

GENERAL PURPOSES COMMITTEE AGENDA PLAN, TRAINING PLAN AND APPOINTMENTS TO OUTSIDE BODIES AND INTERNAL ADVISORY GROUPS AND PANELS

To: General Purposes Committee

Meeting Date: 2 June 2020

From: Chief Executive

Electoral division(s): All

Forward Plan ref: No **Key decision:** Not applicable

Outcome: To review the Committee's agenda plan and training plan, and to consider appointments to outside bodies and internal advisory groups and panels.

It is important that the Council is represented on a wide range of outside bodies to enable the Council to provide clear leadership to the community in partnership with citizens, businesses and other organisations.

Recommendation: It is recommended that the General Purposes Committee:

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

<i>Officer contact:</i>	<i>Member contacts:</i>
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1. BACKGROUND

- 1.1 The General Purposes Committee reviews its agenda plan and training plan at every meeting.
- 1.2 The County Council's Constitution states that the General Purposes Committee has
 - Authority to nominate representatives to Outside Bodies other than the Combined Authority, Greater Cambridge Partnership, Cambridgeshire and Peterborough Fire Authority, the County Councils Network Council and the Local Government Association
 - Authority to determine the Council's involvement in and representation on County Advisory Groups. The Committee may add to, delete or vary any of these advisory groups, or change their composition or terms of reference.
- 1.3 Appointments to Outside Bodies and Internal Advisory Groups and Panels are agreed by the relevant Policy and Service Committee.
- 1.4 On 13 June 2017, the Committee agreed to delegate, on a permanent basis between meetings, the appointment of representatives to any outstanding outside bodies, groups, panels and partnership liaison and advisory groups, within the remit of the General Purposes Committee, to the Chief Executive in consultation with the Chairman of General Purposes Committee.
- 1.5 It is important that the Council is represented on a wide range of outside bodies to enable the Council to provide clear leadership to the community in partnership with citizens, businesses and other organisations.

2. MAIN ISSUES

- 2.1 The outside bodies where appointments are required are set out in **Appendix 3** to this report. The current representative(s) is indicated. It is proposed that the Committee should agree the appointments to these bodies.
- 2.2 The internal advisory groups and panels where appointments are required are set out in **Appendix 4** to this report. The current representative(s) is indicated. It is proposed that the Committee should agree the appointments to these bodies.

3. ALIGNMENT WITH CORPORATE PRIORITIES

3.1 A good quality of life for everyone

There are no significant implications for this priority.

3.2 Thriving places for people to live

There are no significant implications for this priority.

3.3 The best start for Cambridgeshire's children

There are no significant implications for this priority.

3.4 Net zero carbon emissions for Cambridgeshire by 2050

There are no significant implications for this priority.

4. SIGNIFICANT IMPLICATIONS

4.1 There are no significant implications within these categories:

- Resource Implications
- Procurement/Contractual/Council Contract Procedure Rules Implications
- Statutory, Legal and Risk Implications
- Equality and Diversity Implications
- Engagement and Communications Implications
- Localism and Local Member Involvement
- Public Health Implications

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	Not applicable
Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the LGSS Head of Procurement?	Not applicable
Has the impact on statutory, legal and risk implications been cleared by the Council's Monitoring Officer or LGSS Law?	Not applicable
Have the equality and diversity implications been cleared by your Service Contact?	Not applicable
Have any engagement and communication implications been cleared by Communications?	Not applicable
Have any localism and Local Member involvement issues been cleared by your Service Contact?	Not applicable

Have any Public Health implications been cleared by Public Health	Not applicable
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Source Documents	Location
General Purposes Agenda and Minutes – 28 May 2019	https://cambridgeshire.cmis.uk.com/ccclive/Committees/tabid/62/ctl/ViewCMIS_CommitteeDetails/mid/381/id/2/Default.aspx

**GENERAL PURPOSES
COMMITTEE
AGENDA PLAN**

Appendix 1



Cambridgeshire
County Council

Notes

Committee dates shown in bold are confirmed.

