

Thursday, 09 July 2020

Democratic and Members' Services

Fiona McMillan
Monitoring Officer

10:00

Shire Hall
Castle Hill
Cambridge
CB3 0AP

COVID-19

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

AGENDA

Open to Public and Press

CONSTITUTIONAL MATTERS

1 Apologies for absence and declarations of interest

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

2 Minutes - 25th June 2020

To Follow

3 Environment and Sustainability Committee - Action Log

3 - 4

4 Petitions and Public Questions

DECISIONS

5	Finance Monitoring Report - May 2020	5 - 44
6	Approve Grid Connection Costs for St Ives Smart Energy Grid	45 - 60
7	Solar Carport Project – Integration works into the Civic Hub To Follow	
8	Swaffham Prior Community Heat Project: Heat Supply Agreement and Retail Offer for Consultation To Follow	
9	Appointment to External Boards - Local Nature Partnership (Natural Cambridgeshire) Governance	61 - 108
10	Cambridgeshire County Council's Response to Covid-19 To Follow	
11	Environment and Sustainability Committee Agenda Plan, Training Plan and Appointments to Outside Bodies and Internal Advisory Groups and Panels	109 - 114

The Environment and Sustainability Committee comprises the following members:

Councillor Josh Schumann (Chairman) Councillor Tim Wotherspoon (Vice-Chairman)

Councillor Anna Bradnam Councillor Lorna Dupre Councillor Ian Gardener Councillor John Gowing Councillor Peter Hudson Councillor Jocelyne Scutt Councillor Mathew Shuter Councillor Graham Wilson

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

Clerk Name: James Veitch

Clerk Telephone: 01223 715619

Clerk Email: james.veitch@cambridgeshire.gov.uk

**ENVIRONMENT &
SUSTAINABILITY POLICY &
SERVICE COMMITTEE**



Minutes-Action Log

Introduction:

This is the updated action log as at **1st July 2020** and captures the actions arising from the most recent Environment and Sustainability Committee meetings and updates Members on the progress on compliance in delivering the necessary actions.

Minutes of 25 th June 2020						
10.	Renewable Heating Programme (Environment Fund)	Steve Cox	Requested that a briefing note be circulated to the Committee in July or August, providing an update on the programme's finances.	The Quarterly Monitoring Report on the work of the Climate Change and Energy Unit is scheduled for distribution during August as a For Information item. It is proposed to include a regular section in this report on the Renewable Heating Programme to update Members.	In Progress	
13.	Cambridgeshire County Council's Response to Covid-19	Steve Cox	Requested more information regarding the financial figures found within the report, as they differed from the figures found within the Covid-19 report being presented to Health	A briefing note is being prepared for circulation on 3rd July 2020.	In Progress	

			Committee on the 25 th June 2020.		
--	--	--	--	--	--

FINANCE MONITORING REPORT – MAY 2020

To: Environment and Sustainability Committee

Meeting Date: 9th July 2020

From: Steve Cox - Executive Director, Place & Economy
Chris Malyon - Chief Finance Officer

Electoral division(s): All

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

Purpose: To present to Environment & Sustainability Committee the Finance Monitoring Report (FMR) for Place & Economy Services as at the end of May 2020.

The report is presented to provide Committee with an opportunity to note and comment on the financial position as at the end of May, and agree the revised 2020/2021 capital budgets.

Recommendation: The Committee is asked to:

- confirm support for the capital budget changes as detailed in Appendix 8 and refer them to General Purposes Committee for approval.
- review, note and comment upon the report

<i>Officer contact:</i>		<i>Member contacts:</i>	
Name:	Sarah Heywood	Names:	Cllr Joshua Schumann
Post:	Strategic Finance Manager	Post:	Chairman of the Environment and Sustainability Committee
Email:	Sarah.heywood@cambridgeshire.gov.uk	Email:	joshua.schumann@cambridgeshire.gov.uk
Tel:	01223 699714	Tel:	01223 706398

1. BACKGROUND

- 1.1 The appendix attached provides the financial position for the whole of Place & Economy Services, and as such, not all of the budgets contained within it are the responsibility of this Committee. To aid Member reading of the report, budget lines that relate to the Highways and Transport Committee are unshaded and those that relate to the Environment and Sustainability Committee are shaded in Appendix 1. Members are requested to restrict their questions to the lines for which this Committee is responsible.

