

COUNCIL MEETING

AGENDA

19th March 2019

**Shire Hall
Cambridge**

GUIDANCE NOTES FOR VISITORS - SHIRE HALL COMMITTEE ROOMS

Please read these notes for your own safety.

The County Council will endeavour to ensure that you come to no harm whilst in our buildings, but **you** also have a responsibility to ensure that you do not put yourself or others at risk.

SECURITY

All visitors must report to main reception to sign in and will be handed a visitor badge which must be worn at all times whilst in the building.

Please do not forget to sign out at reception and return your badge when you leave. The visitor book is used as a register in case of emergency building evacuation.

FIRE/EMERGENCY EVACUATION SIGNAL

This is a continuously sounding alarm.

If it sounds - vacate the building immediately following the signs for emergency escape routes and fire exits. Go straight to the assembly point at the front of the building. (Notices with diagrams are available in each of the Committee Rooms.)

DO NOT STOP TO COLLECT PERSONAL BELONGINGS

DO NOT ATTEMPT TO USE THE LIFT

DO NOT RE-ENTER THE BUILDING UNTIL AUTHORISED TO DO SO

If you see a fire - activate the nearest emergency fire alarm or alert the nearest member of staff.

*[*Please note that the alarm is tested every Wednesday morning.]*

FIRST AID

If you feel unwell or need first aid, please contact main reception or the nearest member of staff.

DISABLED ACCESS

Please contact the person named at the bottom of the Agenda for details.

FACILITIES FOR HEARING IMPAIRED

The Council Chamber is fitted with a standard loop hearing system. The other Shire Hall Committee Rooms are fitted with an infra-red loop hearing system. Neckloop receivers for those who require assistance with their hearing in these rooms are available on loan from the Shire Hall main reception on the ground floor. Guidance on their use will be provided by reception staff.

TOILETS

Access to visitors' toilets are from the corridor to the left of main reception [gentlemen] and disabled [unisex] and on the first floor landing [ladies].

SMOKING

The Council operates a **NO SMOKING** policy in all areas of the Shire Hall site.

CAMBRIDGESHIRE COUNTY COUNCIL

NOTICE OF MEETING

The meeting of the County Council will be held at Shire Hall, Castle Hill, Cambridge on Tuesday, 19th March 2019 at 10.30a.m.

A G E N D A

Prayers led by Abdsubhaan Tarapuri, representative of Ely Muslim Association

Apologies for Absence

1. Minutes – 5th February 2019 (previously circulated)
[available at <https://tinyurl.com/CC-Meeting-05-02-19>]
2. Chairman's Announcements (oral)
3. Declarations of Interests (oral)

[Guidance for Councillors on declaring interests is available at <http://tinyurl.com/cc-conduct-code>]
4. Public Question Time (oral)

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

To receive petitions from the public in accordance with Council Procedure Rule 9.4.
6. Pay Policy Statement 2019-20 and Gender Pay Gap Reporting (pages 7-24)
7. A Draft Plastics Strategy for the Council (pages 25-48)
8. Report of the Constitution and Ethics Committee
 - a) Transfer of Delegated Responsibility to receive and approve proposals regarding the Council's exercise of powers covered by the Regulation of Investigatory Powers Act (pages 49-51)
 - b) Public Questions (pages 52-59)
 - c) Motions to Council (pages 60-67)

9. Appointments to Outside Organisations (page 68)
10. Motions submitted under Council Procedure Rule 10 (oral)

a) Motion from Councillor Josh Schumann

The Council notes that it has agreed to the disposal of the Shire Hall site in order to support the delivery of services to the most vulnerable residents of Cambridgeshire. With growing pressure on resources the Council recognises that people are more important than bricks and mortar and it must therefore do everything it can do to minimise the cost of its operational property portfolio in order to maximise the amount of resources that can be redirected to the provision of services.

As part of this disposal the Council has recognised the importance of the mound and civil earthworks to both the residents of, and visitors to, the County. As consequence the marketing of the opportunity has ensured that all bidders are clear that the Council is seeking proposals that will enhance access to, and the public experience of, the scheduled ancient monument.

The Council also notes that the Ancient Monuments and Archaeological Areas Act 1979 provides a public right of access. This is not the same as a right of way and can, on occasion, be restricted. Examples of when this may be necessary include for the purposes of maintaining and preserving the site or in the interests of public safety.

The Council also notes that the Ancient Monuments and Archaeological Areas Act 1979 provides a public right of access. This is not the same as a right of way and can, on occasion, be restricted. Examples of when this may be necessary include for the purposes of maintaining and preserving the site or in the interests of public safety.

The landowner deposit that has recently been lodged does not impact or alter this legal obligation but instead prevents any new rights from consolidating/accruing under the Highways Act 1980 and/or the Commons Registration Act 2006. This provides additional protection to Castle Mound whilst not impacting the current public access to the site.

The Council therefore endorses:

- The approach of the Commercial and Investment Committee to ensure that the proposals for the disposal of the Shire Hall Site require each bidder to set out their plans for investment in, and

protection of, the heritage of the Site;

- The decision to provide additional protection to the value of and the public access to the site through the issuing of a landowner's deposit under Section 31(6) of the Highways Act 1980.

[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 Nichola Harrison

The Council notes:

- a) that the Shire Hall site contains the remains of Cambridge's Norman castle, comprising the motte (the Castle Mound) and bailey (of which the green open space adjacent to the mound is part), as well as earthworks dating from the Civil War;
- b) that these features are included in Historic England's Schedule of Monuments (Source IDs 1006905 and 1006886);
- c) that these monuments are highly valued by the people of Cambridgeshire and are visited and enjoyed by many local residents, schoolchildren, visitors and tourists.

The Council agrees:

- i) that as the owner of the monuments and a public body with responsibilities for Cambridgeshire's economic, educational, cultural, health and social well-being, the Council has a duty to ensure that the public is guaranteed full and free access to and enjoyment of the monuments, subject to any restrictions that may be statutorily required or otherwise agreed in order to protect visitors and the monuments from harm;
- ii) that before effecting a freehold or leasehold sale of all or part of the Shire Hall site, the Council will explore all available legal options in order to secure the proper maintenance of the monuments and establish permanent legal rights for the public to continue to:
 - 1) access and use for recreation the Castle Mound and adjacent green space;
 - 2) view the Civil War monument;

- iii) to consider offering the monuments for sale to Cambridge City Council as a possible means to achieve the rights referred to in (ii) above, but in any event within the next four calendar months to publish details of how it plans to achieve those rights.

[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]

11. Questions:

- (a) **Cambridgeshire and Peterborough Combined Authority and Overview and Scrutiny Committee** (pages 69-82)
(Council Procedure Rule 9.1)

- (b) **Questions on Fire Authority Issues** (pages 83-86)

Report of the Cambridgeshire and Peterborough Fire Authority

- (c) **Written Questions** (Council Procedure Rule 9.2) (oral)

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

Dated 11th March 2019


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 Chairman of the Council and political Group Leaders which can be accessed via the following link or made available on request:
<https://tinyurl.com/Filming-and-Recording>

The Council cannot provide car parking on the Shire Hall site so you will need to use nearby public car parks. Details of other transport options are available on the Council's website at: <http://tinyurl.com/cc-carpark>

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 Cambridge (01223) 699180 or by email at: michelle.rowe@cambridgeshire.gov.uk

PAY POLICY STATEMENT 2019-20 AND GENDER PAY GAP REPORTING

To: Full Council

Date: 19th March 2019

From: Chief Executive

Purpose: The purpose of this report is to review the data due to be published on senior employee remuneration and the gender pay gap to ensure compliance with:

- The Local Government Transparency Code 2015.
- Chapter 8 of the Localism Act 2011.
- Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

Recommendations: Council is asked to approve the Chief Officer Pay Policy Statement 2019-20 (Appendix 1) and the Gender Pay Gap Report 2019 (Appendix 3).

<i>Officer contact:</i>		<i>Member contact</i>	
Name:	Martin Cox	Name:	Councillor Joshua Schumann
Post:	HR Director (LGSS)	Portfolio:	Chairman of Staffing and Appeals Committee
e-mail:	MCox@northamptonshire.gov.uk	e-mail:	joshua.schumann@cambridgeshire.gov.uk
Tel:	07921 092743	Tel:	01223 706398

1.0 BACKGROUND

- 1.1 In February 2015, the Secretary of State for Communities and Local Government issued The Local Government Transparency Code 2015. The code sets out the key principles in making local authorities more transparent and accountable to local people. The Council has been proactive in its compliance with this code.
- 1.2 In addition, under the Localism Act 2011, Local Authorities are required to prepare a Chief Officer Pay Policy Statement for each financial year. This policy statement must be approved by a resolution of the authority, i.e. full Council, and is required to be published by 31 March.
- 1.3 The Equality Act 2010 was recently updated to include new regulations on the reporting of the gender pay gap. The new legislation means we are required by law to publish a number of calculations that show the difference between the average earnings of men and women in our Council; it does not involve publishing individual employees' data. The data used for the calculations is the Council's pay data as of 31st March 2018.

2.0 CURRENT POSITION

- 2.1 In accordance with the Local Government Transparency Code 2015, we publish on the Council's website:
 - The names of employees paid £150,000 and above.
 - The post title, team, grade, salary range, (in £5000 brackets) and salary ceiling point for the top 3 tiers of the organisation, along with details of whether the appointments are permanent or temporary.
 - The post title, grade and salary range of employees earning £50,000 and above.
 - The 'pay multiple' – the ratio between the highest paid salary and the median salary of the authority's workforce.
 - Details of vacancies via the jobs portal.
- 2.2 This year is the second year that we are required to publish Gender Pay Gap data on the Government portal. In addition to this, we propose to publish a summary of the data on the Council's website.

3.0 SENIOR OFFICER PAY DATA

- 3.1 The senior manager pay data is provided in **Appendix 2**. In previous years transparency data has been based on an employee's full time equivalent salary. The introduction of ERP Gold has enabled us to identify an employee's remuneration taking into account their total earnings including additional payments i.e. market factor supplements and acting up allowances.
- 3.2 There are currently two posts in the organisation that are paid more than £150,000. These are:
 - Chief Executive Gillian Beasley with a salary for 2019/2020 of £173,596. This post is shared with Peterborough City Council on a 50/50 basis therefore Cambridgeshire pay 50% of this salary although Gillian is not directly employed by Cambridgeshire County Council.

- Rachel Stopard the Chief Executive Greater Cambridge Partnership with a salary for 2019/2020 of £166,412 (this is made up of basic salary and a market factor payment). The Greater Cambridgeshire Partnership is an independently operated entity and the cost of this post is shared with the partner organisations.
- 3.3 There are 30 posts in Tier 1 to 3 of the organisation (excluding posts paid below £50,000). This compares to 24 in 2018/2019. This is not due to an increase in posts in the structure, but restructuring that has resulted in flatter structures at the senior level with more roles reporting to tier one and two managers. In addition to the Chief Executive 14 posts in Tiers one to three are shared with Peterborough City Council with salary costs shared on a 50/50 basis.
- 3.4 There are currently 118 officers earning £50,000 or above. This compares to 106 officers that were earning £50,000 or above in 2018/2019. This is not an increase in the number of managers in the structure, but due to inflation, performance related pay increases and more sophisticated reporting ability of the newly implemented ERP Gold System. The data now reflects total remuneration and includes pay elements such as honoraria payments and acting allowances that were not considered last year. Of these 118 officers, 11 are shared with Peterborough City Council on a 50/50 basis, and 17 posts are part of LGSS Shared Services with costs being shared between the partner Councils.
- 3.5 The current mean salary for the organisation is £29,288 this compares to a mean salary of £26,762 in 2018/2019. The majority of the workforce are on National Joint Council (NJC) payscales that will be increasing by an average of 2% across the pay spine and nearly 6% for those at the lower grades in April 2019. The increase in the mean salary for this year is in part accounted for by the NJC national pay increase. This figure is also influenced by the closure of the Cambridgeshire Catering and Cleaning service which resulted in the loss of approximately 700 employees, many of which were on the lower grades.
- 3.6 The ratio of the Chief Executive's salary to the median salary in the organisation is 1:7 based on a median salary of £26,470. The ratio in the previous year was also 1:7.

4.0 CHIEF OFFICER PAY POLICY STATEMENT

- 4.1 A copy of the Chief Officer Pay Policy Statement is provided in **Appendix 1**. This has been updated to reflect changes in job titles and responsibilities.

5.0 GENDER PAY GAP REPORT

- 5.1 Gender pay reporting is used to assess the levels of gender equality in the workplace and the balance of male and female employees at different levels of the Council. A copy of the Gender Pay Gap Report is provided in **Appendix 3**.
- 5.2 The data shows the Council's mean gender pay gap is 13% against a national public sector picture of 17.5%. Last year our mean gender pay gap was also 13%.

- 5.3 The Council's median gender pay gap is 19% against a national public sector median pay gap of 19%. Last year our median gender pay gap was 18%
- 5.4 It should be noted that although the Cambridgeshire Catering and Cleaning Service is no longer operated by Cambridgeshire County Council, due to the date of the data being used, these employees are included in the calculations and 90% of the roles in this service were front line roles being undertaken by females. The evaluated pay rate for these roles tend to be in the lower quartiles and this has a big influence on our overall figures. It is estimated that the mean gender pay gap would be around 10% if we excluded these employees from the data.
- 5.5 Following the presentation of last year's data, a full review into the gender pay gap was carried out. Consideration was paid to the gender pay gap within different grades and professions of the workforce, the performance appraisal process, recruitment and selection practices and also within apprenticeships. In addition, the gender breakdown of the workforce was analysed to determine whether working hours and patterns, as well as length of service, may have an impact on the gender pay gap.
- 5.6 To supplement the review, a sample of senior women from across the organisation were interviewed to determine how their experiences of moving towards senior positions, both internally and externally, may have been shaped by being female, and how this has an effect on gender pay.
- 5.7 Although this review will not have an impact on this year's figures, as this year's publication is based on pay data as of 31st March 2018, the review evidenced:
- There is no gender imbalance within the performance appraisal process.
 - The current cohort of apprentices are very female heavy. In light of the gender pay gap, this is a positive move towards encouraging personal and professional development within the Council's female workforce.
 - The average length of service for a CCC employee does not change significantly. This demonstrates that the gender pay gap is not being created through a difference in length of service between male and female employees.
 - Higher earners within Cambridgeshire County Council are less likely to work a part time arrangement.
 - Employee's length of service and take up of flexible working patterns suggest that retention by gender is not a problem and therefore not worsening the gender pay gap.
- 5.8 The action plan created from this review, with an update on progress with actions can be found in **Appendix 4**.

Source Documents	Location
The Local Government Transparency Code 2015	Martin Cox HR Director, LGSS Cambridgeshire County Council Box No: OCT 1106
Chief Officer Pay Policy Statement Gender Pay Gap Report	Shire Hall Cambridge CB3 0AP MCox@Northamptonshire.gov.uk

Chief Officer Pay Policy Statement – 2019/2020

Effective from 1st April 2019

1. Introduction

Cambridgeshire County Council is committed to operating consistent, transparent and equitable pay arrangements for employees and are committed to ensuring equal pay in employment.

This Chief Officer Pay Policy Statement fulfils the Council's statutory requirements under Chapter 8 of the Localism Act 2011 ("the Act") and was agreed by full Council on 19th March 2019. The Chief Officer Pay Policy applies to all Statutory and Non-Statutory Chief Officers, (including Deputies), of Cambridgeshire County Council.

In accordance with the Government's Code of Recommended Practice for Local Authorities on Data Transparency, the Council publishes information on all employees earning £50,000 or above.

2. Scope

This Statement details the pay policy and practice in relation to all Statutory and Non-Statutory Chief Officers, (including Deputies) as defined under our constitution.

3. Basic Pay Determination

The pay grade and the terms and conditions that are applied to each post are determined through the process of HAY job evaluation. This is an analytical scheme, which measures the relative size of jobs across the organisation. The key principles underlying our application of job evaluation are:

- Consistently applied across the authority to ensure fairness.
- Applied by appropriately trained and experienced employees.
- Quality assured to ensure that standards are maintained.
- Open and transparent and accessible for employees and their representatives.
- Considers the relative size of jobs and not the postholders or pay grades.
- Wholly dependent on job role, function and accountability.

4. Chief Officer Pay (Corporate Leadership Team)

Pay Scale

The pay scale for the Corporate Leadership Team is available on our website.

Staffing and Appeals Committee

The Staffing and Appeals Committee determines, on behalf of full Council, application of the pay policy regarding the remuneration of Statutory and Non Statutory Chief Officers (including Deputies), of the organisation. The Staffing and Appeals Committee comprises 11 members of the Council.

When determining application of the pay policy, the Committee is advised by the Head of Paid Service and LGSS HR Director (or his/her nominees). The Committee may, having sought the advice of the above, choose to be advised by an external independent advisor as appropriate.

Pay Award

There is no automatic cost of living increase. The Chief Executive, in consultation with the Staffing and Appeals Committee determines the level of increase if any, to be applied to the published pay rates for Chief Officers, by reference to our performance against Key Measurable Targets and overall affordability given the prevailing budget decision. In addition, the national award is used as a benchmark for the cost of living award. Any such recommendation is reported to the Staffing and Appeals Committee.

Flexibility for Non-Consolidated Payments

The Staffing and Appeals Committee has the flexibility to award one off non-consolidated performance awards. These are applied in exceptional circumstances only, where individuals have performed above and beyond their job role. Again this will be dependent on clear performance criteria and evidenced outcomes as well as affordability.

Any non-consolidated performance award will be a one-off temporary award for a maximum of one year and based on the development points within each Director Pay grade boundaries and will not exceed the “Absolute Ceiling” of these pay and grade boundaries.

Individual Salary Progression

There is no automatic progression through the development points. Personal development in role may be recognised by the award of discretionary consolidated pay movements each year, in accordance with the locally agreed step values, through the pay/development points.

Application of individual development points will be determined each year by the Chief Executive, taking into consideration the individual’s performance, as evidenced by the Performance Appraisal and Development Programme (PADP) rating and overall affordability given our prevailing budget position.

