susan Hall, Governance Officer introduced the report which updated the Committee on the current position with regards to Information Governance.</p> <p><u>RESOLVED:</u></p> <p>That the Committee note the report</p>
14	Draft Annual Report	<p>The Chair of the Committee introduced the report and asked for comments. Councillor Bull commented that although a committee member he still felt somewhat detached from the CPCA. The Chair agreed that because of the nature of the CA it could sometimes be difficult for Members to fully engage with the organisation, and he would add an extra point into the report to encapsulate this.</p> <p><u>RESOLVED:</u></p> <p>That the draft report, subject to the changes identified above, be agreed</p>
15	Work Programme	<p>The Committee received and noted the work programme with the below additions being agreed.</p> <p>That an offline briefing session on the new risk register be organised for the Committee prior to its formal presentation at the meeting in June.</p> <p>That a development session on Financial Strategies be arranged for the Committee in the next municipal year.</p>
16	Date of next meeting	<p>The Committee would next meet on Friday, 10 June 2022 at 10:00</p> <p>Venue to be confirmed.</p>

Overview and Scrutiny Committee Decision Summary

Meeting: 28 March 2022

Agenda/Minutes: [Overview and Scrutiny Committee – 28 March 2022](#)

Chair: Cllr Lorna Dupré

Summary of decisions taken at this meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1.	Apologies	Cllr M Goldsack, Cambridgeshire County Council. Cllr D Dew Huntingdonshire District Council. There were no substitutes.
2.	Declarations of Interest	No declarations of interest were made.
3.	Minutes of the Previous Meeting	The minutes of the meeting held on 24 January 2022 were agreed as an accurate record.
4.	Public Questions	No public questions were received.
5.	Overview and Scrutiny Committee Annual Report and CfGS Review Feedback	Councillor Dupre, Chair of the Overview and Scrutiny Committee introduced the report. <u>RESOLVED:</u> That the Committee approve the draft Annual Report of the Chair of Overview and Scrutiny Committee for 2021/22 and that it be submitted to the CA Board at their Annual General Meeting being held on 8 June.
6.	CPCA Climate Change Plans	The Committee received the report from Councillor Michael Atkins, the Overview and Scrutiny Lead Member for Climate Change and Environment. The report had been

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>written to accompany the Cambridgeshire and Peterborough Climate Action Plan 2022-2025 and was intended to provide a summary for members, highlighting key areas of risk or challenge that the Committee might wish to consider.</p> <p><u>RESOLVED:</u></p> <p>That:</p> <ul style="list-style-type: none"> a) The Report and the Climate Action Plan be noted. b) The Energy Hub be invited to a meeting in June to have further discussion about insulation and the retrofitting of homes c) A further report on the Action Plan be scheduled for the September meeting of the Committee and that the Independent Climate Commission be invited to attend.
7.	Accommodation Strategy Update	The Committee received a verbal update from Nick Sweeney, the Residential Development Manager. The information was noted.
8.	One Cam Closure Update	The Committee received a verbal update from Cllr Davey. The information was noted.
9.	Combined Authority Forward Plan	The Forward Plan was noted.
10.	Work Programme	<p>The Committee noted the work programme and suggested the following items for the next municipal year:</p> <ul style="list-style-type: none"> • The Energy Hub be invited to a meeting in June to have further discussion about insulation and the retrofitting of homes • A further report on the Climate Action Plan be scheduled for the September meeting of the Committee and that the Independent Climate Commission be invited to attend. • The future of the CA Housing Purpose and Function • The Skills agenda

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p><u>RESOLVED:</u></p> <p>That the Committee approve the scoping document for the review of the provision of community learning across the CPCA area.</p>
11.	Date and Time of Next Meeting	<p>It was agreed by the Committee that the provisional date set in April was not required and that therefore the next meeting would be the first of the new municipal year, which was scheduled for Monday 13 June.</p>

Combined Authority Board Decision Summary

Meeting: 30 March 2022

Agenda/Minutes: [Combined Authority Board - 30 March 2022](#)

Chair: Mayor Dr Nik Johnson

Summary of decisions taken at this meeting

Combined Authority Board Decision Summary

Part 1 - Governance Items

1.1 Announcements, Apologies for Absence and Declarations of Interest

There were no apologies for absence or declarations of interest.