2. MAIN ISSUES

- 2.1 The report attached as Appendix A is the Place & Economy Services Finance Monitoring Report for 2020/21 as at the end of May 2020. Place and Economy as a whole is forecasting a bottom line revenue overspend of £3.6m.
- 2.2 £5.2m of forecast pressures are attributable to the impacts of Covid-19. The majority of these pressures are for the loss of income which is used to fund existing services. These pressures and the assumptions on the recovery profile of income are being closely monitored and regularly reviewed. Offsetting the Covid-19 pressures is a £600K underspend on waste and a £1m prior year adjustment on street lighting.
- 2.3 Capital: The capital budgets were approved as part of the Business Plan but since then the budgets have been updated to reflect the carry-forwards from last financial year, re-profiling of budget to reflect expected expenditure patterns, and funding changes. Appendix 8 in the Finance Monitoring Report provides a breakdown of all these changes, and Committee is asked to confirm support to these changes and refer them to General Purposes Committee for approval.

3. ALIGNMENT WITH CORPORATE PRIORITIES

- 3.1 **A good quality of life for everyone**
There are no significant implications for this priority.
- 3.2 **Thriving places for people to live**
There are no significant implications for this priority.
- 3.3 **The best start for Cambridgeshire's children**
There are no significant implications for this priority.
- 3.4 **Net zero carbon emissions for Cambridgeshire by 2050**
There are no significant implications for this priority.

4. SIGNIFICANT IMPLICATIONS

- 4.1 **Resource Implications**
The resource implications are contained within the body of the report.
- 4.2 **Procurement/Contractual/Council Contract Procedure Rules Implications**
There are no significant implications within this category.

4.3 Statutory, Legal and Risk Implications

There are no significant implications within this category.

4.4 Equality and Diversity Implications

There are no significant implications within this category.

4.5 Engagement and Communications Implications

There are no significant implications within this category.

4.6 Localism and Local Member Involvement

There are no significant implications within this category.

4.7 Public Health Implications

There are no significant implications within this category.

Source Documents	Location
None	

Place & Economy Services**Finance Monitoring Report – May 2020****1. SUMMARY****1.1 Finance**

Previous Status	Category	Target	Current Status	Section Ref.
Green	Income and Expenditure	Balanced year end position	Red	2
Green	Capital Programme	Remain within overall resources	Green	3

2. INCOME AND EXPENDITURE**2.1 Overall Position**

Forecast Variance - Outturn (Previous Month) £000	Directorate	Budget 2020/21 £000	Actual £000	Forecast Variance - Outturn (May) £000	Forecast Variance - Outturn (May) %
0	Executive Director	605	120	0	0
0	Highways	23,054	2,408	+3,447	+15
0	Passenger Transport	7,316	66	0	0
0	Environmental & Commercial Services	38,957	-2,969	+110	0
0	Infrastructure & Growth	2,054	628	0	0
0	External Grants	-15,516	0	0	0
0	Total	56,470	252	3,557	6

The service level budgetary control report for May 2020 can be found in [appendix 1](#).

Further analysis of the results can be found in [appendix 2](#).

2.1.2 Covid Pressures

Pressure	Original forecast £000	Revised forecast £000
Waste additional costs	400	570
Parking Operations loss of income	4,143	3,936
Park & Ride loss of Income	497	497
Traffic Management loss of income	294	94

Planning Fee loss of Income	60	60
Highways Asset Management loss of income	51	30
Total Expenditure	5,445	5,187

The financial impact of staff redeployments as a result of the pandemic (internal recharges) are not reflected in this report – these are currently being reviewed for future reporting, although redeployments are cost neutral to the Council overall.

2.2 Significant Issues

Covid-19

As detailed in the table 2.1.1, there are significant pressures within the service relating to the Covid-19 virus. The majority of these are for the loss of income which is used to fund existing services. These pressures are being regularly monitored and assumptions have been made on the level of income which will be received this financial year.

