

GENERAL PURPOSES COMMITTEE: MINUTES

Date: Tuesday, 2nd June 2020

Time: 10.00a.m. –16.17p.m. (*on 5th June 2020*)

Present: Councillors Bailey, Bates, Bywater, Count (Chairman), Criswell, Dupré, Giles, Goldsack, Hickford, Hudson, Jenkins, Kavanagh, McDonald, Meschini, Nethsingha, and Schumann

250. NOTIFICATION OF CHAIRMAN/WOMAN AND VICE-CHAIRMAN/WOMAN

The Committee noted that the Council had appointed Councillor Count as the Chairman and Councillor Hickford as the Vice-Chairman for the municipal year 2020-21.

251. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies were received from Councillor Sanderson.

No declarations of interest were made.

252. MINUTES – 14TH MAY 2020 AND ACTION LOG

The minutes of the meeting held on 14th May 2020 were agreed as a correct record and would be signed by the Chairman when the Council returned to its offices.

Attention was drawn to the outstanding action on page 12 of the agenda. The Chief Finance Officer (CFO) explained that Agenda Item No.7 included actual expenditure incurred for April and May, which would be updated on a monthly basis. He added that there were commitments in the financial projections which went beyond the costs incurred to date relating to Social Care Resilience and Social Care Bed Capacity. He would therefore update the Committee via e-mail. **Action Required.**

253. PETITIONS AND PUBLIC QUESTIONS

No petitions or public questions were received.

254. INTEGRATED FINANCE MONITORING REPORT FOR THE PERIOD ENDING 31ST MARCH 2020

The Committee received a report detailing financial information for the financial year 2019/20. The overall revenue budget position was showing a forecast year-end pressure of £0.2m, which was the closest the Council had been to delivering on budget for a number of years. It was noted that the overall Forecast Outturn Position had been stable notwithstanding the pressures in People and Communities. Members were advised of the growing number of older people accessing Council services set out on page 14 of the report. It was noted that the "Savings Tracker" identified that the Council had delivered £13.2m of savings against its original plan. Attention

was drawn to external and contextual issues in Section 13 of the report, which included a reduction in the number of Children in Care, and the growing deficit in the High Needs Block, which was now higher than the accumulated balances held by individual schools. Finally, Members noted that the Council's General Reserve Balance was at the expected policy level.

Individual Members raised the following issues in relation to the report:

- highlighted the significant achievement of a multi-million pound budget only having a pressure of £0.2m at year end, which had come on the back of significant savings over the last few years. The Chairwoman of Adults Committee thanked officers for their hard work, and in particular she highlighted the work of the Director of Adult Social Services, Charlotte Black, and social care officers on the front line. Although this accurate budgeting had been helped by grants from central government to support adult social care, it was important that the Council kept up the pressure as Cambridgeshire remained underfunded compare to similar authorities. The Council had delivered £13.2m of savings in part due to the Adults Positive Challenge Programme, which had delivered both savings and improved outcomes. The Chairman of Children and Young People (CYP) Committee, Councillor Bywater, thanked the Executive Director and her Service, and in particular the Service Director: Children's Services and Safeguarding, Lou Williams, who had worked as part of the Children's Change Programme to reduce the children in care numbers. He drew attention to the importance of outcomes, which involved a new pilot programme mentoring care leavers.
- queried whether there was a plan in place to address the budget deficit for Graham Water Centre and make it more viable. It was also queried whether there was someone available to champion the work of the centre, which was an asset for Cambridgeshire. Speaking in his former role as Chairman of Commercial and Investment Committee, Councillor Schumann explained that there had been historic issues associated with payroll, which had been rectified, resulting in an in year pressure. The outcome of the Outcome Focus Review process had resulted in a commitment to Outdoor Education Centres. It was proposed to produce business plans to support their sustainability in the future. The Committee was reminded that, together with the Commercial and Investment Committee, it had approved a significant capital contribution to rectify historic issues with aging buildings at its last meeting. The Chairman of CYP Committee added that a Strategic Business Manager had been appointed to oversee all three sites and deal with the challenges associated with Covid-19.
- highlighted the lack of bids for some Community Transport contracts on less attractive routes. It was queried how this would be addressed so that valuable Community Transport routes were retained. The Chairman of Highways and Transport (H & T) Committee acknowledged that some of the contracts had come in at less than expected and less than previously. It was noted that there had been one contract which no provider had wanted to provide. The CFO reported that the Council did what it could to stimulate the market.