1.2 Minutes - 26 January 2022 and Action Log

The minutes of the meeting on 26 January 2022 were approved as an accurate record and signed by the Mayor.

The Action Log was noted.

1.3 Petitions

No petitions were received.

1.4 Public Questions

No public questions were received.

Part 2 – Finance

2.1 Budget Monitoring Report – March 2022

It was resolved to:

- a) Note the financial position of the Combined Authority for the financial year to date.
- b) Approve the forecast slippage of unspent project budgets on the capital programme of £49.7m and on the revenue budget of £2,278k
- c) Approve the execution of the revised MoU, and associated repayment of £22m, for the Green Homes retrofit programme phase 2 (LAD2) with BEIS.
- d) Approve the additions to the capital programme and revenue MTFP as set out in section 6.

2.2 2022-23 Financial Strategies

It was resolved to:

- a) Approve the following financial strategies:
 - i. The Capital Strategy 2022-23
 - ii. The Investment Strategy 2022-23

iii. The Treasury Management Strategy 2022-23

b) Approve the Minimum Revenue Provision statement for 2022-23

Part 3 – Combined Authority Decisions

3.1 Sustainable Growth Ambition Statement

It was resolved to adopt the Sustainable Growth Ambition Statement attached at Appendix 1.

3.2 University of Peterborough Phase 2 novation of a Design Contract between CPCA and Mace Ltd to PropCo2 (Peterborough R&D Property Company Limited)

It was resolved to delegate authority to the Director of Housing and Development (in consultation with the Monitoring Officer and Chief Finance Officer) to novate the design contract between CPCA and MACE Limited from CPCA to PropCo2 (Peterborough R&D Property Company Limited).

3.3 Combined Authority Office Accommodation

It was resolved to:

- a) Identify Pathfinder House, Huntingdon, as the preferred option for corporate office accommodation.
- b) Authorise the acquisition of a leasehold property interest and delegate authority to the Chief Executive to finalise tenancy terms in consultation with the Mayor.
- c) Authorise the acceptance of a tenancy at will to facilitate operational occupation until formal lease documentation can be finalised.

- d) Delegate authority to the Chief Executive to approve a preferred layout and design, and to incur associated expenditure to implement that design.

3.4 Climate Change Action Plan

It was resolved to agree the Climate Action Plan.

3.5 Market Towns Programme – Approval of Recommended Projects (Funding Call 8 - March 2022)

It was resolved to:

- a) Approve the project bid received under Market Towns Programme for the town of Soham in East Cambridgeshire to the sum of £330,000.
- b) Consider the request received from Huntingdonshire District Council and East Cambridgeshire District Council to extend the approval timeline to secure remaining programme budget allocations for Huntingdonshire (£802,150 for the towns of Huntingdon and St Ives) and East Cambridgeshire (£1m for the town of Littleport), and agree to:
 - i. Approve the request and extend the deadline for project bids to 31 March 2023.

3.6 Transforming Cities Fund Report

It was resolved to:

- a) Note the contents of the Annual Transforming Cities Fund Report (Appendix 1) for submission to Department for Transport (DfT)
- b) Support the principle of utilisation of TCF Capital underspend to support Sustainable Transport schemes (Active Travel & Bus Improvements) as agreed in future budget reports.
- c) To delegate authority to the Chief Executive Officer to submit the Transforming Cities Fund Report to DfT

3.7 Skills Bootcamps Wave 3

It was resolved to:

- a) Accept the Grant offer of £4,891,985 from the Department for Education (DfE) to deliver Wave 3 Skills Bootcamps for the 2022- 23 financial year and approve the addition of a corresponding budget for delivery of the Bootcamps in the 2022-23 budget.
- b) Delegate authority to the Chief Executive, in consultation with the Chief Finance Officer and Monitoring Officer, to:
 - i. Make awards to and enter grant agreements with existing training providers to deliver Skills Bootcamps where procurement rules allow.
 - ii. Make awards to and enter into grant agreements with new providers for Wave 3 following an appropriate appointment exercise.