Waste Private Finance Initiative (PFI) Contract

The tonnage of waste and recyclables collected at the kerbside up to the end of April has increased due to the impact of COVID 19 which will result in increased treatment costs and recycling credit payments to the city and district councils. The temporary closure of the Household Recycling Centres (HRCs) has resulted in less waste being collected than originally forecast. However this position may change over the coming months as residents dispose of waste that was stored while sites were closed. The additional measures required to implement social distancing at the re-opened HRCs have created an additional burden on the waste budget. Although COVID related impacts have created an additional pressure on the service budget of approximately £570,000 this will potentially be offset by savings from an overall reduction in total waste collected if this trend continues.

Street Lighting

A one off adjustment of £998k is expected to be paid this year for prior year contract adjustments.

3. BALANCE SHEET

3.1 Reserves

A schedule of the Service's reserves can be found in [appendix 5](#).

3.2 Capital Expenditure and Funding

Expenditure

No significant issues to report this month.

Funding

£1m per year is repayable to Highways England as the County Council's £25m local contribution towards the A14 (repayable over 25 years). This was initially to be funded from the Integrated Transport block, however as the majority of this funding has already been committed, it was felt it would be better to fund the 2020/21 contribution from additional borrowing. The additional request for funding was agreed by General Purposes Committee (GPC) in April.

A further grant has been awarded for Emergency Active Travel Funding, mainly to fund pop-up cycle lanes. An indicative amount has been announced, payable to the Combined authority for which we would expect £419,000. Currently this grant is excluded from any figures in this report.

All other schemes are funded as presented in the 2020/21 Business Plan.

A detailed explanation of the position can be found in [appendix 6](#).

APPENDIX 1 – Service Level Budgetary Control Report

Previous Forecast Outturn Variance		Budget 2020/21	Actual May 2020	Forecast Outturn Variance	
£000's		£000's	£000's	£000's	%
Executive Director					
0	Executive Director	605	120	-0	0%
0	Executive Director Total	605	120	-0	0%
Highways					
0	Asst Dir - Highways	160	26	0	0%
0	Local Infrastructure Maintenance and Improvement	9,137	451	-0	0%
0	Traffic Management	-165	243	94	57%
0	Road Safety	487	103	-0	0%
0	Street Lighting	10,302	754	-1,064	-10%
0	Highways Asset Management	461	324	-17	-4%
0	Parking Enforcement	0	-46	3,936	0%
0	Winter Maintenance	2,664	-56	0	0%
0	Bus Operations including Park & Ride	7	607	497	6968%
0	Highways Total	23,054	2,408	3,447	15%
Passenger Transport					
0	Community Transport	2,653	39	0	0%
0	Concessionary Fares	4,663	27	0	0%
0	Passenger Transport Total	7,316	66	0	0%
Environmental & Commercial Services					
0	County Planning, Minerals & Waste	386	73	60	16%
0	Historic Environment	57	53	50	88%
0	Flood Risk Management	425	55	0	0%
0	Energy Projects Director	32	-455	0	0%
0	Energy Programme Manager	115	24	0	0%
0	Waste Management	37,943	-2,719	0	0%
0	Environmental & Commercial Services Total	38,957	-2,969	110	0%
Infrastructure & Growth					
0	Asst Dir - Infrastructure & Growth	162	27	0	0%
0	Major Infrastructure Delivery	1,300	342	0	0%
0	Transport Strategy and Policy	34	68	0	0%
0	Growth & Development	557	120	0	0%
0	Highways Development Management	0	72	0	0%
0	Infrastructure & Growth Total	2,054	628	0	0%
0	Total	71,986	252	3,557	5%
Grant Funding					
0	Non Baseline Grants	-15,516	0	0	0%
0	Grant Funding Total	-15,516	0	0	0%
0	Overall Total	56,470	252	3,557	6%

APPENDIX 2 – Commentary on Forecast Outturn Position

Number of budgets measured at service level that have an adverse/positive variance greater than 2% of annual budget or £100,000 whichever is greater.