- expressed concern regarding the significant increase in Adult Social Care debt. It was queried whether this debt was claimable or likely to be written off. It was highlighted that this represented a significant worry for the Council and all the individuals and families concerned. The CFO explained that the numbers included debt which had not yet been written off but was deemed to be irrecoverable. There would be reports in future on debt write off as part of a strategic review of the debt portfolio. The Chairman added that the Council had increased the provision it carried on its balance sheet for bad debt by £134k.
- requested more information as to why County Farms had not achieved savings from the repayment of financing costs and what was being done to address this issue. The CFO confirmed that he would check with the new Assistant Director of Property whether the Council was not receiving proposals or they were being held back. **Action Required.**
- suggested that some large financial numbers in the year-end report could be contributed to luck as well as judgement. It was noted that this did not underestimate the hard work carried out by officers. Members were reminded that the failure of the Mechanical Biological Treatment plant had delivered funding from fines but was not good for the environment. Attention was also drawn to winter maintenance where the Council had been predicting a significant pressure but as a result of a mild winter it had been restricted to just £74k. There was concern about the impact of a harsh winter on the budget in the future. It was therefore important to review how this budget was managed and monitored. The Chairman of H & T Committee acknowledged that the weather could be variable. However, the Council was committed to maintaining winter maintenance, which was at a much higher level than some other counties. The CFO added that it was difficult to budget for winter maintenance but officers were considering how they could provide an accurate average. One Member expressed disappointment that the setting of strategic direction by Members and the hard work of officers was seen as good luck and not a reflection of the good work carried out by the Council.
- requested an update on the nearly £11m contribution required for the Dedicated Schools Grant (DSG). At the last meeting of CYP Committee, it had been unclear how that money would be found as the responsibility sat between Schools, the Department for Education and the Council. Whilst it was acknowledged that this was a national issue, there was concern about the impact on the County Council's budget if it was expected to provide this funding. The Chairman of CYP Committee, Councillor Bywater, acknowledged the significant challenges facing the Council in the financial year. He reminded the Committee that there was a SEND recovery plan and he had asked for reports to be presented to CYP Committee. It was noted that the Schools Funding Consultation had been put on pause by Government. The CFO acknowledged that it was a major concern as the Council could not use general fund support or charge it to the schools budget. The Council was therefore lobbying Government to resolve this issue at a national level.

- highlighted the non-achieving ranking for term time only contracts for new staff in the Education Directorate where this was appropriate for their role. It was queried whether this was voluntary or compulsory as the latter could impact on recruitment. The Head of Finance reported that there had not been the take up amongst existing staff. However, he would provide the Committee with a more detailed response. **Action Required.**
- highlighted the likelihood of the pressure in the Older People's Services increasing in the new financial year as a result of Covid-19. The CFO acknowledged that this would be an ongoing pressure. The Chairman reminded the Committee that the Finance Team was doing a lot of work to establish exactly what the impact was likely to be. He highlighted how advanced the Council was in terms of accounting for the impact of Covid-19 compared to other authorities.

The Chairman thanked officers for achieving such a close budget position at year-end. He reported that the Fair Funding Review, the Business and Retention Rates review and the Comprehensive Spending Review had all been delayed due to Covid-19 which would affect the Council's future budget.

The Chairman expressed disappointment that the hard work of officers had been undermined by isolating two items from a large budget. He did not regard the breaking down of the MBT as luck but the uplift was due to the good work of officers in negotiating the contract. In relation to winter maintenance, he explained that the Council used a three year running average to even out the impact of the weather. He informed the Committee that the Council offered a better service than many authorities whilst achieving savings and better outcomes.

It was resolved unanimously to:

- a) Note the Council's year-end resources position for 2019/20;
- b) Approve the accounting for capital financing as set out in section 12.7, including an increase in prudential borrowing of £1,212k in order to optimise the minimum revenue provision taking account of available funding as at 31 March 2020; and
- c) Note the additional 2019/20 contributions of £1,339k received in relation to the EastNet scheme, as set out in section 12.7.

255. CAMBRIDGESHIRE COUNTY COUNCIL'S MICROSOFT ENTERPRISE LICENSING AGREEMENT

The Committee considered a report requesting the re-procurement of the Microsoft Enterprise Licensing Agreement for Cambridgeshire County Council. Attention was drawn to the background to the request, which included the expiry of the current Agreement on 14th September 2020. The expected total value of the contract over the whole of the three year term would be in the region of £2,500,000 and £3,000,000.