Awards may be considered only on completion of Personal Development Plans and where contribution and competence have been suitably evidenced and assessed via the appraisal scheme. Progression will not go beyond the “Absolute Ceiling” set for each grade.

Acting Up / Partial Acting Up and Honorarium Payments

Where an officer is required to Act-Up into a higher level Chief Officer/Deputy Chief Officer post he/she will normally be remunerated at the bottom of the higher graded post’s development point range.

The decision to Act an officer up into a Chief Officer/Deputy Chief Officer post will be within the remit of the Staffing and Appeals Committee. Where a Chief Officer/Deputy Chief Officer is required to take on temporary additional responsibilities the Staffing and Appeals Committee may consider awarding an honorarium payment based on the difference of his/her current salary and the additional partial role he/she is required to carry out. There will be no flexibility to award above the “Absolute Ceiling” for the role.

Any honorarium payments made to the Chief Executive will be subject to Full Council approval as would any payment made to the Returning Officer. In election years, full Council will be asked to agree any payment to be made to the Returning Officer at the same time as agreeing the Pay Policy.

Market Supplement Payments

Where a business case is put forward to pay a market supplement, this will be presented to the Staffing and Appeals Committee advised by the HR Director (or his/her nominees) and Chief Executive for consideration. Any market supplement would be based on a detailed business case that demonstrates some or all of the following:

- Evidence of unsuccessful recruitment campaigns
- Evidence of comparable roles paid at higher levels in benchmark authorities
- Significant evidence of higher than normal turn over/attrition rates
- Significant business continuity/service delivery risks

Any market supplement rate would be temporary for a maximum period of 12 months. Market premiums would be made only in exceptional circumstances and subject to affordability.

Any proposed market supplement payments made to the Chief Executive would be subject to the above and Full Council approval.

5. Pay Equity – The Pay Multiple

The Council monitors the relationship between the remuneration of its Chief Officers and Deputies and the rest of the workforce.

The current ratio of the Chief Executive's full salary to the median salary in the organisation is 1:7 based on a median salary of £26,470.

6. Termination of Employment

On ceasing to be employed by the Council, employees will be paid contractual payments due under their contract of employment. Our Redundancy Policy details the conditions under which redundancy payments can be made. We calculate redundancy payments based on an individual's actual pay, length of continuous service and age.

7. Review

This pay policy statement will be reviewed annually and recommended to Full Council for approval. We may by resolution of the Full Council, amend this Pay Policy Statement during the course of the year to which it relates.

Position (post holder details are given for posts with an FTE salary of above £150,000)	FTE salary in 5K bands (except for roles with FTE salary of 150,000 or above)	Bottom of pay scale for the position	Top of pay scale for the position	Employment Type	Notes
Tier 1					
Chief Executive, Gillian Beasley	£ 173,596	£ 159,197	£ 194,574	Permanent/open-ended	Shared post with PCC, paid via PCC payroll, costs shared on a 50/50 basis
Tier 2					
Director of Public Health	105,000 - 109,999	£ 82,103	£ 115,479	Permanent/open-ended	Shared post with PCC, paid via CCC payroll, costs shared on a 50/50 basis
Director of Corporate and Customer Services	100,000 - 104,999	£ 93,399	£ 104,736	Permanent/open-ended	Shared post with PCC, paid via CCC payroll, costs shared on a 50/50 basis
Chief Finance Officer	130,000 - 134,999	£ 117,146	£ 134,128	Permanent/open-ended	
Executive Director, Place & Economy	130,000 - 134,999	£ 124,504	£ 147,154	Permanent/open-ended	
Executive Director, People and Communities	145,000 - 149,999	£ 132,158	£161,527	Permanent/open-ended	Shared post with PCC, paid via PCC payroll, costs shared on a 50/50 basis
Service Director, Legal and Governance	95,000 - 99,999	£ 93,399	£ 104,736	Permanent/open-ended	Shared post with PCC, paid via CCC payroll, costs shared on a 50/50 basis
Tier 3					
Assistant Director Public Health Intelligence	55,000 - 59,999	£ 47,563	£ 58,799	Permanent/open-ended	Shared post with PCC, paid via CCC payroll, costs shared on a 50/50 basis
Consultant Public Health	80,000 - 84,999	£ 77,529	£ 104,525	Permanent/open-ended	Shared post with PCC, paid via CCC payroll, costs shared on a 50/50 basis
Consultant Public Health	80,000 - 84,999	£ 77,529	£ 104,525	Permanent/open-ended	Shared post with PCC, paid via CCC payroll, costs shared on a 50/50 basis
Consultant Public Health	85,000 - 89,999	£ 77,529	£ 104,525	Permanent/open-ended	Shared post with PCC, paid via CCC payroll, costs shared on a 50/50 basis
Consultant Public Health	90,000 - 94,999	£ 77,529	£ 104,525	Permanent/open-ended	Shared post with PCC, paid via CCC payroll, costs shared on a 50/50 basis
Customer Services Manager	50,000 - 54,999	£ 47,824	£ 51,611	Permanent/open-ended	
Head of Communications and Information	65,000 - 69,999	£ 67,973	£ 73,427	Permanent/open-ended	
Head of IT & Digital Service	65,000 - 69,999	£ 67,973	£ 73,427	Permanent/open-ended	
Data Protection Officer	55,000 - 59,999	£ 57,166	£ 61,711	Permanent/open-ended	
Head of Finance	70,000 - 74,999	£ 67,973	£ 73,427	Permanent/open-ended	Part of LGSS Shared Service, costs shared with LGSS partners
Group Asset Manager	60,000 - 64,999	£ 57,166	£ 61,711	Permanent/open-ended	
Facilities Manager	50,000 - 54,999	£ 47,824	£ 51,611	Permanent/open-ended	
Chief Executive Greater Cambridge Partnership, Rachel Stopard	£ 142,623	£ 124,504	£ 147,154	Permanent/open-ended	The cost of this post is shared by GCP partners
Service Director Business Improvement and Development	120,000 - 124,999	£ 117,146	£ 134,128	Permanent/open-ended	Shared post with PCC, paid via CCC payroll, costs shared on a 50/50 basis
Service Director Commissioning	120,000 - 124,999	£ 117,146	£ 134,128	Permanent/open-ended	Shared post with PCC, paid via CCC payroll, costs shared on a 50/50 basis
Director of Education	120,000 - 124,999	£ 117,146	£ 134,128	Permanent/open-ended	Shared post with PCC, paid via CCC payroll, costs shared on a 50/50 basis
Assistant Director, Cultural & Community Services	85,000 - 89,999	£ 84,892	£ 96,230	Permanent/open-ended	
Assistant Director, Highways	80,000 - 84,999	£ 84,892	£ 96,230	Permanent/open-ended	
Assistant Director, Infrastructure & Growth	75,000 - 79,999	£ 84,892	£ 96,230	Permanent/open-ended	
Programme Director Connecting Cambridgeshire	70,000 - 74,999	£ 67,973	£ 73,427	Permanent/open-ended	
Service Director Adults	120,000 - 124,999	£ 117,146	£ 134,128	Permanent/open-ended	
Service Director Community & Safety	120,000 - 124,999	£ 108,015	£ 132,019	Permanent/open-ended	Shared post with PCC, paid via PCC payroll, costs shared on a 50/50 basis
Service Director Childrens Services and Safeguarding	120,000 - 124,999	£ 108,015	£ 132,019	Permanent/open-ended	Shared post with PCC, paid via PCC payroll, costs shared on a 50/50 basis

There is no overlap between the salary points on the pay spine. The employees' current range above illustrates the £5,000 range that their FTE salary falls within and does not take account of the grade starting point or ceiling.

Posts with remuneration of 50k and above

Position	Remuneration in £5K bands (except for roles with a salary of 150,000 and above)	Bottom of pay scale for the position	Top of pay scale for the position	Employment Type	Notes
Resources, Business Improvement and Corporate Services					
Chief Finance Officer*	135,000 - 139,999	£ 117,146	£ 134,128	Permanent/open-ended	
Service Director Business Improvement and Development	120,000 - 124,999	£ 117,146	£ 134,128	Permanent/open-ended	Shared post with PCC, costs shared on a 50/50 basis

Director of Corporate and Customer Services	95,000 - 99,999	£ 93,399	£ 104,736	Permanent/open-ended	Shared post with PCC, costs shared on a 50/50 basis
Service Director, Legal and Governance	95,000 - 99,999	£ 93,399	£ 104,736	Permanent/open-ended	Shared post with PCC, costs shared on a 50/50 basis
Head of Business Intelligence	65,000 - 69,999	£ 67,973	£ 73,427	Permanent/open-ended	
Head of IT & Digital Service	65,000 - 69,000	£ 67,973	£ 73,427	Permanent/open-ended	
Head of Communications and Information	65,000 - 69,000	£ 67,973	£ 73,427	Permanent/open-ended	
Data Protection Officer	55,000 - 59,999	£ 57,166	£ 61,711	Permanent/open-ended	
Head of Strategy and Programme	50,000 - 54,999	£ 67,973	£ 73,427	Permanent/open-ended	
Facilities Manager	50,000 - 54,999	£ 47,824	£ 51,611	Permanent/open-ended	
Customer Services Manager	50,000 - 54,999	£ 47,824	£ 51,611	Permanent/open-ended	
Public Health					
Director of Public Health	105,000 - 109,999	£ 82,103	£ 115,479	Permanent/open-ended	Shared post with PCC, costs shared on a 50/50 basis
Assistant Director Public Health Intelligence	55,000 - 59,999	£ 47,563	£ 58,799	Permanent/open-ended	Shared post with PCC, costs shared on a 50/50 basis
Consultant Public Health	80,000 - 85,000	£ 77,529	£ 104,525	Permanent/open-ended	Shared post with PCC, costs shared on a 50/50 basis
Consultant Public Health	50,000 - 54,999	£ 77,529	£ 104,525	Permanent/open-ended	Shared post with PCC, costs shared on a 50/50 basis
Consultant Public Health	50,000 - 54,999	£ 77,529	£ 104,525	Permanent/open-ended	Shared post with PCC, costs shared on a 50/50 basis
Consultant Public Health	70,000 - 74,999	£ 77,529	£ 104,525	Permanent/open-ended	Shared post with PCC, costs shared on a 50/50 basis
Greater Cambridgeshire Partnership					
Chief Executive Greater Cambridge Partnership*	163,455	£ 124,504	£ 147,154	Permanent/open-ended	The cost of this post is shared by GCP partners
Head of Communications, Greater Cambridgeshire Partnership	50,000 - 54,999	£57,166	£61,711	Permanent/open-ended	The cost of this post is shared by GCP partners
Greater Cambridge Partnership Transport Director	110,000 - 114,999	£ 103,669	£ 120,652	Permanent/open-ended	The cost of this post is shared by GCP partners
Place and Economy					
Executive Director, Place and Economy	130,000 - 134,999	£ 124,504	£ 147,154	Permanent/open-ended	
Assistant Director, Highways	80,000 - 84,999	£ 84,892	£ 96,230	Permanent/open-ended	
Assistant Director, Infrastructure & Growth	75,000 - 79,999	£ 84,892	£ 96,230	Permanent/open-ended	
Assistant Director, Cultural & Community Services	85,000 - 89,999	£ 84,892	£ 96,230	Permanent/open-ended	
Programme Director Connecting Cambridgeshire	70,000 - 74,999	£ 67,973	£ 73,427	Permanent/open-ended	
Team Leader Cycling Projects	50,000 - 54,999	£ 47,824	£ 51,611	Permanent/open-ended	
Team Leader Highway Projects	50,000 - 54,999	£ 47,824	£ 51,611	Permanent/open-ended	
Traffic Manager	50,000 - 54,999	£ 47,824	£ 51,611	Permanent/open-ended	
Transport and Infrastructure Strategy Manager	50,000 - 54,999	£ 47,824	£ 51,611	Permanent/open-ended	
Team Leader Public Transport Projects	50,000 - 54,999	£ 47,824	£ 51,611	Permanent/open-ended	
Waste Partnership Manager	50,000 - 54,999	£ 47,824	£ 51,611	Permanent/open-ended	
Highways Maintenance Manager	50,000 - 54,999	£ 47,824	£ 51,611	Permanent/open-ended	
Commission Manager Waste	50,000 - 54,999	£ 47,824	£ 51,611	Permanent/open-ended	
Highways Asset Manager	50,000 - 54,999	£ 47,824	£ 51,611	Permanent/open-ended	
Group Manager Transport Strategy and Funding	55,000 - 59,999	£ 57,166	£ 61,711	Permanent/open-ended	
Commission Manager Community Infrastructure	50,000 - 54,999	£ 47,824	£ 51,611	Permanent/open-ended	
Area Manager Rural	50,000 - 54,999	£ 47,824	£ 51,611	Permanent/open-ended	
Library Service Manager	50,000 - 54,999	£ 47,824	£ 51,611	Permanent/open-ended	
Group Asset Manager	60,000 - 64,999	£ 57,166	£ 61,711	Permanent/open-ended	
Business Manager Growth and Development	50,000 - 54,999	£ 47,824	£ 51,611	Permanent/open-ended	
People and Communities					
Service Director Commissioning	120,000 - 124,999	£ 117,146	£ 134,128	Permanent/open-ended	Shared post with PCC, costs shared on a 50/50 basis
Director of Education	120,000 - 124,999	£ 117,146	£ 134,128	Permanent/open-ended	Shared post with PCC, costs shared on a 50/50 basis
Service Director Adults	120,000 - 124,999	£ 117,146	£ 134,128	Permanent/open-ended	
Assistant Director Children	95,000 - 99,999	£ 93,399	£ 104,736	Permanent/open-ended	

Assistant Director Housing Communities and Youth	90,000 - 94,999	£ 93,399	£ 104,736	Permanent/open-ended
Assistant Director Cambridgeshire	85,000-89,999	£ 93,399	£ 104,736	Permanent/open-ended
Head of Centre, Burwell House	50,000 - 54,999	£ 47,824	£ 51,611	Permanent/open-ended
Manager Grafham Water Centre	50,000 - 54,999	£ 47,824	£ 51,611	Permanent/open-ended
Head of Service Schools Intervention	70,000 - 74,999	£ 67,973	£ 73,427	Permanent/open-ended
CID Service Manager	50,000 - 54,999	£ 57,166	£ 61,711	Permanent/open-ended
Head of Service Adults Integration	55,000 - 59,999	£ 57,166	£ 61,711	Permanent/open-ended
Head of Adult Safeguarding/Principal Social Worker	65,000 - 69,999	£ 67,973	£ 73,427	Permanent/open-ended
Head of Service Early Years	65,000 - 69,999	£ 67,973	£ 73,427	Permanent/open-ended
Safeguarding Manager	50,000 - 54,999	£ 47,824	£ 51,611	Permanent/open-ended
Head of Virtual School	60,000 - 64,999	£ 39,965	£ 106,709	Permanent/open-ended
Head of Cambridgeshire Music	50,000 - 54,999	£ 47,824	£ 51,611	Permanent/open-ended
Education Capital Strategy Manager	50,000 - 54,999	£ 47,824	£ 51,611	Permanent/open-ended
Senior Adviser Curriculum Teaching and Leadership	55,000 - 59,999	£ 57,166	£ 61,711	Permanent/open-ended
Education Adviser	50,000 - 54,999	£ 47,824	£ 51,611	Permanent/open-ended
Education Adviser	55,000 - 59,999	£ 57,166	£ 61,711	Permanent/open-ended
Primary Adviser	55,000 - 59,999	£ 57,166	£ 61,711	Permanent/open-ended
Primary Adviser	55,000 - 59,999	£ 57,166	£ 61,711	Permanent/open-ended
Primary Adviser	55,000 - 59,999	£ 57,166	£ 61,711	Permanent/open-ended
Head of Service Countywide and LAC	65,000 - 69,999	£ 67,973	£ 73,427	Permanent/open-ended
Head of Service Early Help North	65,000 - 69,999	£ 67,973	£ 73,427	Permanent/open-ended
Head of Service Early Help South	65,000 - 69,999	£ 67,973	£ 73,427	Permanent/open-ended
Head of Service Safeguarding North	70,000 - 74,999	£ 67,973	£ 73,427	Permanent/open-ended
Head of Service Safeguarding South	60,000 - 64,999	£ 67,973	£ 73,427	Permanent/open-ended
Service Manager	50,000 - 54,999	£ 47,824	£ 51,611	Permanent/open-ended
Strategic Manager Admissions	50,000 - 54,999	£ 47,824	£ 51,611	Permanent/open-ended
Lead Social Care Manager	55,000 - 59,999	£ 57,166	£ 61,711	Permanent/open-ended
Lead Service Manager Integration and Practice	55,000 - 59,999	£ 57,166	£ 61,711	Permanent/open-ended
Manager Sensory Support Team 0-25 years	50,000 - 54,999	£ 39,965	£ 106,709	Permanent/open-ended
Service Manager Safeguarding	50,000 - 54,999	£ 47,824	£ 51,611	Permanent/open-ended
Head of Youth Support	60,000 - 64,999	£ 67,973	£ 73,427	Permanent/open-ended
Head of Mental Health	70,000 - 74,999	£ 67,973	£ 73,427	Permanent/open-ended
Head of Service Transfers of Care	55,000 - 59,999	£ 67,973	£ 73,427	Permanent/open-ended
Senior Adviser Quality Assurance Team	55,000 - 59,999	£ 57,166	£ 61,711	Permanent/open-ended
Education ICT Manager	55,000 - 59,999	£ 57,166	£ 61,711	Permanent/open-ended
Education Health Safety and Wellbeing Adviser	50,000 - 54,999	£ 47,824	£ 51,611	Permanent/open-ended
Principal Child and Family Social Worker	50,000 - 54,999	£ 47,824	£ 51,611	Permanent/open-ended
Partnerships and Service Development Manager	50,000 - 54,999	£ 47,824	£ 51,611	Permanent/open-ended
Permanency Practice Development Manager	50,000 - 54,999	£ 47,824	£ 51,611	Permanent/open-ended
Fostering and Residential Placement Provision Manager	50,000 - 54,999	£ 57,166	£ 61,711	Permanent/open-ended
Partnerships and Developing Practice Officer	50,000 - 54,999	£ 47,824	£ 51,611	Fixed Term
Head of Pilgrim PRU	50,000 - 54,999	£ 39,965	£ 106,709	Permanent/open-ended
County Alternative Education Manager	50,000 - 54,999	£ 47,824	£ 51,611	Permanent/open-ended
Service Manager	50,000 - 54,999	£ 47,824	£ 51,611	Permanent/open-ended
Operations Manager	50,000 - 54,999	£ 47,824	£ 51,611	Permanent/open-ended
Head of Adults Commissioning	60,000 - 65,999	£ 67,973	£ 73,427	Permanent/open-ended
CID Service Manager	60,000 - 65,999	£ 57,166	£ 61,711	Permanent/open-ended
Head of Youth Offending Service	50,000 - 54,999	£ 57,166	£ 61,711	Permanent/open-ended
SEND Manager SEMH	50,000 - 54,999	£ 47,824	£ 51,611	Permanent/open-ended
Head of Service 0-19 Place Planning and Organisation Service*	85,000-89,999	£ 67,973	£ 73,427	Permanent/open-ended