Service	Current Budget for 2020/21 £'000	Actual £'000	Outturn Forecast	
			£'000	%
Street Lighting	10,302	754	-1,064	-10
A one off adjustment of £998k is expected to be paid this year for prior year contract adjustment.				
Parking Enforcement	0	-46	+3,936	0
With restrictions around the Covid-19 virus, there is expected to be a significant shortfall in income especially for on street parking and bus lane enforcement. The assumptions behind this shortfall is continually being monitored.				
Bus Operations including Park & Ride	7	607	+497	+6,968
With restrictions around the Covid-19 virus, there is expected to be a significant shortfall in income for this service. The assumptions behind this shortfall is continually being monitored.				
County Planning, Minerals & Waste	386	73	+60	+16
With restrictions around the Covid-19 virus, there is expected to be a shortfall in income for this service. The assumptions behind this shortfall is continually being monitored.				
Historic Environment	57	53	+50	+88
The Historic Environment team (HET) generates the majority of its operating costs from a variety of income sources. Some posts in the team are more focused to income generation than others, and some of these are currently redeployed due to the Covid-19 virus. HET's ability to generate income has been severely impacted by COVID.				
Waste Management	37,943	-2,719	0	0
The tonnage of waste and recyclables collected at the kerbside up to the end of April has increased due to the impact of COVID 19 which will result in increased treatment costs and recycling credit payments to the city and district councils. The temporary closure of the Household Recycling Centres (HRCs) has resulted in less waste being collected than originally forecast. However this position may change over the coming months as residents dispose of waste that was stored while sites were closed. The additional measures required to implement social distancing at the re-opened HRCs have created an additional burden on the waste budget. Although COVID related impacts have created an additional pressure on				

the service budget of approximately £570,000 this will potentially be offset by savings from an overall reduction in total waste collected if this trend continues.

APPENDIX 3 – Grant Income Analysis

The table below outlines the additional grant income, which is not built into base budgets.

Grant	Awarding Body	Expected Amount £'000
Grants as per Business Plan	Various	15,516
Non-material grants (+/- £30k)		0
Total Grants 2020/21		15,516

APPENDIX 4 – Virements and Budget Reconciliation

	£'000	Notes
Budget as per Business Plan	56,470	
Non-material virements (+/- £30k)		
Current Budget 2020/21	56,470	

APPENDIX 5 – Reserve Schedule

Fund Description	Balance at 31st March 2020	Movement within Year	Balance at 31st May 2020	Yearend Forecast Balance	Notes
	£'000	£'000	£'000	£'000	
Other Earmarked Funds					
Deflectograph Consortium	32	0	32	30	Partnership accounts, not solely CCC
Highways Searches	27	0	27	0	
On Street Parking	1,944	0	1,944	0	
Streetworks Permit scheme	131	0	131	100	
Highways Commuted Sums	860	(83)	777	800	
Streetlighting - LED replacement	39	(0)	39	0	
Flood Risk funding	20	0	20	0	
Real Time Passenger Information (RTPI)	216	0	216	150	
Waste - Recycle for Cambridge & Peterborough (RECAP)	14	0	14	0	Partnership accounts, not solely CCC
Travel to Work	197	0	197	180	Partnership accounts, not solely CCC
Steer- Travel Plan+	66	0	66	52	
Waste reserve	984	0	984	0	
Other earmarked reserves under £30k	138	0	138	0	
Sub total	4,669	(83)	4,586	1,312	
Capital Reserves					
Government Grants - Local Transport Plan	0	0	0	0	Account used for all of P&E
Other Government Grants	370	0	370	0	
Other Capital Funding	4,654	7	4,661	0	
Sub total	5,024	7	5,031	0	
TOTAL	9,693	(76)	9,617	1,312	