Individual Members raised the following issues in relation to the report:

- noted the benefits of Office 365 in particular Teams but queried whether this would impact on the Council's use of Zoom. Members were informed that most authorities were using Zoom for formal virtual meetings. Teams was targeted more at the business environment and would not be a direct replacement for Zoom.
- queried whether this agreement had been benchmarked against other similar sized authorities for value for money. It was noted that the overall pricing for Enterprise Agreements was agreed between Microsoft and Crown Commercial Services for all public sector bodies. The Council did challenge the resellers of the software to get value for money. It was noted that there was a mixed licensing structure within the Agreement to reflect the difference between users who fully utilised Microsoft tools and those who did not in order to achieve best value.
- highlighted the fact that the report provided no choice of options. It was challenged whether the Committee's agreement was therefore actually required. Members were informed that the finances involved in the re-procurement meant that it was a key decision which required the Committee's agreement.
- highlighted the need for the IT Strategy, which had been agreed in July 2018, to consider alternative options before this Agreement ran out in September 2023. Members were informed that the date in the report was incorrect and that the Strategy had actually been approved last year. It was noted that although the Strategy was based on a Microsoft Platform, it was constantly evolving.

It was resolved unanimously to:

- a) Agree to the re-procurement of the Cambridgeshire County Council Microsoft Enterprise Licensing Agreement for a period of 3 years from Sept 2020 to Sept 2023, under the Central Government negotiated Digital Transformation Arrangement.
- b) Agree to delegate the award of this contract to the Section 151 Officer in consultation with the Chairman of the General Purposes Committee.

256. CAMBRIDGESHIRE COUNTY COUNCIL'S RESPONSE TO COVID-19

The Chairman reminded the Committee that officers had been asked to bring a report on the Covid-19 response to date for those services for which each Policy and Service Committee was responsible. Given the rapidly changing situation and the need to provide the committee and the public with the most up to date information possible, the Chairman reported that he had accepted this as a late report on the following grounds:

1. Reason for lateness: To allow the report to contain the most up to date information possible.

2. Reason for urgency: To enable the committee to be briefed on the current situation in relation to the Council's response to Covid-19 for those services for which it was responsible.

The Chief Executive reminded the Committee that it was receiving its third report on this issue and drew attention to the background. She reported that the Council had submitted its Local Care Home Support Plan to Government on 29 May 2020. It was noted that the strands which made up this plan would be reported to Adults Committee. She then focused on the recovery side which included the reopening of schools. It was expected that 75% of schools would be open for Reception Years 1 and 6 with 95% of schools opened by 8 June and 96% by 15 June, which would put the Council in the top performance quarter in the eastern region. Data was expected shortly on how many children had attended school. It was important to acknowledge the considerable amount of work which had taken place to make this happen.

She reminded the Committee that the test and trace work had been launched by Government on 28th May 2020. The Director of Public Health was leading this work in Cambridgeshire. It was noted that a Local Outbreak Plan would need to be produced by 30th June 2020. This work had attracted a considerable number of questions so the Council would be producing a detailed briefing note on how test and trace would work both nationally and locally for Members by the 5th June 2020, as well as a questions and answers document. This work would be overseen by Health Committee, which would receive a report at its meeting on 25th June 2020. Finally, subject to the relevant risk assessments, the Council's Registration Service would restart registering births, which was another sign of the recovery process.

The Head of Finance drew attention to the latest financial impacts set out in Section 3.2. The Council had participated in work being conducted by the County Councils' Network and the Society of County Treasurers, facilitated by Grant Thornton LLP, to ensure financial returns from County Councils were consistent and that the information was shared. At the moment, the Council had been informed that it was coming out at a median level for County Councils. There was £50.7m of expected expenditure mitigated by significant additional funding received from Government and expected from NHS England and the Clinical Commissioning Group (CCG). There were additional funding streams available set out in Section 3.8. It was noted that the Committee would receive a more detailed report in July where it would have the opportunity to review and reset budgets alongside the first full forecasts of the 2020-21 financial year.

Before opening the debate, the Chairman drew attention to the tragic impact of the Covid-19 pandemic on the public with 365 deaths within Cambridgeshire and Peterborough. He reported that the Council was trying to minimise the impact and make those affected comfortable. However, it was important to remember that the numbers reflected an individual who was no longer alive. He informed the Committee that he was very pleased with Cambridgeshire's response particularly the work of officers across all Directorates and the Members who had pulled together despite political differences. Other Members echoed his thanks to staff at the Council.