Head of Service Operations	70,000 - 74,999	£ 67,973	£ 73,427	Permanent/open-ended	
Assistant Principal Educational Psychologist	55,000 - 59,999	£ 45,693	£ 67,602	Permanent/open-ended	
Educational Psychologist	50,000 - 54,999	£ 36,446	£ 53,961	Permanent/open-ended	
Educational Psychologist	50,000 - 54,999	£ 36,446	£ 53,961	Permanent/open-ended	
Educational Psychologist	50,000 - 54,999	£ 36,446	£ 53,961	Permanent/open-ended	
Educational Psychologist	50,000 - 54,999	£ 36,446	£ 53,961	Permanent/open-ended	
Educational Psychologist	50,000 - 54,999	£ 36,446	£ 53,961	Permanent/open-ended	
LGSS					
Head of LGSS Business Planning and Finance	60,000 - 64,999	£ 67,973	£ 73,427	Permanent/open-ended	Part of LGSS Shared Service, costs shared with LGSS partners
Chief Finance Section 151 Officer	70,000 - 74,999	£ 67,973	£ 73,427	Permanent/open-ended	Part of LGSS Shared Service, costs shared with LGSS partners
Head of Finance	70,000 - 74,999	£ 67,973	£ 73,427	Permanent/open-ended	Part of LGSS Shared Service, costs shared with LGSS partners
Strategic Finance Manager	55,000 - 59,999	£ 57,166	£ 61,711	Permanent/open-ended	Part of LGSS Shared Service, costs shared with LGSS partners
Strategic Finance Manager	60,000 - 64,999	£ 57,166	£ 61,711	Permanent/open-ended	Part of LGSS Shared Service, costs shared with LGSS partners
Strategic Finance Manager	55,000 - 59,999	£ 57,166	£ 61,711	Permanent/open-ended	Part of LGSS Shared Service, costs shared with LGSS partners
Strategic Finance Business Partner	55,000 - 59,999	£ 57,166	£ 61,711	Permanent/open-ended	Part of LGSS Shared Service, costs shared with LGSS partners
Strategic Audit Manager	55,000 - 59,999	£ 57,166	£ 61,711	Permanent/open-ended	Part of LGSS Shared Service, costs shared with LGSS partners
Strategic Audit Manager	60,000 - 64,999	£ 57,166	£ 61,711	Permanent/open-ended	Part of LGSS Shared Service, costs shared with LGSS partners
LGSS Head of IT Services for Norwich	105,000 - 109,999	£ 103,669	£ 120,652	Permanent/open-ended	Part of LGSS Shared Service, costs shared with LGSS partners
Head of IT Strategy Architecture Development	85,000-89,999	£ 84,892	£ 96,230	Permanent/open-ended	Part of LGSS Shared Service, costs shared with LGSS partners
Digital Programme Delivery Manager	50,000 - 54,999	£ 47,824	£ 51,611	Permanent/open-ended	Part of LGSS Shared Service, costs shared with LGSS partners
Business Systems Service & Support Manager	50,000 - 54,999	£ 47,824	£ 51,611	Permanent/open-ended	Part of LGSS Shared Service, costs shared with LGSS partners
Infrastructure Support Manager	50,000 - 54,999	£ 47,824	£ 51,611	Permanent/open-ended	Part of LGSS Shared Service, costs shared with LGSS partners
Transformation Programme Manager	50,000 - 54,999	£ 47,824	£ 51,611	Permanent/open-ended	Part of LGSS Shared Service, costs shared with LGSS partners
Head of HR Advisory Services East	70,000 - 74,999	£ 67,973	£ 73,427	Permanent/open-ended	Part of LGSS Shared Service, costs shared with LGSS partners
HR Policy and Projects Team Manager (CCC)	50,000 - 54,999	£ 57,166	£ 61,711	Permanent/open-ended	Part of LGSS Shared Service, costs shared with LGSS partners

*This post has remuneration that is higher than the top of the pay scale for the position due to additional elements of pay received on top of basic salary

There is no overlap between the salary points on the pay spine. The employees' current range above illustrates the £5,000 range that their salary falls within and does not take account of the grade starting point or ceiling.

Gender Pay Gap Report

Published March 2019

Cambridgeshire County Council is an employer required by law to carry out Gender Pay Reporting under the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017. This involves carrying out calculations that show the difference between the average earnings of men and women in our Council; it will not involve publishing individual employees' data. The data used for the calculations is the Council's pay data as of 31st March 2018.

We are required to publish the results on a government gender pay gap website, and in addition it is advisable to publish the high level results on the Cambridgeshire County Council website alongside our pay and transparency data.

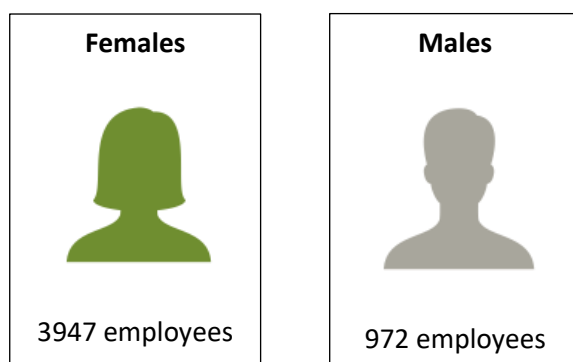
Gender pay reporting is used to assess:

- the levels of gender equality in our workplace
- the balance of male and female employees at different levels

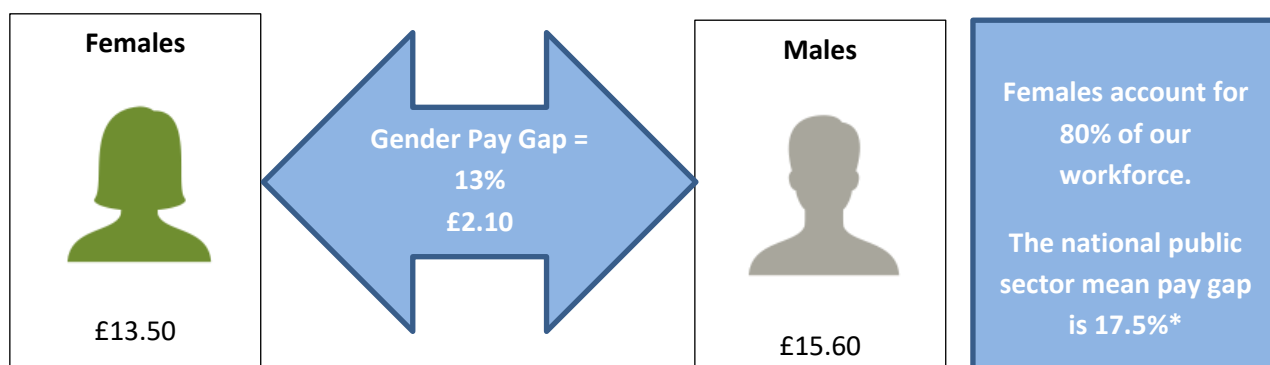
Few employers in Cambridgeshire can boast the breadth and variety of roles we enjoy at Cambridgeshire County Council. With nearly 5000 employees, we are one of the biggest employers in the County, with a diverse workforce to be proud of. We are committed to equality within our workforce, and our flexibility, working practices and wide range of roles ensure that we encourage and support women to come to work for us, and develop their long-term career to stay with us.

Our Workforce Profile

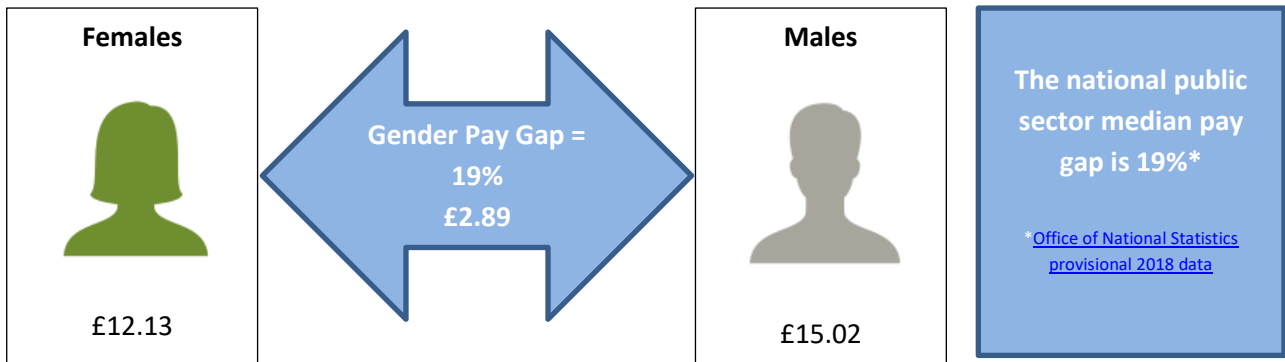
Our total headcount as of the 31st March 2018 was 4,919 with 80% of these employees being female:



Mean Gender Pay Gap in Hourly Pay



Median Gender Pay Gap in Hourly Pay



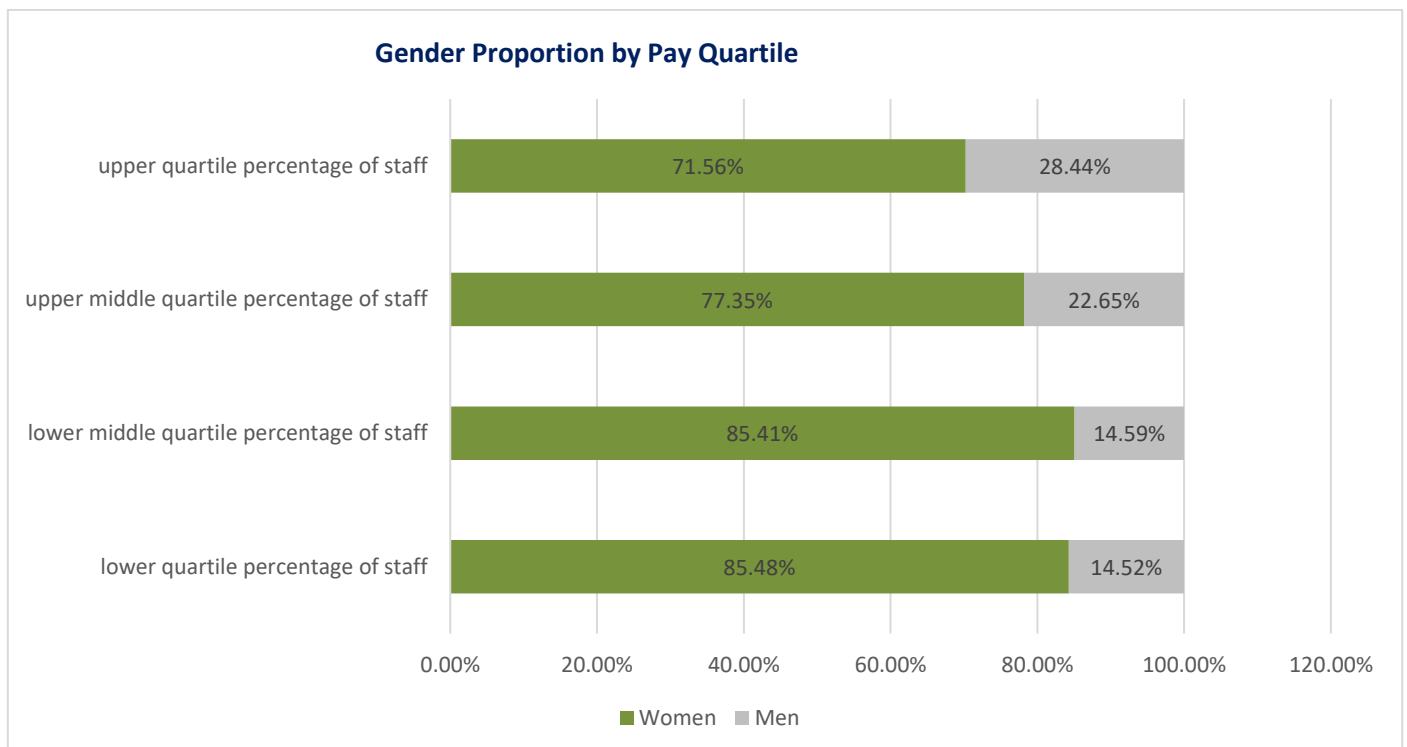
Cambridgeshire County Council's mean gender pay gap is well below the national public sector figure, whilst the median is in line with the national average.

Further analysis shows that a high proportion of our frontline employees are females. Over 90% of our front line care roles are being carried out by females. It should also be noted that although the Cambridgeshire Catering and Cleaning Service is no longer operated by Cambridgeshire County Council, due to the date of the data being used, these employees are included in the calculations and 90% of the roles in this service were front line roles being undertaken by females. The evaluated pay rate for these roles tend to be in the lower quartiles and this has a big influence on our overall figures.

Mean, Median and Proportion of Males and Females Receiving a Bonus Payment

Cambridgeshire County Council does not operate a bonus payment scheme, and therefore has no bonus payment gender pay gap.

Proportion of Males and Females in Each Pay Quartile



The graph above outlines the gender split by pay quartile. The lower quartile range relates to hourly rates of up to £8.86. The lower middle quartile is hourly rates of £8.87 - £12.52. The upper middle quartile is hourly rates of £12.53 – £17.28. The upper quartile relates to hourly rates of £17.29 and above.

Further analysis of the data, as demonstrated below, shows that females are fairly evenly spread across the pay quartiles, whereas two thirds of male employees fall within the upper two quartiles. This increased level of males in the higher quartiles explains the higher median hourly rate for males.

The mean pay gap for each quartile is 2% or less, positively demonstrating that irrespective of gender, our employees are paid the same level for work evaluated at an equivalent level.

Quartile	Mean Gender Pay Gap	Median Gender Pay Gap	Total Employees	% of total Females in Quartile	% of total Males in Quartile
Lower Quartile	1%	-2%	1178	27%	18%
Lower Middle Quartile	1.8%	0%	1179	27%	18%
Upper Middle Quartile	0.4%	0%	1179	24%	29%
Upper Quartile	2%	2.4%	1178	22%	35%
Total	13% (overall mean gender pay gap)	19% (overall median gender pay gap)	4714*	100%	100%

* As per gender pay gap guidelines, this figure excludes anyone on temporarily reduced pay such as those on career breaks, sick leave or maternity leave, and therefore is not the same as the total headcount figure

Next Steps

The challenge in our Council, as it is nationally, is to eliminate any gender pay gap. A thorough review into our Gender Pay Gap took place in 2018, and the action plan and initiatives to reduce the gender pay gap will continue into 2019.



Appendix 4: Gender Pay Gap Action Plan

This action plan was presented to Staffing and Appeals Committee in September 2018. Progress against actions are indicated below.

Theme:	Action and who is responsible	Measure	Progress update February 2019
Improve development opportunities for female employees We do not seem to have a problem with attracting and retaining our female workforce. However, our next steps are to invest in developing and empowering our female employees to encourage them to move into more senior roles.	<ul style="list-style-type: none"> Clear career pathways for female employees. Who: Learning and Development	Employees PADP will outline objectives and training and development actions. We will continue to monitor our workforce data to assess the gender split of promotional opportunities.	PADP paperwork is being updated to include more emphasis in managing talent and developing our employees. Workforce data will continue to be monitored.
	<ul style="list-style-type: none"> Managers and leaders need to be trained in how to spot talent and encourage employees to develop. Employees will be encouraged to take sideways moves as well as promotional roles to broaden their knowledge. Who: Learning and Development/ HR Policy, Strategy and Workforce team	Our recruitment and selection training will be updated with an emphasis on this. We will promote and encourage managers to attend this training. Our recruitment policies will be updated to encourage managers to think about their vacancies and offer roles as secondments if possible. Workforce statistics will demonstrate more employees moving teams to take on opportunities at both their existing and promotional grades.	A wholesale review of the recruitment process is taking place – see below for further information.
	<ul style="list-style-type: none"> Analysis is required to identify hard to fill and traditionally male dominated roles to encourage greater diversity in these posts. Who: HR Policy, Strategy and Workforce team	The workforce statistics will, over time, illustrate a shift in attracting and retaining female employees into posts typically occupied by men.	Too early to see a shift in the data, so this action will continue.