By recommendation to the Combined Authority Board

Part 4 – Transport and Infrastructure Committee recommendations to the Combined Authority Board

4.1 A141 and St Ives

It was resolved to:

- a) Approve the drawdown of £2.3 million for the consultation and commencement of the St Ives Local Improvement Schemes.
- b) Delegate authority to the Head of Transport and Chief Finance Officer to agree a Grant Funding Agreement with Cambridgeshire County Council.

4.2 Demand Responsive Transport

It was resolved to note that the Demand Responsive Transport (DRT) trial has been extended from ending in April to ending in July. The service will be retendered to allow a seamless transition from original contract to new contract.

4.3 March Area Transport Study: Broad Street Scheme

It was resolved to:

- a) Re-purpose £586,205 of CPCA Future High Street Fund monies to undertake the initial phases of the March Area Transport Study Broad Street construction.
- b) Approve the drawdown of £3,780,387 for the construction of March Area Transport Study Broad Street scheme, in full, (subject to the independent evaluation and sign off of the Full Business Case by the Combined Authority Board at a future meeting).
- c) Delegate authority to the Head of Transport and Chief Finance Officer to enter into Grant Funding Agreements with Cambridgeshire County Council in relation to the March Area Transport Study.

4.4 E-Scooter Trial and E-Bike Update

It was resolved to:

- a) Approve the extension of the e-scooter trial to 30 November 2022.
- b) Approve market engagement and a procurement process to enable the expansion of the e-bike service region wide.
- c) Delegate authority to the Head of Transport in consultation with the Chief Finance Officer and Chief Legal Officer to enter a contract with the successful tenderer.

Part 5 – Skills Committee recommendations to the Combined Authority

5.1 Adult Education Budget Funding Allocations 2022/23 and Proposed Funding Policy Changes

It was resolved to:

- a) Approve the funding allocations for the 2022/23 academic year, from the devolved Adult Education Budget (AEB) to the grant-holders, set out in Table A to the report.
- b) Approve the funding allocations for the 2022/23 academic year from the delegated National Skills Fund for level 3 courses, to the grant-holders set out in Table A to the report.
- c) Delegate authority to the Interim Associate Director of Skills in consultation with Chief Finance Officer and Monitoring Officer, to enter into multi-year grant funding agreements with the grant holders set out in Table A to the report, for a three-year period.
- d) Approve the funding policy changes and flexibilities for the 2022/23 academic year.

Part 6 – Business Board recommendations to the Combined Authority

6.1 Local Growth Fund Management Budget

It was resolved to approve the reprofile of the Local Growth Fund's management budget into 2023/2024.

Part 7 – Governance Reports

7.1 Annual Report and Business Plan 2022/23

The 2022/23 Annual Report and Business Plan was not approved.

7.2 Performance Management of the Sustainable Growth Ambition Statement

It was resolved to:

- a) Adopt the approach to performance management summarised in section 4 of the report.
- b) Adopt its initial set of strategic indicators as shown in table 1, Appendix 1.
- c) Agree future reporting timescales set out in section 5 of this report, including the removal of the 'key projects' profile element of the Performance Dashboard.

7.3 Local Assurance Framework

It was resolved to approve the amended draft of the Local Assurance Framework and to delegate authority to the Monitoring Officer (in consultation with the Chief Finance Officer and Chair of the Audit and Governance Committee), to make the relevant changes to the Local Assurance Framework.

7.4 Forward Plan

It was resolved to approve the Forward Plan.