Committee dates shown in brackets and italics are reserve dates.

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

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

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

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

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

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
02/06/20	1. Minutes – 23/04/20	M Rowe	Not applicable	19/05/20	22/05/20
	2. Finance and Performance Report – Outturn 2019-20	T Kelly	Not applicable		
	3. Integrated Finance Monitoring Report for the Period Ending 31st March 2020	R Barnes	2020/003		
	4. Treasury Management Report – Quarter 4 and Outturn Report*	Kim Kent-Augustin	Not applicable		
	5. Corporate Directorates' Risk Register	T Barden	Not applicable		
	6. Covid-19 Issues Report	G Beasley	Not applicable		
	7. Guided Busway dispute update+	G Hughes	2020/005		

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
	8. Re-procurement of the Cambridgeshire County Council Microsoft Enterprise Licensing Agreement for a period of 3 years	M Salisbury	2020/036		
14/07/20	1. Minutes – 02/06/20	M Rowe	Not applicable	01/07/20	06/07/20
	2. Finance and Performance Report (May)	T Kelly	Not applicable		
	3. Integrated Finance Monitoring Report for the Period Ending 31st May 2020	R Barnes	2020/016		
	4. Transformation Fund Monitoring Report Quarter 4 2019/20	K Allen	Not applicable		
	5. Performance Report – Quarter 4	A Mailer	Not applicable		
	6. Business Planning Update	T Adams	Not applicable		
	7. Transformation Fund Bid – Library Services	F Hernandez	Not applicable		
	9. Covid-19 Issues Report	G Beasley	Not applicable		
<i>[18/08/20] Provisional Meeting</i>	1. Minutes – 02/06/20	M Rowe	Not applicable		
	2. Covid-19 Issues Report	G Beasley	Not applicable		
22/09/20	1. Minutes – 02/06/20	M Rowe		09/09/20	14/09/20
	2. Finance and Performance Report (July)	T Kelly	Not applicable		
	3. Integrated Finance Monitoring Report for the Period Ending 31st July 2020	R Barnes	2020/017		
	4. Treasury Management Report – Quarter One Update 2020-21	Kim Kent-Augustin	Not applicable		
	5. Transformation Fund Monitoring Report Quarter 1 2020-21	K Allen	Not applicable		

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
20/10/20	1. Minutes – 22/09/20	M Rowe		07/10/20	12/10/20
	2. Finance and Performance Report (August)	T Kelly	Not applicable		
	3. Integrated Finance Monitoring Report for the Period Ending 31st August 2020	R Barnes	2020/018		
24/11/20	1. Minutes – 20/10/20	M Rowe		11/11/20	16/11/20
	2. Finance and Performance Report (September)	T Kelly	Not applicable		
	3. Integrated Finance Monitoring Report for the Period Ending 30th September 2020	R Barnes	2020/019		
	4. Treasury Management Report – Quarter 2*	Kim Kent-Augustin	Not applicable		
	5. Draft 2020/21 Capital Programme and Capital Prioritisation	C Malyon	Not applicable		
	6. Transformation Fund Monitoring Report Quarter 2 2020-21	K Allen	Not applicable		
	7. Corporate Directorates' Risk Register	T Barden	Not applicable		
	8. Performance Report – Quarter 1	A Mailer	Not applicable		
22/12/20	1. Minutes – 24/11/20	M Rowe		09/12/20	14/12/20
	2. Finance and Performance Report (October)	T Kelly	Not applicable		
	3. Integrated Finance Monitoring Report for the Period Ending 31st October 2020	R Barnes	2020/020		
	4. Amendments to Business Plan Tables (if required)	C Malyon	Not applicable		
	5. Draft Revenue and Capital Business Planning Proposals for 2021-22 to 2025-2026 (whole Council)	C Malyon	Not applicable		
	6. Treasury Management Strategy	Kim Kent-Augustin	Not applicable		