	<ul style="list-style-type: none"> Implement a suite of development initiatives to empower female employees. For example coaching, mentoring and skills development. Females will be more confident in recognising their value and skilled in negotiating their development opportunities and package. <p>Who: Learning and Development/ HR Policy, Strategy and Workforce team</p>	Learning and development programme established and implemented and the monitoring of attendance and impact of these initiatives.	These have not yet been considered. Once the CCC People Strategy has been adopted, a thorough analysis of organisational wide training initiatives will be considered.
<p>Engagement</p> <p>Female employees are more likely to need to be encouraged to apply for new posts or development opportunities rather than apply for opportunities themselves</p>	<ul style="list-style-type: none"> Increased communication from female senior leaders (for example blogs Q&A sessions) to provide increased visibility of female leaders and role model career growth. <p>Who: Communications team and Senior Managers</p> <ul style="list-style-type: none"> Create professional networking groups for all employees working full and part time. <p>Who: HR Policy, Strategy and Workforce team</p>	<p>Communication and engagement plan agreed and implemented. Data from e-recruitment system and learning and development will illustrate an increase in females applying for new posts/development opportunities within the Council.</p> <p>Networking groups established and being utilised – these will initially be established from cohorts of attendees from the learning and development initiatives outlined above.</p>	<p>Re-focused CEX blog.</p> <p>Senior managers going back to the floor.</p> <p>Virtual roadshows with senior (female) leaders.</p> <p>Work on this to be continued</p>
<p>Recruitment and selection</p> <p>We need to improve how we attract and retain females into roles where they are less represented.</p>	<ul style="list-style-type: none"> Review of recruitment processes to ensure there is no gender bias post shortlisting. Considerations may include encouraging diverse shortlisting and interview panels. <p>Who: HR Policy, Strategy and Workforce team</p>	Output of recruitment process review.	<p>Promotion of women in male dominated roles already being promoted e.g. Emma the gritter employee</p> <p>A wholesale review of the recruitment process is taking place with the proposal that we will have a new policy and streamlined guidance toolkits available for managers. These</p>

			will include encouragement on the use of secondments and will consider and remove any gender bias that there may be in our current practices.
	<ul style="list-style-type: none"> Review of sample job descriptions/adverts to ensure there is no subtle gender bias. <p>Dependency: Improve e-recruitment reporting and training required to understand how to write adverts to remove any bias</p> <p>Who: HR Policy, Strategy and Workforce team (support from Business Systems to lead change with E-recruitment supplier).</p>	E-recruitment data will illustrate number of females who have applied, been shortlisted and appointed to advertised posts.	Will form part of the wider recruitment review.
<p>Working Practices</p> <p>Flexible working practices will improve retention of our staff and allow employees with non-work responsibilities (i.e. family commitments, studying) to continue to progress through the council without compromising their work/life balance.</p>	<ul style="list-style-type: none"> Have an agreed, consistent, where possible, definition of flexible and agile working that is endorsed from the Chief Executive that is workable through all management tiers, subject to service needs <p>Who: HR Policy, Strategy and Workforce team</p>	Agreed definition developed and published through the Cambs2020 project	This is underway and is being progressed by the Cambs2020 project.
	<ul style="list-style-type: none"> As part of the Cambs2020 programme a programme of training will be rolled out across all teams to support improved flexible and agile working. Managers will need to understand how to flex individual working practices to manage the impact on the team. <p>Who: Learning and Development</p>	Attendance of training. Increase in flexible working practices	Training is currently being developed and will be available in advance of Cambs2020 implementation.

	<ul style="list-style-type: none"> Managers to consider working practices and how they could be made more flexible. For example review purpose, duration and frequency of meetings and consider how the use of IT for example could facilitate flexible working for employees. <p>Who: HR Policy, Strategy and Workforce team. Cambs2020 project.</p>	Agree and publish policy to encourage managers to review working practices across team	This will be integrated with the Cambs2020 projects as outlined above.
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A DRAFT PLASTICS STRATEGY FOR THE COUNCIL

To: **Full Council**

Meeting Date: **19th March 2019**

From: **Gillian Beasley, Chief Executive**

Purpose: **To share a draft Plastics Strategy for the Council, resulting from the motion passed on 15th May 2018 to reduce the Council's use of single-use plastic.**

Recommendation: **Full Council is asked to:**

- a) Note the draft Plastics Strategy (Appendix 1);**
- b) Amend progress reporting from Health Committee to General Purposes Committee as proposed in section 2.7; and**
- c) Agree that General Purposes Committee be asked to review the draft policy and recommend a final version of the Policy for approval at the next appropriate Council meeting.**

<i>Officer contact:</i>		<i>Member contacts:</i>	
Name:	Sheryl French & Emily Bolton	Names:	Councillor Anna Bailey
Post:	Project Director / Energy Project Officer, Energy Investment Unit	Post:	Chairwoman of the Adults Committee
Email:	emily.bolton@cambridgeshire.gov.uk	Email:	annabailey@hotmail.co.uk
Tel:	01223 728552	Tel:	01353 663253

1. BACKGROUND

- 1.1 There is increasing public concern about the environmental impact of plastic waste in our water systems. This concern, and mounting calls for action, has been reflected in various legislations and policies brought forward by central Government, including “A Green Future: Our 25 Year Plan to Improve the Environment”, a plan already endorsed by the Council which includes a commitment to achieve zero avoidable plastic waste by end of 2042.
- 1.2 Councillor Anna Bailey proposed a motion to Full Council on 15th May 2018 to reduce the Council’s reliance on single-use plastics. This was supported by Full Council. The motion includes eight action areas covering: the Council’s internal plastic usage and recycling provision; public engagement to enable Cambridgeshire residents to take action on plastic waste; and working to improve the ease and consistency of plastic waste collection.
- 1.3 Governance of this work was to sit with the Chief Executive reporting progress to Health Committee.

2. MAIN ISSUES

- 2.1 *Our approach.* To deliver a sustained improvement to our use of and disposal of plastics across the Council and beyond, the expertise and enthusiasm of a number of services was needed to agree and guide the changes. A number of quick wins were actioned, such as the removal of plastic cutlery, but to deliver longer term change a more comprehensive response is required. A cross-service working group was established in October 2018, comprising staff from Waste, Facilities Management, Procurement, Communications, Flood and Water and led by the Energy Investment Unit. Drawing on the skills, knowledge and enthusiasm of the group, a strategy and action plan has been developed.
- 2.2 **The Strategy.** Plastics are used across the Council both in service delivery and the provision of wellbeing and housekeeping services for staff and Members. To systematically reduce single use plastics a draft Strategy and Action Plan has been developed (see **Appendix 1**) which describes why and how the Council will play its part in reducing its own use of single use plastics and influence others to do the same. The strategy looks to tackle the impacts of plastic products procured as part of its wide range of services and seek to influence our supply chain and the broader community.
- 2.3 The draft Strategy includes the following four strategic themes covering:
 - **Getting our own house in order**
Actions to address the Council’s internal use of single-use plastic
 - **Working with suppliers and contractors**
As a Council, we can influence the supply chain provision of goods and services through setting standards on plastics via procurement.
 - **Helping raise awareness across Cambridgeshire**
The Council is a member of various partnerships, putting us in a unique position to use these relationships to influence and encourage action on plastic waste.

- **Enabling Cambridgeshire to take action**

As a Waste Disposal Authority, the Council works closely with Waste Collection Authorities to enable households to manage their waste sustainably.

- 2.4 ***The Action Plan.*** There are number of quick wins in the Plan that are already underway or delivered. These include removing plastic bottles from vending machines in Shire Hall and the removal of plastic straws, cups and utensils. A waste-bin audit has also been undertaken by Amey (our waste contractor) to identify if Council staff and Members know which recycling bins to dispose of their waste plastics. This will help inform communications to staff and Members on plastics disposal as we move forward. Also included in the Plan are deeper actions that require procurement and legal inputs to design out single use plastics (where appropriate) from delivery of services.
- 2.5 ***Monitoring and measurement.*** The action plan is a dynamic document. Five performance indicators have been identified to provide a proxy position on progress across the four main themes. A baseline position has been set on these indicators to monitor and report progress.
- 2.6 ***Resources to deliver*** the action plan will come from the transformation team supported by the working group of plastics free champions. The working group is keen to oversee/guide the delivery of the action plan as many of the actions can be delivered from within existing budgets. Some of the actions entail reviewing what we do and how we do it, or build on work that is already planned. Where additional resources are required these will need to be found from within existing budgets across the Council, private sector sponsorship or seeking grant support.
- 2.7 ***Governance of the Strategy.*** The Motion to Full Council in May 2018 instructed the Chief Executive to report progress to Health Committee and provide annual statements of progress to Council. It has taken some time to develop the strategy and action plan and consult with staff on the content. The process of developing the strategy has highlighted the need to shift reporting of progress from Health Committee to General Purposes Committee due to the Council wide response needed to deliver the strategy. In addition, it is recommended that General Purposes Committee at its May meeting, should review and comment on the draft Strategy attached and recommend a final version for Council approval.

Source Documents	Location
Devon County Council Plastic Strategy	https://democracy.devon.gov.uk/document/nmental%20Policy%20-%20New%20Strategy%20and%20Action%20Plastics.pdf
A European Strategy for Plastics in a Circular Economy	http://ec.europa.eu/environment/circular-economy/pdf/plastics-strategy-brochure.pdf
Plastic waste inputs from land into the ocean.	http://science.sciencemag.org/content/347/6223/768
Marine Litter Report. Surfers Against Sewage.	https://www.sas.org.uk/wp-content/uploads/SAS-Marine-Litter-Report-Med.pdf
Environmental Impact of Microplastics	https://publications.parliament.uk/pa/cm201617/cmselect/cmenvaud/179/179.pdf
Components of plastic: experimental studies in animals and relevance for human health	https://www.ncbi.nlm.nih.gov/pubmed/19528057
Economic valuation of marine litter and microplastic pollution in the marine environment: An initial assessment of the case of the United Kingdom.	https://www.researchgate.net/publication/283680054_Economic_valuation_of_marine_litter_and_microplastic_pollution_in_the_marine_environment_An_initial_assessment_of_the_case_of_the_United_Kingdom
Valuing Plastics: The business Case for Measuring, Managing and Disclosing Plastic Use in the consumer Goods Industry	http://wedocs.unep.org/handle/20.500.11822/9238
Plastics Market Situation Report Spring 2016.	http://www.wrap.org.uk/sites/files/wrap/Plastics_Market_Situation_Report.pdf
Pollution and Litter Problems	https://www.mcsuk.org/news/global_litter_blame
UK Statistics on Waste- October 2018 Update	http://www.gov.uk/government/statistics/uk-waste-data
Harm caused by Marine Litter, MSFD GES TG Marine Litter - Thematic Report	http://publications.jrc.ec.europa.eu/repository/bitstream/JRC104308/lbna28317enn.pdf
Minutes of Full Council from 15 th May 2018	Minutes of Full Council from 15th May 2018

Appendix 1: A Draft Plastics Strategy for the Council



DRAFT

Cambridgeshire County Council Plastics Strategy 2019

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1 Background

Over the past 50 years, the role and importance of plastics in our economy has consistently grown. Global production of plastics has increased twentyfold since the 1960s, reaching 322 million tonnes in 2015. It is expected to double again over the next 20 years ⁽¹⁾.

Plastic is an incredibly useful material because of its versatility, but with it come issues that need addressing. One such issue is litter, with an estimated 79% of all plastic waste ever created still in our environment ⁽²⁾. The worst hit being the marine environment: an estimated 13 million tonnes of plastic leak into the global marine environment every year ⁽³⁾ through deliberate littering, unintentional escape from a waste management process, or raw plastic granules (called nurdles) being washed down drains and falling overboard from ships. This has adverse implications for wildlife, the economy and human health.

For Cambridgeshire, rivers are also a contributor to plastic pollution. This is due to waste flowing into urban waterways and transporting microplastics into river channels and onto the oceans.

There are approximately 4995km of watercourses in Cambridgeshire. These range from small ditches draining residential areas and local farmland, to large, manmade watercourses used for draining the Fens. All discharge into the main rivers in the county before ultimately entering the sea.

Many of these watercourses flow through towns and villages as open drains. This allows plastic to be blown into watercourses and carried out to sea. Adding to the problem is illegal fly tipping and waste spills – these contribute large volumes of plastic into our open watercourses.

Many of our Cambridgeshire developments discharge surface water (water from our roads and pavements) into open watercourses. Cambridge alone has approximately 309.2km of surface water sewers. Large storm events can cause overland flooding which washes pollutants into watercourses and into the sea.

Microplastics - pieces of plastic debris smaller than 5mm long - including microbeads, microfibrils and plastic fragments, enter river systems from multiple sources including industrial effluent, storm water drains and domestic wastewater. Due to the size of microplastics, they can pass through pollution control measures in watercourses such as trash screens.

These particles pollute the environment and pose a threat to ecosystem health. Although around 90% of microplastic contamination in the oceans is thought to originate from land, not much is known about their storage and movements in river basins.

Entanglement and suffocation are responsible for the death of over 1m sea birds and mammals annually ⁽⁴⁾ but the unseen effects are equally concerning: once in the environment larger plastics break down into very small particles over hundreds of years, becoming microplastics which do not biodegrade but instead accumulate in the environment ⁽⁵⁾. Moreover, they are attractive to zooplankton, which in turn are eaten by wildlife higher in the food chain and ultimately arriving on our dinner table. Whilst not yet fully understood, the components used in plastics could harm human health ⁽⁶⁾.

We engage with almost 5,000 residents a year through our Waste Education Centre at Waterbeach.

Through our 28 year Waste Management contract with Amey, we have a purpose built education centre that delivers tailored waste and environmental education to schools and communities across Cambridgeshire, with the aim of reducing waste and increase recycling. The Centre offers visits to the Waste Management Park at Waterbeach enabling residents to see first-hand what happens to their waste and recycling. It also provides outreach work and attends local events.

Last year:

- Over 1700 Cambridgeshire residents had a tour of the Waste Management Park,
- Almost 2000 primary school children either visited the Education Centre or had an outreach visit.
- We attended over 25 local events



We are creating a toxic legacy of plastic waste that will blight future generations for centuries to come.

The disposable plastic products we use every day are anything but disposable in environmental terms, and can take over 400 years to biodegrade.

The most durable plastic items, such as bottles, disposable nappies and beer holders, can take up to 450 years to biodegrade - over five times the average life expectancy of a British person. In the UK we throw away an estimated 35 million plastic bottles every year.

Other commonplace items such as straws can take up to 200 years to biodegrade and foam plastic cups can take 50 years.



The direct economic cost of this marine litter to maritime industries, UK tourism and the cost of clean - up is estimated at £103 million per year ⁽⁶⁾. Globally, this figure rises to over £10 billion ⁽⁷⁾. Plastic is a non-renewable material, made largely from fossil fuels. Discarding it is now viewed as a waste of extremely valuable material. The problem is growing worldwide. The versatility, along with material innovations over the past two decades, has seen plastics used in a rapidly expanding range and volume of products. This has led to a significant increase in the amount and type of plastics in the waste stream.

The most recent data for the UK (from 2016) sees plastic waste estimated at around 3.7 million tonnes, with single use packaging contributing approximately 2.2 million tonnes (60%) ⁽⁸⁾.

Despite significant efforts to reduce plastic waste, plastic recycling in the UK remains at less than 50% ⁽⁹⁾. This strategy describes how Cambridgeshire County Council (the Council) will play its part in reducing its use of single use plastics, consider the cradle to grave impacts of plastic products procured as part of its wide range of services, and lead its supply chain and the broader community to find new solutions and innovations to help solve this problem.

2 Policy context

In December 2017, 193 members of the UN signed a resolution committing to prevent and significantly reduce marine pollution of all kinds by 2025, and to prioritise policies and measures to avoid marine litter and microplastics entering the marine environment.

The 2017 Litter Strategy for England aims to change our culture, through education, enforcement and infrastructure provision, to achieve a substantial reduction in littering behaviour.

Government is increasingly aware of the impact plastic has on human and environmental health.

This is reflected in the number and variety of legislative measures coming forward to manage, reduce and eliminate plastic in our society.

9 REASONS TO REFUSE SINGLE-USE PLASTIC



1
Made from fossil fuels



2
Huge carbon footprint



3
Will still be here in hundreds of years



4
Only a tiny percentage is recycled



5
Leaches toxins into food & drink



6
Causes hormone disruption & cancers



7
Pollutes our oceans



8
Kills marine animals and birds



9
Enters our food chain



WWW.LESSPLASTIC.CO.UK

The EU Strategy for Plastics in a Circular Economy was adopted in January 2018. It intends to transform the way plastic products are designed, used, produced and recycled in order to reduce the value of plastic that is lost from the economy each year after a very short use.

Also published in January 2018 is the UK's 25 Year Plan to Improve the Environment. The Plan outlines ways to reduce the use of plastics that contribute to pollution, and broader steps to encourage recycling and the more thoughtful use of resources. The aim is to eliminate all avoidable plastic waste by 2042.

As part of this Plan, The Environmental Protection (Microbeads) Regulations 2017 was introduced in June 2018. This placed a ban on the manufacture and sale of rinse-off personal care products containing microbeads in England. Government is currently consulting on similar legislation for plastic straws, cotton buds and stirrers, which given increasing international pressure will likely be brought forward.

Further discussion to develop British and European standards for the shedding behaviour of synthetic textiles, particularly clothing, when washed is currently underway.