Individual Members raised the following issues in relation to the report:

- expressed concern regarding the mixed Government messages relating to the relaxation of the lockdown in order to prevent a second peak, particularly in relation to the Dominic Cummings situation, which had led to crowds of people being found in parks and open spaces around Cambridgeshire. On top of this, there had been so many sudden announcements, such as the warning to people shielding, with no prior notice to Councils or the Primary Care Sector. There were so many questions which had left people confused. There was particular concern that the relaxation of lockdown was preceding too fast with the track and trace system not yet ready. The Liberal Democrat Group had therefore sent a series of questions to the Chief Executive. It was reported that a number related to the Health Committee so it was important that answers were received before the Committee met on 25th June. A briefing from the Chief Executive was therefore welcomed and it was stressed that the public needed to have as many answers to the questions as quickly as possible. It was essential that people recognised that timing was critical in controlling the virus as coming out of lockdown too early increased the risk of a second peak which could be even more damaging to the economy. The Chief Executive reported that the questions submitted by the Liberal Democrat Group would be answered in advance of Health Committee, which would be accompanied by information on what test and track meant in the locality.
- acknowledged that it was much more difficult to come out of lockdown than to introduce it. It was suggested that it was easy to criticise but as time went on the lockdown had to be lifted as people could not be severely restricted until a vaccine was available. Relaxing the lockdown needed to occur, as was happening, in careful stages. It was important to consider how the public coped and reacted to that, which included everyone taking personal responsibility and behaving appropriately. The Chief Executive acknowledged the points raised and stressed the need to prevent people from getting infected in the first place, which was a key feature of the work being done by the Council.
- welcomed the detailed explanation behind the financial impact of £50.7m. However, it was queried what would happen to reserves in the future if the current general fund balance of £18m was needed to fund the unfunded general pressure of £13.6m. The Head of Finance acknowledged that the Council had a relatively low level of general reserves, and that it was hoped that funding would come forward from Government to meet all the Covid-19 pressures. He explained that Strategic Management Team had met to consider how the Council responded to this challenge through business planning.
- queried how social distancing on Home to School Transport would be managed, and how public transport would be made safe to use in order to discourage people from using their cars. The Chairman of Highways and Transport Committee reported that the Council had been working with Stagecoach and the Combined Authority on this issue, and he offered to provide the Committee with more detail. **Action Required.**

- acknowledged the importance of focusing on the number deaths but suggested that the focus now needed to shift to the rate of infection, which led to deaths. Everyone had a personal responsibility to avoid infection, and by doing that people were protecting those shielding, people in care homes and front line staff. The local nature of the Outbreak Plan was highlighted particularly how people gathering in parks and irresponsible behaviour could influence the rate of infection in the future at postcode/street level. The Communications Plan was also a very important part of this process. It was queried how this would involve District Councils and what role they had to play in supporting this at a local level. The Chief Executive reported that although the Council had to submit an Outbreak Plan by 30 June 2020, it would be working on preventative measures in the meantime, which would involve mobilising a community rapid response plan owned by the District Councils using the existing community hubs, for example this might involve rapid response action to disperse large groups. It was therefore important that the Council continued to publish positive messages about social distancing. This work would be supported by the Member led Local Outbreak Engagement Board. It was noted that the Strategic Co-ordinating Group which involved partners such as the Police would be discussing how to do this effectively.
- welcomed the work of the Council's Highways Officers in supporting a bid from the Combined Authority to Government for a share of £250m funding to upgrade the region's cycle infrastructure. Although Cambridgeshire and Peterborough had been awarded £2.875m, it was queried whether there were sufficient staff to deliver the schemes. The Chairman of Highways and Transport Committee reported that 80 Highways staff had been redeployed but some were now coming back. He added assistance was being sought from other Directorates and the Greater Cambridge Partnership. The Chief Executive reported that there were detailed staffing plans for Highways and other parts of the Council. She reassured the Committee that there were sufficient staff but this was kept under review twice a week.
- highlighted the concern and anxiety amongst parents and staff regarding sending children back to school, as it could lead to a spike in Covid-19 infections. It was therefore important provision was in place to react to this. The Chairman of CYP Committee reported that every school had carried out a thorough risk assessment, which had been checked and signed off by the local authority, and then provided to the Unions. He added that there was a Standard Operational Procedure in place to deal with any child or member of staff presenting with Covid related symptoms. He explained that all Headteachers had been briefed on these arrangements.
- thanked the Public Health Intelligence Team for providing weekly data about the spread of Covid-19. There was concern about the precarious position in England where lockdown was being released on a piecemeal basis with sudden and unexplained announcements which seemed to make little sense and were not supported by many of the Government's scientists. This was taking place at a time when England had the worst

Covid-19 mortality rate in the world. There were now more daily deaths from Covid-19 than before lockdown, and there was still no effective test, track and trace operation in place. It was suggested that the infection rate detailed in the report was an underestimation particularly when there was so little testing.