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
26/01/21	1. Minutes – 22/12/20	M Rowe		13/01/21	18/01/21
	2. Finance and Performance Report (November)	T Kelly	Not applicable		
	3. Integrated Finance Monitoring Report for the Period Ending 31st November 2021	R Barnes	2021/001		
	4. Local Government Finance Settlement	C Malyon	Not applicable		
	5. Business Plan*	C Malyon	Not applicable		
	6. Consultation Report	S Grace	Not applicable		
	7. Transformation Fund Investments for Business Planning 2020-21 to 2024-25	A Askham	Not applicable		
	8. Performance Report – Quarter 2	A Mailer	Not applicable		
[23/02/21] Provisional Meeting					
23/03/21	1. Minutes – 26/01/21	M Rowe		10/03/20	15/03/20
	2. Finance and Performance Report (January)	T Kelly	Not applicable		
	3. Integrated Finance Monitoring Report for the Period Ending 31st January 2021	R Barnes	2021/002		
	4. Transformation Fund Monitoring Report Quarter 3 2019/20	K Allen	Not applicable		
	5. Treasury Management Report – Quarter 3	Kim Kent-Augustin	Not applicable		
[20/04/21] Provisional Meeting					

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
15/06/21	1. Minutes – 23/03/21	M Rowe		02/06/21	07/06/21
	2. Finance and Performance Report – Outturn 2020-21	T Kelly	Not applicable		
	3. Integrated Finance Monitoring Report for the Period Ending 31st March 2021	R Barnes	2021/003		
	4. Treasury Management Report – Quarter 4 and Outturn Report*	Kim Kent-Augustin	Not applicable		
	5. Performance Report – Quarter 3	A Mailer	Not applicable		

GENERAL PURPOSES COMMITTEE TRAINING PLAN

The Training Plan below includes topic areas for GPC approval. Following sign-off by GPC the details for training and development sessions will be worked up.

Appendix 2

Ref	Subject	Desired Learning Outcome/Success Measures	Priority	Date	Responsibility	Nature of training	Attendance by:	Cllrs Attending	Percentage of total
1.	Emergency planning	The Council's roles and responsibilities, how do we respond in an emergency		25th July 2017	Stuart Thomas / Sue Grace		GPC	Bailey Bates Bywater Count Criswell Dupre Hickford Hudson Jenkins Nethsingha Schumann Shuter	80%
2.	Business Intelligence	Data / system integration Date sharing with other authorities. The importance of good governance and information management. <i>(pre reading material required)</i>		28th November 2017	Tom Barden/ Sue Grace		GPC	Bailey Bywater Criswell Dupre Hickford Hudson Jenkins Kavanagh McGuire Nethsingha Shuter Wotherspoon	80%

CAMBRIDGESHIRE COUNTY COUNCIL APPOINTMENTS TO OUTSIDE BODIES: POLICY & SERVICE COMMITTEES

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
<p>Cambridgeshire Police and Crime Panel</p> <p>The role of the panel is to scrutinise the Police and Crime Commissioner.</p>	7 approx.	3	<p>1. Cllr S Tierney (Con) 2. Cllr D Giles (Ind) 3. Cllr M Shellens (LD)</p> <p>Subs: 1. Cllr D Connor (Con) 2. Cllr I Manning (LD)</p> <p><i>Proportionality advised by Peterborough City Council</i></p>	<p>Jane Webb Senior Democratic Services Officer Legal and Governance Democratic Services Team Chief Executive's Department Peterborough City Council Town Hall Bridge Street PETERBOROUGH PE1 1HQ</p> <p>01733 452281 07983 322628</p> <p>jane.webb@peterborough.gov.uk</p>	Other Public Body representative	General Purposes