DEFRA is due to launch its Resources and Waste Strategy before the end of 2018, following the Chancellor's budget statement in November. It is expected to include significant reform of packaging regulations and the announcement of a "plastics tax". The strategy will have five 'pillars':

1. How we will become a zero avoidable waste economy by 2050
2. Phase out avoidable plastic waste by 2042
3. New targets for waste and recycling, which after Brexit will be the same as the EU's circular economy package
4. Stopping food waste going to landfill by 2030
5. Reforming the Packaging Recovery Note (PRN) scheme

The Council, as a Waste Disposal Authority, is responsible for dealing with Local Authority Collected Waste, that including domestic and bulky household waste, waste collected by District and City Councils from some commercial sources, litter, and fly tipping. The Council has had a successful partnership with the five District and City Councils and Peterborough City Council since 1999, and a Joint Municipal Waste Management Strategy that sets out the ambitions of the Cambridgeshire

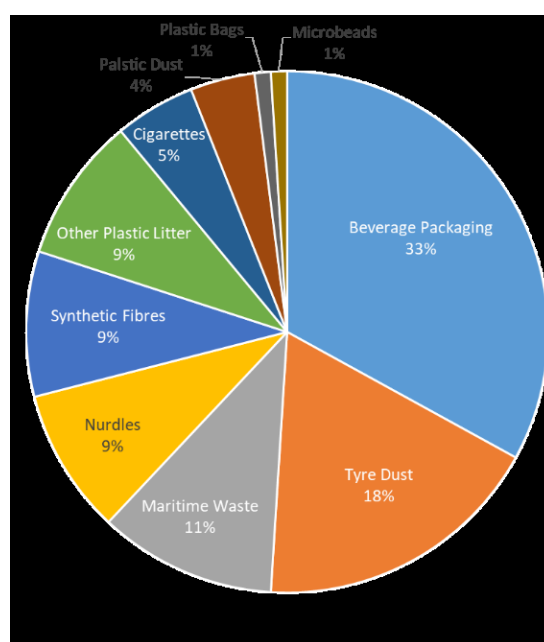
and Peterborough Waste Partnership to help protect, maintain and enhance the environment through sustainable waste management for our communities. We are also working with the Cambridgeshire and Peterborough Waste Partnership (RECAP) to reduce fly tipping and litter and will be employing an officer in 2019 to carry out a campaign to tackle the issue within Cambridgeshire and Peterborough by adopting the award winning Hertfordshire SCRAP campaign.

Politicians and the public are certainly becoming more aware of the issues with plastic and that it is no longer sustainable to continue on the path we are currently on. Policy measures along with local action will drive change and the Council intends that this Plastic Strategy will enable the authority to lead by example to prove to the local community and business that these actions are deliverable, will move waste up the waste hierarchy and will lead to change.

3 Where do marine plastics come from?

Plastic items are prolific in our society. All plastic that enters our environment ultimately end up in our oceans. Plastic litter on beaches has increased 140% since 1994⁽¹⁰⁾ with over 50% of plastics found on EU beaches being 'single-use'⁽¹¹⁾.

The most significant contributor to marine plastic litter is single-use beverage packaging, which makes up a third of all marine plastic (Fig.1)⁽¹²⁾.



4 Scope of the strategy

Our efforts will focus on the items that will make the most difference to reducing plastics in the environment. Therefore, this strategy will concentrate on addressing the consumption and disposal of single-use plastic bottles and packaging as part of its procurement and delivery of Council's services. We will also work with our partners and communities to help scale up the impact of the Plastic Strategy to bring about the transformational change that is needed to make a difference on this very important issue.

Our Strategy will require leadership in our policy making and at times difficult resource and service decisions. But we must look to reduce the demand for single-use plastics as this will bring new innovations to the market and alternative ways of delivering goods and services with lower environmental impact.

The Council's sphere of influence includes:

- Using mechanisms such as transformation, policy making, procurement and contracting to influence service specifications and changes
- Supporting suppliers and contractors to bring forward new ideas and opportunities
- Educating staff and politicians on plastic pollution to seek behavioural change
- Helping raise awareness with communities across Cambridgeshire
- Enabling the communities of Cambridgeshire to take action

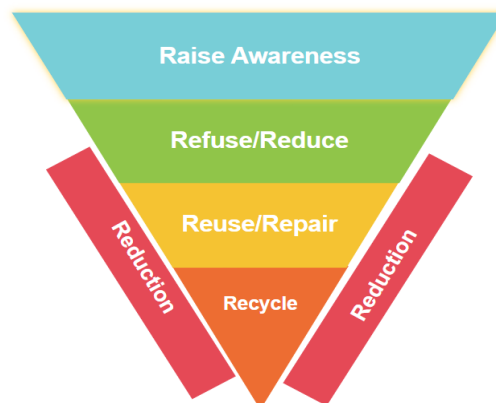
Local Authority Maintained Schools make local purchasing and waste management decisions and therefore the Council will look to provide leadership and encouragement to these establishments.

5 What are we already doing?

The Council and its partners have a strong record of taking action on single-use plastic items; here are some highlights.

Our approach follows the 5 R's Strategy:

1. **Raise Awareness:** increase knowledge and understanding of the waste issue
2. **Refuse/Reduce:** make the choice to not generate waste and decisions that decrease the amount of waste produced
3. **Re-use/Repair:** expand the shelf-lives of products
4. **Recycle:** reclaim the raw materials
5. **Reduction:** send to the landfill the minimum amount



5.1. Raising awareness

We provide an Education Centre as part of the long term Waste Contract with Amey so that residents can see first-hand what happens to their waste. Through the work of the Education Centre, our contractor Amey works closely with the Council and RECAP to improve the reduction, reuse and recycling of waste in Cambridgeshire through community education, coordinating communication activity and supporting Council waste-related campaigns. The Education Centre strives to embed long term behavioural change in Cambridgeshire residents.

Education is key to embedding change for the future.

Many of Cambridgeshire's schools teach their pupils about the importance of recycling and we hope plastic pollution awareness will form part of this learning.



The Education Centre delivers its messages to schools and the wider community through visits to the Education Centre, providing outreach work, or taking part in wider awareness raising activities. This service supports Cambridgeshire County Council's and RECAP's core messages, education and community activities which complement the waste hierarchy. The Education Centre is run by a qualified teacher who delivers curriculum based lesson plans around reducing and recycling waste.

We are also a member of the RECAP Marketing Group who share and coordinate communication campaigns and messages to residents across the County. We actively share joint messages on social media and adopt the national Recycle Now campaigns. The districts also coordinate litter picks across the County providing litter grabbers, gloves and bags for community clear ups. The Districts will come and collect the litter after the event and we encourage them to separate out the recycling and waste so that we can reduce the amount of waste sent to landfill.

We have also recently been involved in a joint campaign with Anglian Water during Recycle Week in September 2018 where we promoted the Refill scheme, encouraging residents to go to water refill stations with their own reusable bottle and if they need to use single use plastic make sure they recycle it afterwards.

The District and City Councils enforcement teams' activity investigate fly tipping incidents around Cambridgeshire. In 2019, RECAP will be investing in tackling fly-tipping through an awareness campaign, ensuring residents dispose of their waste properly through a licenced contractor, and to encourage them to report fly-tipping if they see it.

5.2. Reducing and avoiding

Since the closure of the Shire Hall Servery in August 2018, the Council's use of single use disposable cutlery and plates has been eliminated. Plastic cups that were previously available for use in meeting rooms are now no longer available. Compostable cups have been made available for use in meetings, however the use of reusable drinkware is preferred and encouraged as the merits of compostable cups are still unclear in terms of decomposition in the waste stream.

The hot drinks machine in the Member's Lounge at Shire Hall has had its plastic cups removed and replaced with a compostable alternative. However, the Council currently do not have a collection or treatment facility in place that can treat biodegradable and compostable packaging. Biodegradable and compostable packaging does not break down fast enough for the In-vessel Composting Treatment Facility we have through our contract with Amey. These are also not suitable for recycling so should not be placed in the recycling bins. This type of packaging must be placed in the waste bin so we encourage staff and members to reusable cups instead.

Often the ways to reduce are simple yet effective.

These approaches mobilise Council officers and members to easily and cheaply reduce or eliminate their usage of single-use plastic both within and outside of the Council.



5.3. Reusing

The Council could look to adopt a policy to sign up to the 'Refill' Cambridgeshire campaign. Refill is encouraging businesses with public access to enable people to re-fill water bottles for free and avoid the need to buy still water in plastic bottles. All of the Council's main office/administrative buildings could make water available to visitors provided they bring reusable cups or bottles. Schools are also being encouraged to join the related Refill Schools initiative.

5.4. Recycling

5.1 The Cambridgeshire and Peterborough Waste Partnership (RECAP), established in 1999, works to: continuously improve household waste service; increase recycling and reduce waste; and find cost effective and environmentally responsible ways to meet the needs of local communities. RECAP brings together Cambridge City Council, Cambridgeshire County Council, East Cambridgeshire District Council, Fenland District Council, Huntingdonshire District Council, South Cambridgeshire District Council and Peterborough City Council.

The partnership works together in a number of ways, including:

- working with local communities and providing information to increase recycling and reduce waste
- joint procurement of items such as wheeled bins and waste vehicles to reduce purchasing costs
- managing joint waste contracts
- working to achieve consistent service delivery across the Partnership area (Table 1)

Table 1. Comparison of the current types of plastic collected by different councils across the RECAP area.

	BOTTLES	POTS	TUBS	TRAYS	FILM	BAGS
CAMBRIDGE CITY	X	X	X	X (no black)	X	X
EAST CAMBRIDGESHIRE	X	X	X	X		
FENLAND	X	X	X	X		
HUNTINGDONSHIRE	X	X	X	X (no black)	X	X
SOUTH CAMBRIDGESHIRE	X	X	X	X (no black)	X	X

We have nine Household Recycling Centres across the County that accept household waste from residents and take a variety of rigid plastics for recycling, such as storage boxes, tubs, plant pots, coat hangers and waster butts. In addition, five of these sites also accept plastic bottles.

5.6 How we get there

The vision set out within this strategy will be achieved through several step change improvements (Fig. 2) that will allow the Council and its sphere of influence to:

- Reduce and reuse before recycling
- Eliminate single use plastic
- Zero plastic packaging sent to landfill or escapes into the natural environment.
- Influence and inspire partners, employees and wider community to significantly shift their behaviour

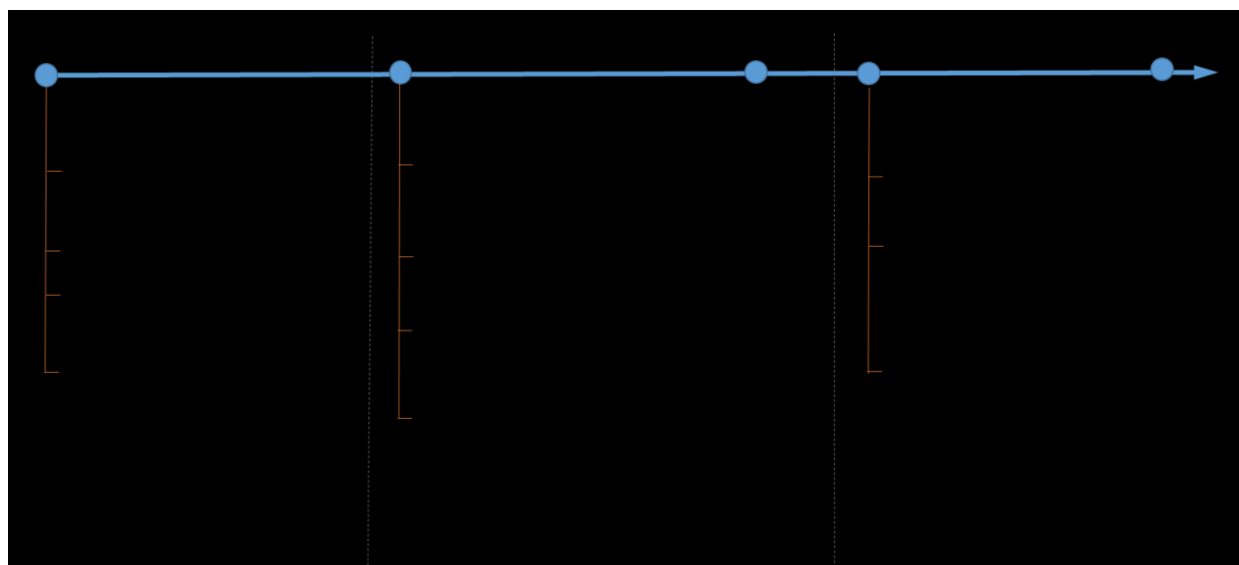


Figure 2. Our step-change improvement timeline.

6 Strategic objectives

The strategy has four strategic themes based on the Council's sphere of influence on the plastics agenda. For each theme we have identified a set of objectives:

Getting our own house in order

The Council is a large, diverse organisation that undoubtedly makes use of a variety of single-use plastic items. In Council work locations we will, where practicable and economically viable:

Objective 1

Through procurement, eliminate where possible the purchasing of services and goods that use single use plastics and look for appropriate alternatives

Objective 2

Replace single-use plastic consumption with re-usable products

Objective 3

Provide plastic recycling options for staff and visitors to our buildings

Objective 4

Work with staff and members to encourage more sustainable packaging choices and to build their understanding of plastics pollution and its impact

Working with suppliers and contractors

The Council procures goods and services, many of which will come into contact with single-use plastics at some point in their delivery. In procuring goods and services, we will:

Objective 5

Share our plastics strategy with our suppliers and collaborate with suppliers to find suitable alternatives to single use plastic

Objective 6

Ensure procurement specifications and contractors' activities consider, and where practical minimise, the environmental risks associated with plastics

Helping raise awareness across Cambridgeshire

The Council is a member of various partnerships and is in a unique position to use its extensive relationships to help raise awareness of the issues surrounding single-use plastics and encourage action. We will:

Objective 7

Work with schools to educate their pupils and to engage with their local communities about plastics waste

Objective 8

Work with Cambridgeshire's communications teams and social media to get plastic pollution messages to different segments of our communities.

Enabling Cambridgeshire to take action

As a Waste Disposal Authority, the Council works closely with the Waste Collection Authorities to provide households with sustainable options for waste and resource management. We will:

Objective 9

Coordinating the collections and disposal of plastics across the relevant organisations to provide residents to make good choices about their plastic disposal recycling

Objective 10

Continue to work in partnership to ensure that littering and fly-tipping is discouraged and that litter is collected and disposed of appropriately

Objective 11

Using our regulatory and planning powers to support businesses and the community to make better disposal decisions for plastics waste

7 Reporting and review

7.1 Governance of the Strategy

The Strategy will be endorsed by Full Council and General Purposes Committee will assume responsibility for monitoring progress on the action plan delivery. The intention will be to provide six monthly progress reports on the action plan and targets to General Purposed Committee with a full review and update to the strategy taking place in 3-5 years.

The Chief Executive will report progress to committee and lead the implementation of the Strategy supported by a small project team of environmental/plastic free champions drawn from across the Council.

7.2 Monitoring and measurement

A baseline position from 2017/18 will be set for the action plan and targets developed to measure progress on its delivery. The intention is that the action plan will be a dynamic document with new actions added as appropriate.

7.3 Resources

Most of the action plan can be delivered from within existing budgets as it entails reviewing what we do and how we do it or builds on work that we intend to deliver. Where additional resources are required, discussions with private sector sponsors can be developed or applications for grant support considered.

The intention is that a graduate trainee will support and coordinate the delivery of the action plan reporting to the Chief Executive and project team lead.

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Appendix 1 - Action Plan

Getting our own house in order

The Council is a large, diverse organisation that undoubtedly makes use of a variety of single-use plastic items. In Council work locations we will, where economically and practically viable:

OBJECTIVE	ACTION	WHEN	WHO	RESOURCES	MONITORING	BASELINE	KPI
1	Through procurement, eliminate where possible the purchasing of services and goods that use single use plastics and look for appropriate alternatives						
1.1	Undertake an audit of a sample of the Council's waste and recycling bins to identify how much single-use packaging is disposed of in the correct bin.	By December 2018	Facilities Management, Waste Management and Amey	Within existing	Report provides analysis of the bins to inform the baseline position.	25%	Percentage weight of plastic items found in a sample of non-recyclable waste bins
1.2	Create standard environmental outcomes that can be incorporated into future contract specifications. Promote and link these via the Social Value toolkit which has been developed by LGSS Procurement in partnership with the CCC Transformation team.	Implementing from Jan 2019	Commissioning Managers, Procurement and transformation team	Within Transformation Budget	All new contracts from Jan 2019 reflect the environmental outcomes from the Social Value Act.	0	Delivered Y/N
1.3	Include plastics awareness training into all procurement and induction training courses	Implementing from March 2019	Organisational Development, Procurement	Within budget	All procurement and induction training courses from April 2019 to include plastics awareness training.	0	Delivered Y/N
2	Replace single-use plastic consumption with re-usable products where possible						

2.1	The Council formerly signs up corporately to the Refill campaign	March 2019	Chief Executive, Executive Assistant	NA	-	-	Delivered Y/N
2.2	As part of Re-Fill Cambridgeshire, scope which of the Council buildings can provide free water refills for visitors and the public	March 2019	Facilities Management	NA	No. of Council buildings with re-fill points	-	Delivered Y/N
2.3	Identify funding to install Refill points at libraries and community hubs.	End of Sep 2019	Facilities Management, Libraries	Budget to be identified	100% of publicly-accessible Council buildings offering free water refills	-	Delivered Y/N
2.4	Identify partners to help promote the Refill campaign and use our website and social media channels to engage local businesses and retailers.	Ongoing	Waste Management and Communications Teams	Identify sponsorship monies from businesses to fund reusable products	No. of media campaigns to promote Re-Fill	0	4
3	Provide plastic recycling options for staff and visitors to our buildings						
3.1	Provide plastics recycling bins for staff across all Council buildings.	Ongoing	Facilities Management	Within existing	Percentage of Council staff with access to mixed plastic recycling	39 sites	Number of additional sites with plastic recycling provision
4	Work with staff and members to encourage more sustainable packaging choices and to build their understanding of plastics pollution and its impact						

4.1	Provide hints and tips for plastic-free packed lunches	Ongoing	Waste and Communications Teams	Within existing	-	0	Delivered Y/N
4.2	Site specific e-mails and occasional articles in the Council's newsletters to remind & encourage staff to use the recycling systems correctly and to purchase items that are recyclable.	Ongoing	Facilities Management, Waste and Communications	Within existing	-	0	10
4.3	Develop a local guide for Shire Hall and other sites directing staff to places where they can buy their lunch and snacks with no single use plastics	March 2019	Energy Investment Unit	Within existing	-	0	1
4.4	Determine how to encourage staff to select a litter pick as part of the 'Team One-Day Challenge' scheme	Sept 2019	ALL Teams	Within existing	Number of litter picks delivered	0	5
4.5	Promote the Council's Plastic Strategy in the Team Meetings, P&E Roadshows, etc	Ongoing	All Council departments	Within existing	Number of times the strategy has been discussed in team meetings and roadshows.	0	10