- highlighted the fact that Cambridgeshire and Peterborough had lower than average rates of infection but the picture was not uniform. Huntingdonshire was the only District whose infection rate was higher than the average for the East of England. It had experienced a later peak than the rest of Cambridgeshire and Peterborough, and had also experienced the largest number of Covid-19 related deaths as at 15 May 2020. As lockdown was being eased without an effective test, track and trace system in place, it was important to be aware of local hot spots so local action could be taken. There was therefore a need for good practical local information to be shared at this very risky time. It was important that Local Members were aware of hot spots in their communities and care homes, and the public were informed so they could make their own decisions. People needed to take personal responsibility but the Government should not pass on its responsibilities wholesale to individual citizens. It was acknowledged that different localities might need different levels of caution. The Chief Executive acknowledged the importance of data. She explained that the Local Protection Board met weekly but there would be a daily meeting of professionals looking at local data at street level so that the Community Rapid Response Groups could take action immediately. This would also be linked to the national test and trace system.
- thanked the Director of Public Health and her Team for their hard work. The Chairman of Health Committee reported that test, track and trace would be coming soon. A meeting of Health Committee Chair/Lead Members had been arranged for 3rd June 2020 where this issue would be discussed. A multi-agency Covid-19 Health Protection Board would be responsible for developing local outbreak control plans. A public facing Local Outbreak Engagement Board led by Councillors would then communicate these plans and their implementation to the public. There would also be an opportunity for the public to ask questions at these meetings.
- welcomed the introduction of a local track and trace system. Speaking as the Local Member for St Neots The Eatons, Councillor Giles reported that there was concern locally regarding the fact that Huntingdonshire was a hot spot particularly at Sawtry, Huntingdon and St Neots. He therefore raised concerns about easing lockdown too quickly. One Member drew attention to a press release put out by Huntingdonshire District Council and a very useful YouTube message from the Director of Public Health relating to this issue. He suggested that it should be sent to the Committee again. Speaking as the Local Member for Sawtry and Stilton, Councillor Bywater reported that there had been misinformation relating to the hotspot warning for Sawtry. He highlighted the importance of communication and providing the correct factual information. It was noted that people were presenting to the GP with Covid related symptoms, which might not necessarily be positive.

- welcomed the inclusion of the local public health context within the report. However, there was also a need for future reports to reflect trends, context and detail. The Chief Executive reported that there was considerable data which sat behind the weekly reports issued by the Director of Public Health. She invited Members to contact her if they required further data.
- highlighted the need for local response groups to receive information relating to local infection rates, and going forward on the economy. It was suggested that these groups might need to provide more material assistance in the future rather than the assistance needed in the early stages of the pandemic.
- welcomed the effectiveness of positive messaging by the Council's Communications Team on mental health in the community. It was noted that concerns had been raised locally about the level of negativity, which appeared to be the biggest issue particularly amongst vulnerable, elderly and isolated residents. It was therefore beholden on Local Members to feed the Team with good news stories.

The Chairman expressed disappointment regarding the national political issues raised rather than the focus being on helping the local people of Cambridgeshire. He welcomed the comments recognising how effectively the Council was managing the response to Covid-19. He informed the Committee that the Leader and Deputy Leader and Chairs of Policy and Service Committees met regularly with Strategic Management Team to discuss how to handle the current situation. He drew attention to the Council's finances and the management of £13.6m gap. It was important to be aware that there were other Councils which were close to serving bankruptcy notices. He explained that there were intense conversations going on internally and significant lobbying to Government.

He drew attention to the scale of messaging provided by the County Council. The impact of Covid-19 was significant so it was not surprising that the Council received unexpected questions. However, the Council responded to these questions as soon as possible by posting responses on its website. He expressed disappointment regarding the level of personal responsibility. He explained that individuals had a responsibility to wash their hands and social distance, and he was concerned that this message was getting diluted by all the other messages.