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
<p>East of England Local Government Association Resource Portfolio Holders Board</p> <p>Non-executive networking group of Resources Portfolio Holders.</p>	4	1	Councillor R Hickford (Con)	<p>Cinar Altun</p> <p>01284 758321</p> <p>Cinar.altun@eelga.gov.uk</p>	<p>Unincorporated Association Member</p> <p>[Information sharing meeting]</p>	General Purposes
<p>ESPO Management Committee</p> <p>Purchasing and contracting service for 10 member Authorities.</p>	4	2	<p>1. Councillor I Bates (Con)</p> <p>2. Councillor M Howell (Con)</p> <p>Substitute. Councillor R Hickford (Con)</p>	<p>Sara Brennan</p> <p>Leicestershire County Council</p> <p>County Hall</p> <p>Glenfield</p> <p>Leicester</p> <p>LE3 8RA</p> <p>0116 305 7453</p> <p>sara.brennan@leics.gov.uk</p>	Other Public Body Representative	General Purposes

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
ESPO Finance and Audit Sub Committee	2	1	Councillor M Howell (Con)	Sara Brennan Leicestershire County Council County Hall Glenfield Leicester LE3 8RA 0116 305 7453 sara.brennan@leics.gov.uk	Other Public Body Representative	General Purposes
ESPO Shareholder representative Representing Cambridgeshire's interests with respect to ESPO Trading Limited	-	1	Councillor M Howell (Con) Substitute. Councillor I Bates (Con)	Sara Brennan Leicestershire County Council County Hall Glenfield Leicester LE3 8RA 0116 305 7453 sara.brennan@leics.gov.uk	Other Public Body Representative (The Council partly owns ESPO Trading Limited (less than 20%) so Cllr Howell is the shareholder rep)	General Purposes

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
<p>LGSS Joint Overview and Scrutiny Working Group</p> <p>The role of the Joint Working Group (JWG) is to hold the LGSS Joint Committee to account for the discharge of its functions and to investigate issues associated with LGSS and make recommendations that seek to improve the quality of services delivered through LGSS.</p>	3	3	Councillor M Howell (Con) Councillor D Jenkins (LD) Vacancy (Lab)	<p>James Edmunds Democratic Services Assistant Manager and Statutory Scrutiny Officer Northamptonshire County Council Room 144 County Hall Northampton NN1 1DN</p> <p>01604 366053</p> <p>jedmunds@northamptonshire.gov.uk</p>	Unincorporated Association Member	General Purposes
<p>LGSS Law Limited</p> <p>Company jointly owned by Northamptonshire County Council and Cambridgeshire County Council to provide legal services to the owner councils and to other organisations within the public sector and not for profit sector.</p>	4	1	Councillor C Boden (Con) Consultee Member	<p>Tom Kelly</p> <p>01223 703599</p> <p>Tom.Kelly@cambridgeshire.gov.uk</p>	Other Public Body Representative [Council's representative on a company it part owns]	General Purposes

APPOINTMENTS TO INTERNAL ADVISORY GROUPS AND PANELS

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	COMMITTEE TO APPROVE
<p>Member Development Panel</p> <p>Oversees training and development for Members.</p>	<p>As required</p>	<p>6</p>	<p>Councillor I Bates (Con) Councillor S Criswell (Con) Councillor L Dupre (LD) Councillor T Sanderson (Ind) Councillor M Smith (Con) Councillor J Whitehead (Lab)</p>	<p>Michelle Rowe Democratic Services Manager</p> <p>michelle.rowe@cambridgeshire.gov.uk</p> <p>01223 699180</p>	<p>General Purposes</p>
<p>Members' Equality Group</p> <p>To develop and oversee the Equalities Strategy.</p>	<p>As required</p>	<p>5</p>	<p>Councillor Lorna Dupre Councillor Samantha Hoy Councillor Jocelynne Scutt Councillor Amanda Taylor Councillor Joan Whitehead</p>	<p>Sue Grace Director: Corporate & Customer Services</p> <p>sue.grace@cambridgeshire.gov.uk</p> <p>01223 715680</p>	<p>General Purposes</p>