Working with suppliers and contractors

The Council procures goods and services, many of which will come into contact with single-use plastics at some point in their delivery. We will:

OBJECTIVE	ACTION	WHEN	WHO	RESOURCES	MONITORING	BASELINE	KPI
5	Share our plastics strategy with our suppliers and collaborate with suppliers to find suitable alternatives to single use plastic						
5.1	LGSS Law to amend terms and conditions to contracts to include a statement on use of plastics. This will be supplied with Invitations to tender.	September 2019	LGSS Law	LGSS Law costs for implementing this change	-	0	Delivered Y/N
5.2	Update the procurement best practice guidance to reference the plastics strategy	September 2019	Procurement and Transformation	Within existing	-	0	Delivered Y/N
6	Ensure procurement specifications and contractors' activities consider, and where practical minimise, the environmental risks associated with plastics						
6.1	Commissioning managers to be responsible for incorporating environmental and single use plastic requirements and restrictions in all relevant contracts in accordance with the social value toolkit. Contract managers are responsible for ensuring that contractors actually deliver the social value they have agreed to in their tender submissions.	Ongoing	Commissioning managers	Within existing	Work with Transformation on the Social Value toolkit to understand how this can be monitored.	0	Number of procurements for contracts over £100,000 including at least one weighted question on single use plastic reduction
6.2	Continue to monitor the work of contractors operating the Council's Local Authority Collected Waste management facilities and haulage to ensure procedures are in place to minimise plastic escape	Ongoing	Waste Management Team in partnership with the district councils	Within existing	TBC	TBC	

Helping raise awareness across Cambridgeshire

The Council is in a unique position to be able to use its extensive relationships and partnerships to help raise awareness of the issues surrounding single-use plastics and encourage action. We will:

OBJECTIVE	ACTION	WHEN	WHO	RESOURCES	MONITORING	BASELINE	KPI
7	Work with schools to educate their pupils and to engage with their local communities about plastics waste						
7.1	Encourage schools to support the Refill Campaign for their pupils and parents	Ongoing	Waste Management/ Amey/ Education	Within existing	Further work required on how this can be safely implemented	-	-
7.2	Produce resources for schools to enable them to deliver their own plastic free lunch days or litter campaigns that schools can download.	April 2019	Waste Management/ Amey, Schools	Within existing Waste Education Contract	Number of schools that download resources.	0	Number of schools requesting plastics resource pack
7.3	Develop a lesson plan and school project on reducing plastic and Ocean pollution to be delivered by the Waste Education Centre	June 2019	Waste Management/ Amey/ Schools curriculum advisors	Within existing Waste Education Contract	Develop lesson plan for schools to use. Waste education to monitor Number of schools that have used lesson plan	0	Delivered Y/N

8 Work with Cambridgeshire's communications teams and social media to get plastic pollution messages to different members of our community							
8.1	Sign up to become a member of the Plastic Pollution Coalition to show support for plastic-free campaigns and communities in Cambridgeshire	July 2019	Health and Well Being Group-Members	Within existing	n/a	0	Delivered Y/N
8.2	Encourage Cambridgeshire retailers to sign up to the WRAP Plastic Pact and take action http://www.wrap.org.uk/content/the-uk-plastics-pact	Ongoing	Waste team and Communication teams	Within existing	No of Cambridgeshire retailers and Producers signed up to the Plastic Pact .	Research on no. of retailers already signed up to Plastic Pact	TBC
8.3	Identify the environmental networks operating across Cambridgeshire and work with them to promote plastic campaigns.	Ongoing	Communications team working with Cambridge Carbon Footprint, CCORRN and Cambridgeshire and Peterborough Waste , Student environment groups at Cambridge University and Anglia Ruskin	Within existing	Number of articles/blogs/posts published	0	5

Enabling Cambridgeshire to take action

As a Waste Disposal Authority, the Council works closely with the Waste Collection Authorities to provide households with sustainable options for waste and resource management. We will:

OBJECTIVE	ACTION	WHEN	WHO	RESOURCES	MONITORING	BASELINE	KPI
9	Share our plastics strategy with our suppliers and collaborate with suppliers to find suitable alternatives to single use plastic						
9.1	Continue to support Cambridgeshire's Waste Collection Authorities to provide consistent messages on plastic material and their collection.	Ongoing	Waste Management Team and District Councils	Within existing	Number of Waste Collection Authorities collecting the same materials	-	-
9.2	Identify the most common type of plastics that are not currently recycled, discourage their use and provide alternatives for the residents.	September 2019	Waste Management Team	Within existing	Number of communications to the residents	0	No. of CCC sites providing crisp packet recycling facilities
10	Ensure procurement specifications and contractors' activities consider, and where practical minimise, the environmental risks associated with plastics						
10.1	Adopt the Hertfordshire Partnership award winning anti-litter and fly-tipping campaign	By April 2019	Cambridgeshire Environmental Managers Group RECAP Member and Senior Officer Groups/ Waste Management Team and District Councils	Funds allocated for 2018/19 RECAP Funding ?	Number of partners using the template materials	0	5
10.2	Work with partners to promote litter picking campaigns through Cambridgeshire and Peterborough Waste Partnership. Encourage litter picks to separate materials for recycling.	By April 2019	Waste Management Team and District Councils	RECAP funds allocated for 2018/19	Number of local litter picks and tonnages/percentage sent for recycling	TBC	

11	Using our regulatory and planning powers to support businesses and the community to make better disposal decisions for plastics waste.						
11.1	Work with district authorities to support communities that undertake their own community clean- ups	ongoing	Waste Management Team	Within existing	Number of litter picks carried by local communities.	TBC	
11.2	Work with district authorities to identify how their powers under the Litter Act and Environmental Protection Act can prevent plastic pollution	Ongoing	Waste management and Flood and Water teams	TBC	No. of Fixed penalty notices issued by Districts	TBC	Report Number of notices provided by District partner

TRANSFER OF DELEGATED RESPONSIBILITY TO RECEIVE AND APPROVE PROPOSALS REGARDING THE COUNCIL'S EXERCISE OF POWERS COVERED BY THE REGULATION OF INVESTIGATORY POWERS ACT

To: Council

Meeting Date: 19th March 2019

From: Director of Governance and Legal Services and
Monitoring Officer

Purpose: To consider the transfer of the current constitutional responsibility to receive and approve proposals regarding the Council's exercise of powers covered by the Regulation of Investigatory Powers Act to the Council's Audit & Accounts Committee from the Constitution and Ethics Committee.

Recommendation: That Full Council:

- a) amend the Constitution to pass the delegated responsibility to receive and approve proposals regarding the Council's exercise of powers covered by the Regulation of Investigatory Powers Act to the Council's Audit & Accounts Committee.
- b) authorise the Monitoring Officer, in consultation with the Chairman 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.

<i>Officer contact:</i>		<i>Member contact:</i>	
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Tel:	01223 699180	Tel:	01223 706398 (office)

1. BACKGROUND

- 1.1 The Regulation of Investigatory Powers Act 2000 (RIPA) provides a statutory framework regulating the use of directed surveillance and the conduct of covert human intelligence sources (informants or undercover officers) by public authorities. The Act requires public authorities, including local authorities, to use covert investigation techniques in a way that is necessary, proportionate and compatible with human rights. RIPA also provides for the appointment of a Chief Surveillance Commissioner to oversee the way in which public authorities carry out covert surveillance.
- 1.2 RIPA governs the acquisition and disclosure of communications data and the use of covert surveillance by local authorities. The Council uses powers under RIPA to support its core functions for the purpose of prevention and detection of crime where an offence may be punishable by a custodial sentence of six months or more, or is related to the underage sale of alcohol and tobacco.
- 1.3 There are three powers available to local authorities under RIPA: the acquisition and disclosure of communications data; directed surveillance; and covert human intelligence sources ("CHIS"). The Act sets out the procedures that Cambridgeshire County Council must follow if it wishes to use directed surveillance techniques or acquire communications data in order to support core function activities (e.g. typically those undertaken by Trading Standards, Environmental Health and Benefits). The information obtained as a result of such operations can later be relied upon in court proceedings providing RIPA is complied with.
- 1.4 The Home Office Code for Covert Surveillance Property Interference recommends that elected members, whilst not involved in making decisions or specific authorisations for the local authority to use its powers under Part II of the Act, should review the Council's use of the legislation and provide approval to its policies.
- 1.5 At its meeting on 27th February 2018, the Committee endorsed and adopted the revised RIPA Policy as a formal record of the Council's use of and compliance with RIPA.
- 1.6 The Policy is publicised internally on an annual basis around the same time as the annual report in order to serve to remind officers of the possible uses for RIPA but also remind officers of the circumstances when a RIPA authorisation is required.

2. MAIN ISSUES

- 2.1 The functions of the Audit and Accounts Committee include the following:
 - To review matters relating to Internal Audit, external audit, risk management, governance, assurance statements, anti-fraud and anti-corruption arrangements.

2.2 The Committee also has delegated authority in relation to the following:

2 Regulatory Framework

- 2.1 To maintain an overview of the Council's Constitution in respect of contract procedure rules, financial regulations, codes of conduct etc.
 - 2.2 To review any issue referred to it by the Chief Executive or Executive Director or any Committee of the Council
 - 2.3 To monitor the effective development and operation of risk management and corporate governance throughout the Council
 - 2.4 To monitor council policies on "raising concerns at work" and anti-fraud and anti-corruption policies, including the Council's complaints process, and to approve any changes regarding the Council's Whistle-Blowing policy and arrangements
 - 2.5 To oversee the production of the Council's Statement of Internal Control/Governance Statement and recommend its adoption
 - 2.6 To consider the arrangements for corporate governance and to agree necessary actions to ensure compliance with best practice
 - 2.7 To consider the Council's compliance with its own and published standards and controls
 - 2.8 To report as appropriate to Full Council, relevant Policy and Service Committees and the Constitution and Ethics Committee on issues which require their attention or further action
 - 2.9 To bring to the attention of the General Purposes Committee any issue which may warrant further consideration or review
- 2.3 It has been identified from researching the Constitutions of other local authorities that many have the exercise of powers covered by RIPA assigned to Audit Committee or a sub-committee of the Audit Committee.
- 2.4 The Constitution and Ethics Committee, at its meeting on 28th February 2019, agreed to recommend to Council that delegated responsibility to receive and approve proposals regarding the Council's exercise of powers covered by the RIPA should be transferred to the Council's Audit & Accounts Committee.

Source Documents	Location
Regulation of Investigatory Powers Act (2000)	http://www.legislation.gov.uk/ukpga/2000/23/contents
Constitution and Ethics Committee – 28 February 2019	Constitution and Ethics Committee meeting 28/02/2019

PUBLIC QUESTIONS

To: Council

Meeting Date: 19th March 2019

From: Director of Governance and Legal Services and Monitoring Officer

Purpose: To consider proposed changes to the Constitution, recommended by Constitution and Ethics Committee, regarding the rules relating to public questions to Council and Committees/Sub-Committees.

Recommendation: That Full Council:

- a) approve amendments to the Council's Constitution, as recommended by the Constitution and Ethics Committee, and set out in the report at Appendices 1 and 2; and
- b) authorise the Monitoring Officer, in consultation with the Chairman 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.

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1. BACKGROUND

- 1.1 The Constitution is an evolving document. As such, the opportunity has been taken to consider in detail public questions to Full Council, and Committees and Sub-Committees and suggest any amendments. Democratic Services has considered the relevant sections in the Constitutions of fifteen other authorities to assist with this review.
- 1.2 Section 9.3 of the Council's Procedure Rules, as contained within the Constitution, provides an opportunity for up to four members of the public to ask questions at meetings of the County Council, excluding extraordinary or special meetings of the Council and the first annual meeting of a new Council, to the Leader of the Council and the Chairman/woman of any Committee.
- 1.3 The Constitution states that "If the Monitoring Officer considers a question:
- is not about a matter for which the local authority has a responsibility or which affects the County;
 - is illegal, improper, defamatory, frivolous or offensive; or
 - requires the disclosure of confidential or exempt information.
- he or she will inform the Chairman/woman who will then decide whether or not to reject the question."
- 1.4 Sections 9.1 and 9.2 of Part 4.4 – Committee and Sub-Committee meetings, Part 4 – Rules of Procedure, sets out "Public Speaking at County Council Committee Meetings" and "Participating in a Committee Meeting".

2. PROPOSED CHANGES TO CONSTITUTION

- 2.1 The Constitution and Ethics Committee, at its meeting on 28th February 2019, discussed and agreed to recommend changes to the Council's Constitution to full Council.

Full Council

- 2.2 The Constitution only permits questions which are within the Council's responsibility or which affects the County. It is proposed to amend this wording to add after "which affects the County" and is something the Council is able to influence. It is important to avoid raising public expectations if the Council is unable to influence any change or action.
- 2.3 The Council appoints a representative to the Combined Authority. The Constitution provides an opportunity for Members to ask questions for a response by the Council's appointee on the Combined Authority, and comment on Cambridgeshire and Peterborough Combined Authority decisions at meetings of the County Council except extraordinary or special meetings of the Council and the first annual meeting of a new Council.
- 2.4 The Cambridgeshire and Peterborough Combined Authority Constitution provides an opportunity for Councillors of Constituent Authorities and members of the public who are residents of the Combined Authority area or work in the area to ask questions of a Member of the Combined Authority.
- 2.5 It is therefore proposed that there should be no provision for members of the public to ask questions of the Council's representative on the Combined Authority at Cambridgeshire

County Council meetings. Instead members of the public should be invited to put their question to the Council's representative at meetings of the Combined Authority.

- 2.6 The Constitution should make clear that Council will not accept public questions relating to Planning applications, as such questions should be considered as part of the Planning Committee process.

- 2.7 Part 4 – Rules of Procedure, Part 4.4 – Committee and Sub-Committee Meetings of the Constitution in relation to public speaking states:

“This process does not apply to County Councillors as their speaking rights as non-Committee members are covered under ‘Attendance of other County Councillors’ below. It also does not apply to employees of the Council except when acting as Trades Union representatives or private individuals, as they have sufficient channels of communication, both internally and through their representative bodies.”

It is therefore proposed that employees of the Council should not be able to ask questions at meetings of full Council, as they have other channels of communication. This is particularly important when considering that only up to four people can ask questions at Council.

- 2.8 It is suggested that “Public Question Time” should not apply to any provider the Council contracts with or chooses not to contract with unless their question is unrelated to those specific contracts. There are other channels of communication and it is likely that in most instances the information will be confidential or exempt.
- 2.9 Public question time does not currently prohibit questions which are already subject to separate appeal, adjudication, litigation, mediation or dispute resolution.
- 2.10 It is suggested that questions about the conduct of individual Councillors and employees should be prohibited, as there are other channels to raise such questions e.g. complaints regarding breaches of Code of Conduct, and the Council's Complaints Process.
- 2.11 The Council receives on a regular basis questions which are in multiple parts. It is therefore proposed that a question should not be in multiple parts in order to avoid a disproportionate use of resources in compiling an answer.
- 2.12 The changes proposed above are set out in **Appendix 1**, additions in bold and deletions in strikethrough.

Committees/Sub-Committees

- 2.13 It is suggested that the changes set out in Section 2 of the report should also apply to Committees/Sub-Committees. (**Appendix 2**, additions in bold and deletions in strikethrough).

Conclusion

- 2.14 Constitution and Ethics Committee noted that the process of whether or not to reject a question will involve the Monitoring Officer informing the Chairman/woman of Council who will then decide whether or not to reject the question.

Source Documents	Location
Council's Constitution	https://cambridgeshire.cmis.uk.com/ccclive/Documents/PublicDocuments.aspx
Cambridgeshire and Peterborough Combined Authority's Constitution	http://cambridgeshirepeterborough-ca.gov.uk/assets/Uploads/Final-Constitution-Sept18.pdf
Constitution and Ethics Committee – 28 February 2019	Constitution and Ethics Committee meeting 28/02/2019

Extract from Constitution

9.3 Public Question Time

There will be an opportunity for up to four members of the public to ask questions at meetings of the County Council, excluding extraordinary or special meetings of the Council and the first annual meeting of a new Council, to the Leader of the Council and the Chairman/woman of any Committee.

If more than four members of the public apply to speak, questioners will be invited to defer their question to the next meeting. The Democratic Services Officer will ensure that all steps are taken to inform the “unsuccessful” speakers in advance and, where they either choose not to defer their question or do not reply, a written reply will be sent within ten working days after the meeting.

(Any decision to exceed the limit will be at the discretion of the Council Chairman/woman.)

Members of the public wishing to ask a question at the Council meeting should provide the following details to the Council’s Democratic Services by no later than 12.00 noon, five working days before the meeting:

- Name and address and contact details of the person asking the question.
- The name of the organisation if the question is being asked on their behalf.
- Details of the question to be asked.
- The name or position of the member of the Council to whom it is to be put.
- Brief information about how the subject of the question relates to the person asking the question (e.g. as a resident of the area, as a recipient of a service, as the owner of a property affected by a proposal).

Only one question may be asked by each member of the public or organisation and the question must relate to a single topic. A question which is substantially the same as a question which has been put at a meeting of the Council in the past six months will not be allowed.

If the Monitoring Officer considers a question:

- is not about a matter for which the local authority has a responsibility or which affects the County **and is something the Council is able to influence**;
- is illegal, improper, defamatory, frivolous or offensive; or
- requires the disclosure of confidential or exempt information;
- **is within the remit of the Cambridgeshire and Peterborough Combined Authority**;
- **relates to a planning application**;
- **is from an employee of the Council except when acting as Trade Union representatives or private individuals, as they have sufficient channels of communication, both internally and through their representative bodies**;
- **is from a provider the Council contracts with or chooses not to contract with unless unrelated to those specific contracts**;
- **relates to separate appeal, adjudication, litigation, mediation or dispute resolution**;

- **is about the conduct of individual Councillors or employees; or**
- **is in multiple parts.**

he or she will inform the Chairman/woman who will then decide whether or not to reject the question.

Members of the public shall have up to two minutes in which to ask the question.