He explained that Home to School Transport and the collection of Business and non-domestic rates had been highlighted in the report as having the highest significant impact looking forward. He highlighted the differences between Home to School Transport and public transport where the finance for the latter did not impact on the Council directly. He explained that the Council needed to understand fully the situation and work through it. He drew attention to the hidden damage being done to people in lockdown particularly the strain on mental health and the increase in domestic violence. He highlighted the importance of keeping the infection R

rate below 1, which needed to be monitored locally. He also explained that it was difficult to compare mortality rates internationally as different measurements were used.

It was resolved unanimously to:

- a) note the progress made to date in responding to the impact of the Coronavirus.
- b) note the current projected financial implications associated with managing the implications of the Coronavirus pandemic as set out in section 3 of this report.

257. TREASURY MANAGEMENT REPORT – QUARTER FOUR UPDATE 2019-20

The Committee considered the quarterly update on the Treasury Management Strategy (TMS) 2019/20, approved by Council in February 2019. It was noted that since March 2020, there had been a substantial impact both on global financial markets and the government intervention in the economy as a result of the Covid-19 pandemic. Attention was drawn to the interest rate forecast, and in particular borrowing from the Public Works Loan Board which was at a premium. The Council was continuing to work with the Municipal Bonds Agency, which was expected to issue bonds at a favourable rate. The report included a summary of the portfolio position, investments and borrowing. It was noted that full Council might need to make changes to the Council's TMS in July.

One Member requested further information on the revision to the TMS to permit an exception/individual consideration of "sub-investment grade" credit. The Head of Finance reported that this proposal could take the Council into a lower grade of investment product amongst a mix of assets. It was noted that it would require a change to the TMS. Members were informed that this risk, which would form one part of the Council's portfolio, would be managed across the whole portfolio.

Attention was drawn to no significant implications for net zero carbon emissions for Cambridgeshire by 2050, it was queried whether this meant the Council did not invest in fossil fuels. The Head of Finance confirmed that he would investigate and report back to the Committee. **Action Required.**

It was resolved unanimously to:

- a) Note the Treasury Management Quarter Four Report for 2019-20 and forward to Full Council to note.
- b) Permit the Chief Finance Officer to propose amendments to the Treasury Management Strategy to the July Full Council, in accordance with section 5.11 of this report and as selection of a multi-class credit fund manager progresses

258. GENERAL PURPOSES COMMITTEE AGENDA PLAN, TRAINING PLAN AND APPOINTMENT TO OUTSIDE BODIES, AND INTERNAL ADVISORY GROUPS AND PANELS

The Committee considered its agenda and training plans and appointment to outside bodies, and internal advisory groups and panels. It was noted that the following items had been added to the agenda for the meeting on 14th July 2020:

- Implementation of software defined networking solution as part of Shire Hall data centre move
- Fostering Allowances

One Member drew attention to the changes made to Committees at the last full Council, and highlighted the fact that the General Purposes Committee now had responsibility for economic activity. It was suggested that the agenda plan should include an item on support to local businesses to ensure the Cambridgeshire economy came through the Covid-19 crisis, and that the Committee might also need appropriate training. The Chairman reported that the Economic Recovery Plan was led primarily by the Combined Authority. He confirmed that the Committee would receive information as it became available and the Council's involvement would be detailed in its Covid-19 update plan. He agreed to work with officers to consider what training should be made available given that economic activity was a new responsibility for the Committee. **Action Required.**

One Member drew attention to the composition of the Members' Equality Group which did not include any male councillors.

It was resolved unanimously to:

- (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.

259. EXCLUSION OF PRESS AND PUBLIC

It was resolved unanimously:

That the press and public be excluded from the meeting during the consideration of the following report on the grounds that it was likely to involve the disclosure of exempt information under paragraphs 3 & 5 of Schedule 12A of the Local Government Act 1972 as it referred to information relating to the financial or business affairs of any particular person (including the authority

holding that information) and information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

260. CAMBRIDGESHIRE GUIDED BUSWAY DEFECTS

The Committee considered a report on the Cambridgeshire Guided Busway defects.

It was resolved unanimously to agree the recommendations as set out in the report.

[There was a technical failure during this item, which meant the virtual meeting had to be adjourned at 12.45p.m. on 2nd June 2020. The meeting was reconvened at 16.05p.m. on 5th June 2020]

Chairman