The named member will respond to the question which may take the form of:

- (a) a direct oral response of up to a maximum of two minutes;
- (b) where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- (c) where the reply cannot conveniently be given orally, a written response circulated later to the questioner and made available to all members of Council and to the public.

After the response has been given, the questioner has up to a further minute in which to put one supplementary question or seek clarification of the response to the original question. The supplementary question must arise directly out of the original question or the reply and must not introduce new material.

The recipient of the original question then has up to a further two minutes in which to reply to the supplementary question.

No debate will be allowed on any question or the response.

If the questioner cannot be present at the council meeting to pose her/his [sic] question, a written question will be accepted and answered in writing.

Extract from Constitution

9. **PUBLIC SPEAKING AT COUNTY COUNCIL COMMITTEES**

9.1 **Public Speaking at County Council Committee Meetings**

The County Council recognises the value that can be added by enabling contributions by the public to meetings of council committees and in order to facilitate this, the Chairman/woman or the person presiding at a meeting of a council committee may, at their absolute discretion, grant permission to a member of the public to speak during the meeting.

Speakers will usually only be permitted to speak once in any debate and speeches will usually be time limited to three minutes. Permission to speak may be refused **if the anticipated contribution:**

- **is not relevant to the agenda items of the meeting;**
- **is substantially the same as a question which has been put at a meeting of a Committee or Sub-Committee in the past six months;**
- **is illegal, improper, defamatory, frivolous or offensive;**
- **requires the disclosure of confidential or exempt information;**
- **is from a provider the Council contracts with or chooses not to contract with unless unrelated to those specific contracts;**
- **relates to separate appeal, adjudication, litigation, mediation or dispute resolution;**
- **is about the conduct of individual Councillors or employees; or**
- **is in multiple parts.**

~~in circumstances where this is not conducive to the orderly conduct of council business including where it is likely, in the opinion of the Chairman/ woman, that defamatory, vexatious, discriminatory or offensive language will be used.~~

~~Permission to speak may also be declined if the anticipated contribution is not relevant to the agenda items of the meeting and where a question is substantially the same as a question which has been put at a meeting of a Committee or Sub-Committee in the past six months.~~

In order to assist meeting organisers members of the public* wishing to speak at a Committee meeting** are asked to make a request in writing no later than 12.00 noon three working days before the meeting via letter to the Democratic Services Officer, Democratic and Members' Services, SH1102, Cambridgeshire County Council, Shire Hall, Cambridge CB3 0AP or via e-mail (this information is available at the bottom of the agenda front sheet) and provide the following details:

- **Name, address and contact details** of the person making a comment or asking a question
- **Details of the request to speak:** The full text of the question to be asked or a list of the main points regarding a comment about a matter on the agenda.

(Requests to speak received after the three day deadline may be permitted, at the discretion of the relevant Committee Chairman/woman.)

9.2 Participating in a Committee Meeting

If registered to speak, members of the public should arrive at the venue (usually Shire Hall) at least 15 minutes before the start of the meeting and report to the Democratic Services Officer present. The register of speakers will be kept by Democratic Services and provided to the Chairman/woman in advance of the meeting. No more than three speakers will normally be permitted per subject at a meeting (subject to the Chairman/woman's discretion). Only one question or comment may be allowed per speaker.

When the meeting reaches the agenda item, the Chairman/woman will ask the member of the public to speak. The member of the public is asked to behave appropriately for the nature of the meeting, and show courtesy and respect to everyone present. He/she should not make any remarks which are offensive, defamatory, insulting or discriminatory. The time limit to pose a question or make a comment will be three minutes for each speaker. The Democratic Services Officer will time each speaker to ensure that he/she does not exceed three minutes. The member of the public must cease speaking when so instructed by the Chairman/woman. The Chairman/woman may allow questions from Committee members to the speaker for clarification only.

The Chairman/woman will deal with the question or statement, or request that an appropriate Member or Officer reply orally. If this is not possible, the member of the public will be provided with a written answer using the contact details provided within ten working days.

If there should be a large number of requests for public speaking regarding one or more items on the agenda, the Chairman/woman may take steps to ensure that the meeting can be conducted in an appropriate fashion; for example, move the agenda item to the beginning of the meeting or limit the number of speakers. If the Chairman/woman should decide to limit the number of speakers, the Democratic Services Officer will ensure that all steps are taken to inform the "unsuccessful" speakers in advance and a written reply will be sent within ten working days after the meeting.

This process does not apply to County Councillors as their speaking rights as non-Committee members are covered under 'Attendance of other County Councillors' below. It also does not apply to employees of the Council except when acting as Trades Union representatives or private individuals, as they have sufficient channels of communication, both internally and through their representative bodies.

* *For the purposes of this guide a "member of the public" is defined simply as anyone who lives or works in Cambridgeshire or is affected by a decision made in Cambridgeshire.*

** *This procedure does not apply to meetings of Full Council and Planning Committee as these meetings have their own procedures.*

MOTIONS TO COUNCIL

To: Council

Meeting Date: 19th March 2019

From: Director of Governance and Legal Services and Monitoring Officer

Purpose: To consider proposed changes to the Constitution, recommended by Constitution and Ethics Committee, regarding rules relating to motions to Council.

Recommendation: That Full Council:

- a) approve amendments to the Council's Constitution, as recommended by the Constitution and Ethics Committee, and set out in the report at Appendix 1; and
- b) authorise the Monitoring Officer, in consultation with the Chairman 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.

<i>Officer contact:</i>		<i>Member contact:</i>	
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Tel:	01223 699180	Tel:	01223 706398 (office)

1. BACKGROUND

- 1.1 The Constitution is an evolving document. As such, the opportunity has been taken to consider in detail motions to Full Council. Democratic Services has considered the relevant sections in the Constitutions of six other County Councils to assist with this review.
- 1.2 Part 4 – Rules of Procedure, Part 4.1 – Council Procedure Rules, Sections 10 to 14, as contained within the Constitution, cover motions.

2. PROPOSED CHANGES TO CONSTITUTION

- 2.1 The Constitution and Ethics Committee, at its meeting on 28th February 2019, discussed and agreed to recommend changes to the Council's Constitution to full Council.

Notice

- 2.2 The Constitution refers to written notice. It is proposed to expand this to include electronic notice.

Motion set out in Agenda

- 2.3 Some Members have expressed concern regarding the interpretation of “notice” in Section 10.2 of the Constitution. It has been interpreted as just informing the Proper Officer of the intention to submit a motion. Therefore a Councillor can send an e-mail immediately after a Council meeting for the next meeting without giving full details of their motion. It is proposed to revise the wording to make clear that the full motion in its draft form must be submitted to determine the order of motions on the agenda.

Number of Motions

- 2.4 The Committee considered whether to introduce a limit to the number of motions for debate at an ordinary meeting. At its meeting on 20th March 2018, the Council considered eight separate motions. Given this number of motions, it was agreed to propose to limit Councillors to one motion at an ordinary meeting, and to recommend a limit of five motions per meeting. It also agreed to recommend that notices of motions should not be accepted at the annual budget meeting.

Scope

- 2.5 It is proposed that motions about the conduct of individual Councillors and employees should be prohibited, as there are other channels to raise such questions e.g. complaints regarding breaches of the Code of Conduct, and the Council's Complaints Process. It is also proposed to prohibit any motion which raises exempt information or information normally considered ‘confidential’. A motion cannot make any abusive or defamatory comments.

Rules of Debate

Officers Addressing the Council

- 2.6 There are occasions when it may be appropriate for an officer, at the invitation of the Chairman/woman, to address the Council or to answer questions. The Committee may wish to consider whether to add some appropriate wording.

- 2.7 The changes proposed above are set out in **Appendix 1**, additions in bold and deletions in strikethrough.

Source Documents	Location
Council's Constitution	https://cambridgeshire.cmis.uk.com/ccc_live/Documents/PublicDocuments.aspx
Constitution and Ethics Committee – 28 February 2019	Constitution and Ethics Committee meeting 28/02/2019

Extract from Constitution

10. MOTIONS ON NOTICE

10.1 Notice

Except for motions which can be moved without notice under Rule 11, written **or electronic** notice of motions for discussion at Council meetings, excluding extraordinary or special meetings **and the annual budget meeting** of the Council or the first annual meeting of a new Council, must be delivered to the Proper Officer not later than 12.00 noon 14 days before the date of the meeting. The Proper Officer will maintain a public record of all motions submitted. **Any Councillor may give notice of not more than one motion for consideration at an ordinary meeting.**

Other than at the annual budget meeting for which no notices of motions shall be accepted, a maximum of five motions shall be accepted for debate at an ordinary meeting of the Council under this standing order.

10.2 Motion set out in Agenda

Motions for which notice has been given will be listed on the agenda in the order in which notice **of the full written motion in its draft form** was received, unless the member giving notice states, in writing, that he/she proposes to move it to a later meeting or withdraw it.

10.4 Motions affecting Councillor or persons employed by the Council

Motions will not be permitted to raise the competence or performance of a councillor or officer, nor any matter involving exempt information or normally considered 'confidential'. A motion cannot make any abusive or defamatory comments.

11. MOTIONS WITHOUT NOTICE

The following motions may be moved without notice:

- (a) To appoint a Chairman/woman of the meeting at which the motion is moved.
- (b) In relation to the accuracy of the minutes.
- (c) To change the order of business in the agenda.
- (d) To refer something to an appropriate body or individual.
- (e) To appoint a committee or member arising from an item on the summons for the meeting.
- (f) To receive reports or adoption of recommendations of committees or officers and any resolutions following from them.
- (g) To withdraw a motion.
- (h) To amend a motion.
- (i) To proceed to the next business.
- (j) That the question be now put.
- (k) To adjourn a debate.
- (l) To adjourn a meeting.
- (m) To suspend a particular Council Procedure Rule.

- (n) To exclude the public and press in accordance with the Access to Information Rules.
- (o) To not hear further a member named under Rule 19.3 or to exclude him/her from the meeting under Rule 19.4.
- (p) To give the consent of the Council where its consent is required by this Constitution.

12. RULES OF DEBATE

12.1 No Speeches Until Motion Seconded

No speeches may be made after the mover has moved a proposal and explained the purpose of it until the motion has been seconded.

12.2 Right to Require Motion or Amendment In Writing

Unless notice of the motion or amendment has already been given, the Chairman/woman may require it to be written down and handed to him/her before it is discussed.

12.3 Seconders' Speech

When seconding a motion or amendment, a member may reserve his/her speech until later in the debate.

12.4 Content and Length of Speeches

Speeches must be directed to the question under discussion or to a personal explanation or point of order. No speech may exceed five minutes without the consent of the Chairman/woman.

12.5 When a Member may Speak Again

A member who has spoken on a motion may not speak again whilst it is the subject of debate, except:

- (a) To speak once on an amendment moved by another member.
- (b) To move a further amendment if the motion has been amended since he/she last spoke.
- (c) If his/her first speech was on an amendment moved by another member, to speak on the main issue (whether or not the amendment on which he/she spoke was carried).
- (d) In exercise of a right of reply.
- (e) On a point of order.
- (f) By way of personal explanation.

12.6 Amendments to Motions

(a) An amendment to a motion must be relevant to the motion and will either be:

- (i) To refer the matter to an appropriate body or individual for consideration or reconsideration.
- (ii) To leave out words.

- (iii) To leave out words and insert or add others.
- (iv) To insert or add words.

(v) As long as the effect of (ii) to (iv) is not to negate the motion.

- (b) An amendment to a motion must be delivered to the Monitoring Officer and Democratic Services Manager in its intended final form not later than noon one working day before the date of the meeting at which the motion is to be considered. If more than one amendment is received, amendments will be taken at the meeting in the order in which they were received by the Democratic Services Manager

If no withdrawal, confirmation or change is received by the Monitoring Officer, it will be assumed that the amendment is to be considered in its initial form.

No other amendment may be moved at the meeting except where the Chairman/woman of Council may permit, at his or her absolute discretion, in exceptional circumstances and to ensure the efficient or proper discharge of the Council's business, a further amendment or amendments to be moved.

- (c) Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been disposed of.
- (d) If an amendment is not carried, other amendments to the original motion may be moved.
- (e) If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.
- (f) After an amendment has been carried, the Chairman/woman will advise the meeting of the content of the amended motion before accepting any further amendments, or if there are none, put it to the vote.

12.7 **Alteration of Motion**

- (a) A member may alter a motion of which he/she has given notice with the consent of the meeting. The meeting's consent will be signified without discussion.
- (b) A member may alter a motion which he/she has moved without notice with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion.
- (c) Only alterations to the motion which could be made as an amendment may be made.

12.8 **Withdrawal of Motion**

A member may withdraw a motion which he/she has moved with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion. No member may speak on the motion after the mover has asked permission to withdraw it unless permission is refused.

12.9 **Right of Reply**

- (a) The mover of a motion, whether amended or not, has a right to reply at the end of the debate on the motion, immediately before it is put to the vote.
- (b) If an amendment is moved, the mover of the original motion has the right of reply at the close of the debate on the amendment, but may not otherwise speak on it.
- (c) The mover of the amendment has no right of reply to the debate on his/her amendment.

12.10 **Motions which may be Moved During Debate**

When a motion is under debate, no other motion may be moved except the following procedural motions:

- (a) To withdraw a motion.
- (b) To amend a motion.
- (c) To proceed to the next business.
- (d) That the question be now put.
- (e) To adjourn a debate.
- (f) To adjourn a meeting.
- (g) To exclude the public and press in accordance with the Access to Information Rules.
- (h) To not hear further a member named under Rule 19.3 or to exclude him/her from the meeting under Rule 19.4.

12.11 **Closure Motions**

- (a) A member may move, without comment, the following motions at the end of a speech of another member:
 - (i) to proceed to the next business.
 - (ii) that the question be now put.
 - (iii) to adjourn a debate.
 - (iv) to adjourn a meeting.
- (b) If a motion to proceed to next business is seconded and the Chairman/woman thinks the item has been sufficiently discussed, he/she will give the mover of the original motion a right of reply and then put the procedural motion to the vote.
- (c) If a motion that the question be now put is seconded and the Chairman/woman thinks the item has been sufficiently discussed, he/she will put the procedural motion to the vote. If it is passed he/she will give the mover of the original motion a right of reply before putting his/her motion to the vote.
- (d) If a motion to adjourn the debate or to adjourn the meeting is seconded and the Chairman/woman thinks the item has not been sufficiently discussed and cannot reasonably be so discussed on that occasion, he/she will put the procedural motion to the vote without giving the mover of the original motion the right of reply.

12.12 Point of Order

A member may raise a point of order at any time. The Chairman/woman will hear them immediately. A point of order may only relate to an alleged breach of these Council Rules of Procedure or the law. The member must indicate the rule or law and the way in which he/she considers it has been broken. The ruling of the Chairman/woman on the matter will be final.

12.13 Personal Explanation

A member may make a personal explanation at any time. A personal explanation may only relate to some material part of an earlier speech by the member which may appear to have been misunderstood in the present debate. The ruling of the Chairman/woman on the admissibility of a personal explanation shall be final.

12.14 Officers Addressing the Council

Officers will not normally be called upon to address the Council or to answer questions unless specifically requested to do so by the Chairman/woman of the Council. This rule shall not apply to the provision of procedural advice by the Monitoring Officer or to the Head of Paid Service and Chief Finance Officer when acting in their statutory roles.

13. STATE OF COUNTY DEBATE

- 13.1 The Chairman/woman, in consultation with the Leader, may convene meetings of the Council to discuss matters relating to the state of the County. The application of these Rules to such meetings may be varied in accordance with a detailed protocol agreed by the Council.

14. PREVIOUS DECISIONS AND MOTIONS

14.1 Motion to Rescind a Previous Decision

A motion or amendment to rescind a decision made at a meeting of Council within the past six months cannot be moved unless the notice of motion is signed by at least a third of members.

14.2 Motion Similar to One Previously Rejected

A motion or amendment in similar terms to one that has been rejected at a meeting of Council in the past six months cannot be moved unless the notice of motion or amendment is signed by at least a third of members. Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for six months.

CAMBRIDGESHIRE COUNTY COUNCIL
APPOINTMENTS TO OUTSIDE BODIES: COUNTY COUNCIL APPOINTMENTS

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	GUIDANCE CLASSIFICATION	CONTACT DETAILS
Cambridgeshire and Peterborough Combined Authority	11	1	Replace Councillor Ian Bates with the Deputy Leader of the Council – Councillor Roger Hickford as the substitute member	Other Public Body	Democratic Services Room 117 Shire Hall Cambridge CB3 0AP

Agenda Item: 11a)

Cambridgeshire & Peterborough Combined Authority

Reports from Constituent Council Representatives on the Combined Authority

Member representatives

Meeting	Dates of Meeting	Representative
Overview and Scrutiny	25 February 2019	Councillor David Connor Councillor Lucy Nethsingha
Combined Authority Board	27 February 2019	Councillor Steve Count

The above meetings have taken place in February 2019

Overview and Scrutiny Committee- Monday 25 February 2019

The Overview and Scrutiny Committee met on 25 February 2019 and the decision summary is attached at **Appendix 1**

Combined Authority Board meeting – Wednesday 27 February 2019

The Combined Authority Board met on 27 February 2019 and the decision summary is attached at **Appendix 2**.

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



Appendix 1

OVERVIEW AND SCRUTINY COMMITTEE-Decision Statement

Meeting: 25th February 2019

Minutes: [Overview and Scrutiny Committee: Minutes](#)

Chair: Councillor Lucy Nethsingha

Summary of decisions taken at this meeting.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1.	Apologies	Apologies received from: Cllr Doug Dew, substituted by Cllr Jon Neish Cllr Tom Sanderson Cllr Grenville Chamberlain, substituted by Cllr Peter Topping Cllr Marcus Gehring sent apologies for the beginning of the meeting.
2.	Declaration of Interests	There were no declarations of interest.

3.	Minutes	<p>The minutes of the meeting held on the 28th January 2019 were agreed as a correct record.</p> <p>The following points were raised under matters arising:-</p> <p>Councillor Allen commented that he had raised concerns at the last meeting around the Arup report and the proposed route for the CAM and was informed that further information was due to be issued in relation to this but this was yet to come to fruition.</p> <p>The Committee requested that they receive feedback from their questions posed to the Board.</p>
4.	Public Questions	There were no public questions received.
5.	Mayor for the Combined Authority	<p>The Mayor for the Combined Authority had sent his apologies and the Interim Chief Executive Officers, Kim Sawyer and John Hill agreed to answer questions from the committee.</p> <p>The following points were discussed:-</p> <p>In response to a question from the Vice Chair on the CAM report and the importance of engagement from officers and the Board, the Chief Executive Officer, Kim Sawyer agreed that this would be looked into and she would liaise with the Vice Chair regarding this.</p> <p>In response to a question on the Local Transport Plan consultation process the Chief Executive Officers advised that this was being looked into</p>

6.	Mayor's Charity Ball	<p>The Committee received the report from the Interim Monitoring Officer which provided factual background for the Committee on the probity of the expenditure and income from the Mayor's Charity Ball being put through the Combined Authority accounts.</p> <p>The following points were made during the discussion:-</p> <ul style="list-style-type: none"> •An amount of £9,385.67, had been paid to the social enterprise company PTSD999 Ltd last week and that an amount of £1600 had been paid to the organisation on evening of the Mayor's Ball. •Officers confirmed that the organisation Blue heroes were not the beneficiaries of the Mayor's fundraising. •Officers advised that the Mayor had a general power of competence which allowed him to do anything that the Combined Authority, local authority or an individual could legally do; the Mayor had taken the decision to hold the ball last year, this decision had been recorded and legal advised had been sought and provided by the Monitoring Officer. <p>The Chair, Cllr Nethsingha proposed that should the Mayor choose to hold another ball this year that the Overview and Scrutiny Committee receive a briefing note on the management processes that would be used for the event.</p> <p>With 4 votes for and 6 against and 1 abstention the motion failed.</p> <p>The Committee noted the report.</p>
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7.	Affordable Housing Schemes Update	<p>The Committee received the presentation from the Director for Housing, Roger Thompson and Affordable Housing Programme Manager, Alex Francis.</p> <p>The following points were raised:-</p> <ul style="list-style-type: none"> •Members raised concerns around whether additionality was being achieved with these projects and officers advised that there was a continuous dialogue with housing and planning officers to ensure additionality was achieved. It was suggested that the Finance Team conduct a review internally to ensure this was part of the appraisal process. •The Director of Housing advised that the application process for submitting projects had been improved with a revamped funding agreement that included claw back arrangements should schemes generate profits above those originally anticipated. •All projects were subject to an appraisal process; applicants needed to submit business plans which were approved by the Board. •The Interim Chief Finance Officer confirmed that his team were involved with all schemes that were brought forward. <p>The Committee requested that the officers provided an update in three months' time at the June meeting and that they include a report in addition to a presentation so that members had time to consider the information.</p> <p>The Committee thanked the officers for the presentation and answering their questions.</p>
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8.	Overview and Scrutiny Project Stack	<p>The Committee received the report from the Director for Strategy and Planning which provided a list of the current, ongoing and completed projects for the Combined Authority.</p> <p>The Committee agreed that the list was helpful but could benefit from having some narrative included to provide context.</p> <p>Some members requested that a full report with priorities, rag ratings and a dashboard be provided to the committee.</p> <p>The officer advised that the Board received detailed reports quarterly and that a discussion should be had with the Chair on how to provide information to the Overview and Scrutiny Committee to align with the information provided to the Board.</p> <p>The Committee agreed that the director for Strategy and Planning should discuss this with the Board and return to the April Overview and Scrutiny meeting to present an alternative version for the committee to consider.</p>
9.	Review of the Combined Authority Board Agenda	<p>The Committee reviewed the agenda due to come to the Board on Wednesday 27th February 2019.</p> <p>The Committee agreed to raise the following questions to the Board on Wednesday in addition to those above:-</p> <p>1) The Committee wanted to make the Board aware that they had serious concerns around the Peterborough University project and would be requesting an update on this at their next meeting.</p>

10.	Mass Rapid Transport Task and Finish Group Final Report	<p>The Committee received the report from the Vice Chair for the Committee which provided the final report from the Task and Finish Group on the Mass Rapid Transport (CAM) proposal.</p> <p>The Vice Chair advised that he would work with the Interim Chief Executive Officer and the Director for Transport to arrange for the questions at Appendix 2 to be responded to.</p> <p>The Committee requested that the Director for Transport attend the March Overview and Scrutiny Committee to answer questions around the Cam report going to the Board that month.</p> <p>The Committee thanked the Vice Chair for his hard work on the Task and Finish Group and acknowledge that the report produced by the CFPS would help provide a framework for the committee to use when approaching future reviews.</p> <p>The Committee agreed to:</p> <ul style="list-style-type: none"> (a) Comment and note the report produced by the Task and Finish Group (b) Agree to recommend that the report be submitted to the Combined Authority Board for consideration as part of their discussions around the CAM report at the March meeting. (c) Review the questions to be put forward to the Director for Transport and the Chairman of the Transport Committee. (d) Invite the Director for Transport and the Chairman of the Transport Committee to the March Overview and Scrutiny Committee to discuss the CAM report alongside the report produced by the Task and Finish Group before this report is presented to the Combined Authority Board at their meeting on the 27th March 2019.
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11.	Member Update on Activity of Combined Authority	No updates were received from members.
12.	Combined Authority Forward Plan	The Committee received and considered the Combined Authority Forward Plan and had no comments or suggestions at this time.
13.	Overview and Scrutiny Work Programme Report	<p>The Committee received the report which outlined the work programme for the committee for the municipal year 2018/19.</p> <p>The Committee received the report which outlined the work programme for the committee for the municipal year 2018/19.</p> <ul style="list-style-type: none"> • The Committee requested that the Mayor be invited to the March meeting. • The Committee requested that an Affordable Housing Update report be brought to the June meeting. • The Committee requested that an alternative version of the Project register be brought to their April meeting. • The Committee requested that the Director for Transport attend the March Overview and Scrutiny Committee to answer questions around the Cam report going to the Board that month. • The Committee requested that an update on the Peterborough University be added to the work programme for next month's meeting if possible. • The Committee requested that they become more involved in the Bus Task Force and would welcome an opportunity to discuss this in future. • The Chair advised that she would work with the Scrutiny Officer on the committees work programme and would circulate this to members.

14.	<p>Call In of Item 3 on the Employment Committee agenda for the meeting on the 13th February 2019 – Restructuring of the Management and Departments of the Cambridgeshire and Peterborough Combined Authority’</p>	<p>The Committee discussed the call-in request received by five members of the committee with the four points below being the areas of concern.</p> <ol style="list-style-type: none"> 1) That the proposals do not include a director of finance. 2) That the proposals do not include a director of transport. 3) That the proposals do include a significant expansion of the Mayor’s private office and a significant increase in the number of politically appointed staff. 4) That it would be better to wait until the new Chief Executive is in post before making decisions about the staffing structure, as the skills and experience of the Chief Exec could have important implications for staffing structure needed to support them. <p>The Committee considered each call-in issue and voted on whether to uphold the call in request for each one and send it back to the Employment Committee to reconsider.</p> <ol style="list-style-type: none"> 1) That the proposals do not include a director of finance; <ul style="list-style-type: none"> - with 3 votes for, 8 votes against and 2 abstentions the committee voted not to uphold this issue of the call in. 2) That the proposals do not include a director of transport. <ul style="list-style-type: none"> - with 6 votes for and 6 votes against and 1 abstention the committee voted not to uphold this issue of the call in. 3) That the proposals do include a significant expansion of the Mayor’s private office and a significant increase in the number of politically appointed staff.
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		<p>- with 5 votes and 7 votes against and 1 abstention the committee voted not to uphold this issue of the call in.</p> <p>4) That it would be better to wait until the new Chief Executive is in post before making decisions about the staffing structure, as the skills and experience of the Chief Exec could have important implications for staffing structure needed to support them.</p> <p>- with 4 votes for and 8 votes against and 1 abstention the committee voted not to uphold this issue of the call in.</p> <p>The Committee agreed to not uphold the call-in request and as a result the decision taken at the Employment Committee on the 13th February 2019 could be implemented immediately.</p>
15.	Date of Next Meeting	<p>The Committee agreed that the next meeting would be held at Cambridgeshire County Council with a start time of 11am and a pre-meeting starting at 10:15am on the 25th March 2019.</p>



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Appendix 2

CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY	
Decision Statement	
Meeting:	27th February 2019
Minutes:	<u>Cambridgeshire and Peterborough Combined Authority: Minutes</u>

Summary of decisions taken at this meeting.

Item	Topic	Decision
	Part 1 – Governance Items	
1.1	Announcements, Apologies and Declarations of Interest	Apologies were received from Councillor S Count (Substituted by Councillor I Bates) and Councillor C Roberts (Substituted by Councillor A Bailey). There were no declarations of interest.

1.2	Minutes - 30 th January 2019	It was resolved to: Approve the minutes of the meeting of 30 th January 2019 as a correct record.
1.3	Petitions	None received.
1.4	Public Questions	None received
1.5	Forward Plan	It was resolved to: Note the Forward Plan.
	Part 2- Finance	
2.1	Budget Monitor Update	The Board considered a report providing an update of income and expenditure for the year to the end of December 2018. It was resolved to: Note the financial position of the Combined Authority for the year to date.
	Part 3- Combined Authority Matters	
3.1	£100m Affordable Housing Programme – Scheme Approval, Springfield Avenue, March.	As part of the Devolution Deal, the Combined Authority successfully secured £100 million from Government to deliver 2,000 affordable home across Cambridgeshire and Peterborough. The Board considered a report providing details of a new scheme to consider in the context of the overall investment pipeline for the Combined Authority's £100m programme.

		<p>It was resolved to:</p> <p>Commit grant funding of £440,000 from the £100m Affordable Housing programme to support delivery of new affordable housing on a scheme at Springfield Avenue, March, Fenland subject to the conditions set out in paragraph 3.11.</p>
3.2	Strategic Spatial Framework Phase 2	<p>The Board considered a report outlining a revised timetable and process, including arrangements for working with planning authorities, for the next stages of work on the Cambridgeshire and Peterborough Non-Statutory Strategic Spatial Framework (NSSF).</p> <p>It was resolved to:</p> <p>Agree the work programme and approach for Phase 2 of the Strategic Spatial Framework.</p>
3.3	Quarterly Performance Reporting	<p>The Board considered a report providing the next quarterly update on performance reporting, as agreed by the Board in October 2018.</p> <p>It was resolved to:</p> <p>Note the February Delivery Dashboard</p>
3.4	University of Peterborough Funding	<p>The Board considered a report seeking approval to release £446,000 to University Centre Peterborough as arrears of funding payment for project delivery against agreed project outputs during the period September 2018- March 2019.</p> <p>It was resolved to:</p> <p>Agree the £446,000 payment to University Centre Peterborough contingent upon the funding agreement being executed before funding is released.</p>

	Part 4 – Motion Submitted under Proceedings of Meetings Rule 14	
4.1	Motion from Councillor Lewis Herbert	<p>The Board considered a motion submitted under proceedings of meetings rule 14 from Councillor Lewis Herbert, seconded by Councillor Bridget Smith.</p> <p>On being put to the vote, both the substantive Motion and the Amended Motion proposed by Councillor Herbert were lost.</p>
	Part 5- Date of next meeting	
5.1	10.30am Wednesday 27 March 2019, Kreis Viersen, Shire Hall, Cambridge, CB3 0AP	

CAMBRIDGESHIRE AND PETERBOROUGH FIRE AUTHORITY UPDATE

TO: Cambridgeshire County Council

FROM: Chairman, Cambridgeshire and Peterborough Fire Authority

DATE: 19 March 2019

1. HER MAJESTY'S INSPECTORATE OF CONSTABULARY AND FIRE AND RESCUE SERVICES (HMICFRS) – INSPECTION OUTCOME

- 1.1 Council will be aware from our last report that Cambridgeshire Fire and Rescue Service (CFRS) was inspected by HMICFRS in July 2018 along with 13 other fire and rescue services to assess how effective and efficient the organisation is in its activities to prevent, protect the public against and respond to fires and other emergencies. The inspectors also assessed how well the organisation looks after its workforce. The three areas that were inspected can be summarised as;
- **effectiveness** - how effective is the Service at keeping people safe and secure from fire and other risks,
 - **efficiency** - how efficient is the Service at keeping people safe and secure from fire and other risks,
 - **people** - how well does the organisation look after its people.
- 1.2 Each of the three key areas above also have a total of 11 supporting questions for the inspectors to look at and each one of these is also given a judgement score. There are four possible outcomes in the judgement criteria; outstanding, good (this is where HMICFRS expect every service to be), requires improvement and inadequate (serious or critical failings in policy, practice or performance).
- 1.3 The Authority was pleased to learn that the Service was judged as **good** in all three key areas and across the board in all of the supporting questions – one of only two fire and rescue services in the first tranche of inspections to achieve this and one of only three to get **good** for how well it looks after its people.
- 1.4 Areas in which potential improvement was highlighted have been assessed and built into the integrated risk management action plan for delivery in 2019/20 and areas that were praised will continue to be monitored and improved where possible.
- 1.5 HMICFRS released a national summary report of the 14 services inspected in the first tranche in which several examples of good practice by CFRS were highlighted and a letter of congratulations has also been received from the Rt Hon Nick Hurd MP, Minister of State for Policing and the Fire Service within which he states *“providing this level of performance is a testament to your drive and focus on delivering an effective and efficient fire and rescue service to*

the public and to ensuring the wellbeing of your staff”

- 1.6 The full inspection report can be found at <http://www.cambsfire.gov.uk/cambridgeshire-fire-and-rescue-service-report-2018-19v1.pdf>

2. FIRE AUTHORITY BUDGET 2019/20 AND RELATED FINANCIAL MATTERS

- 2.1 At its meeting on 7 February 2019, the Fire Authority considered a report on its budget, reviewed the Budget Book 2019/20 and approved the following recommendations;
- an Authority budget requirement of £29,505,000,
 - an Authority precept of Authority Tax from District Authorities and Peterborough City Authority of £20,088,000,
 - an Authority Tax for each band of property, based on the number of band D equivalent properties notified to the Fire Authority by the District Authorities and Peterborough City Authority (283,970) ranging from Band A at £47.16 to Band H at £141.48,
 - approval of the Prudential and Treasury Indicators as set out in the Budget Book (page 9),
 - approval of the Treasury Management Strategy Statement as set out in the Budget Book (pages 8 to 13),
 - approval of the Capital Programme as detailed in the Budget Book (page 6),
 - approval of the Minimum Revenue Provision Policy Statement as detailed in the Budget Book (page 14).
- 2.2 By way of background, the Draft Revenue Support Grant settlement was received on 13 December 2018 and the draft Authority budget was presented to the Policy and Resources Committee on 20 December 2018. The Committee endorsed the proposed budget and associated precept increase of 2.88%. A consultation process on the recommended council tax increase (equating to an average of £2 per year) was undertaken and feedback from this process was overwhelmingly positive.
- 2.3 The budget for 2019/20 has been built including an additional burden for the Authority associated with the changes to the Firefighter Pension Scheme SCAPE (superannuation contributions adjusted for past experience) rate, pay inflation forecasts of 2% (subject to negotiations with the various representative bodies) and costs associated with the revised maternity arrangements (see paragraph 2.4 below).
- 2.4 Also at its February meeting, the Authority approved revised maternity pay provisions (part of the strategic work of the Service to attract and retain a more diverse workforce), the Pay Policy Statement 2019/20 and a Members' Allowances Scheme 2019/20. Further, as part of the Equality and Inclusion Compliance Report and its commitment to transparency the Authority also approved and subsequently published its Gender Pay Gap Report 2018. Full

details of the Budget Book and all these documents can be found on the CFRS website.

3. MEMBER OF CAMBRIDGESHIRE FIRE AND RESCUE SERVICE (CFRS) RECOGNISED IN NEW YEARS HONOURS LIST 2019

- 3.1 As I'm sure Council will be aware the Honours List dates back to 1890 and recognises the achievements and service of extraordinary people across the United Kingdom. The Authority was delighted to hear that Station Commander Farshid (Farsh) Raoufi had joined the elite cadre of individuals who have been recognised for their outstanding, selfless service with the award of Member of the Order of the British Empire.
- 3.2 Since joining CFRS Farsh has diligently played a key role positively supporting equality and inclusion work, influencing community safety activities, helping to devise appropriate personal protective equipment and uniforms for female employees and improved transparency of our recruitment, promotion and transfer processes. He has also devoted a significant amount of his time volunteering in his local community working with young people, vulnerable adults and those who find themselves in the judicial system.

4. FIRE BRIGADES UNION (FBU) NATIONAL BLACK AND ETHNIC MINORITY OFFICER

- 4.1 The FBU has a number of national officials; one of these roles is the Black and Ethnic Minority Officer. The role has been influential in supporting the fire and rescue community ambition to both attract and retain a more diverse workforce. An opportunity arose and a firefighter from CFRS was selected to take up this position.
- 4.2 Whilst the role is an important part of the FBU structure, it is currently unfunded. The remit of the position also dictates that for any individual to be able to take the role forward, a certain amount of time away from their main employment will be required. Officers met with the individual concerned, together with the FBU Regional Secretary, to explore how the Service could reasonably support this agenda. These discussions enabled an agreement, subject to certain criteria, to be reached.
- 4.3 At its meeting in November 2018 the Authority endorsed this appointment believing that by having a member of CFRS engaged in this agenda, at a national level, will help the Service maximise its potential to attract and retain a more diverse workforce.

BIBLIOGRAPHY

Source Documents	Location	Contact Officer
Fire Authority Minutes 2018/19	Fire Service HQ Hinchingsbrooke Cottage Huntingdon	Michelle Rowe 01223 699180 Michelle.rowe@cambridgeshire.gov.uk