APPENDIX 6 – Capital Expenditure and Funding

Capital Expenditure

2020/21						
Total Scheme Revised Budget	Original 2020/21 Budget as per BP	Scheme	Revised Budget for 2020/21	Actual Spend (May)	Forecast Spend - Outturn (May)	Forecast Variance - Outturn (May)
£'000	£'000		£'000	£'000	£'000	£'000
		Integrated Transport				
421	200	- Major Scheme Development & Delivery	421	12	421	0
1,039	882	- Local Infrastructure Improvements	1,039	-33	1,039	0
922	594	- Safety Schemes	922	12	922	0
345	345	- Strategy and Scheme Development work	345	14	345	0
		Delivering the Transport Strategy Aims				
2,280	1,243	- Highway schemes	2,280	-131	2,280	0
		- Cycling schemes				
200	0	- Fenstanton to Busway	200	0	200	0
180	0	- Dry Drayton to NMU	152	1	152	0
400	58	- Hardwick Path Widening	196	4	196	0
930	0	- Bar Hill to Longstanton	60	3	60	0
450	0	- Girton to Oakington	200	-6	200	0
16	0	- Arbury Road	12	0	12	0
991	0	- Papworth to Cambourne	891	15	891	0
678	0	- Wood Green to Godmanchester	678	0	678	0
150	0	- Busway to Science Park	15	0	15	0
51	45	- Other Cycling schemes	51	5	51	0
23	23	- Air Quality Monitoring	23	0	23	0
25,000	1,000	- A14	1,000	0	1,000	0
17,531	14,591	Operating the Network	17,531	-612	17,580	49
		Highway Services				
83,416	4,300	- £90m Highways Maintenance schemes	4,902	-124	4,853	-49
6,000	6,000	- Pothole grant funding	6,000	-31	6,000	0
146	0	- Safer Roads Fund	10	28	10	0
		Environment & Commercial Services				
11,064	2,763	- Waste Infrastructure	150	1	150	0
680	0	- Northstowe Heritage Centre	596	52	596	0
1,000	146	- Energy Efficiency Fund	422	0	422	0
		Infrastructure & Growth Services				
9,116	0	- Huntingdon - West of Town Centre Link Road	0	0	0	0
49,000	0	- Ely Crossing	147	-1,515	147	0
149,791	0	- Guided Busway	0	6	0	0
0	0	- Cambridge Cycling Infrastructure	37	11	37	0
1,975	0	- Fendon Road Roundabout	740	99	740	0
350	0	- Ring Fort Path	265	1	265	0
1,200	0	- St Neots Northern Footway and Cycle Bridge	30	1	30	0
4,850	0	- Chesterton - Abbey Bridge	2,490	3	2,490	0
33,500	3,020	- King's Dyke	10,400	34	10,400	0
1,000	0	- Scheme Development for Highways Initiatives	377	0	377	0
150	0	- A14	0	42	0	0
22	0	- Other schemes	35	1	35	0
1,553	0	Combined Authority Schemes	1,553	444	1,553	0
11,682	0	Wisbech Town Centre Access Study	3,641	190	3,641	0
280	0	A505	280	0	280	0
2,818	0	Coldham's Lane Roundabout	1,100	8	1,100	0
	243	Capitalisation of Interest	243	0	243	0
421,200	35,453		59,434	-1,465	59,434	0
	-6,402	Capital Programme variations	-6,402	0	-6,402	0
	29,051	Total including Capital Programme variations	53,032	-1,465	53,032	0

The increase between the original and revised budget is partly due to the carry forward of funding from 2019/20, this is due to the re-phasing of schemes, which were reported as underspending at the end of the 2019/20 financial year. The phasing of a number of schemes have been reviewed since the published business plan. This still needs to be agreed by the Service Committees and by General Purposes Committee. (GPC). See Appendix 8 for a breakdown of changes.

The Capital Programme Board have recommended that services include a variation budget to account for likely slippage in the capital programme, as it is sometimes difficult to allocate this to individual schemes in advance. As forecast underspends start to be reported, these are offset with a forecast outturn for the variation budget, leading to a balanced outturn overall up to the point when slippage exceeds this budget. The allocations for these negative budget adjustments have been calculated and shown against the slippage forecast to date.

APPENDIX 7 – Commentary on Capital expenditure

Revised Budget for 2020/21	Forecast Spend - Outturn (May)	Forecast Variance (May)	Variance Last Month (April)	Movement	Breakdown of Variance	
					Underspend/ Overspend	Rephasing
£'000	£'000	£'000	£'000	£'000	£'000	£'000
Fendon Road Roundabout						
740	740	0	0	0	0	0
<p>The project has experienced some significant challenges with underground utility equipment and also been impacted by the Covid-19 pandemic. A specific report detailing how these issues and the budget now required to complete the project will be presented to the Highways & Transport Committee on 7th July.</p>						
Abbey Chesterton Bridge						
2,490	2,490	0	0	0	0	0
<p>The construction contract covers Chisholm Trail Phase One and Abbey-Chesterton Bridge under one contract and the majority of costs have been charged to Chisholm Trail budget. The 2019/20 CCC budget contribution has therefore been carried forward to the current financial year.</p> <p>The Chisholm Trail and Abbey Chesterton Bridge project has experienced a significant number of issues that are forecast to lead to time and cost increases. These include unanticipated delays and costs related to:</p> <ul style="list-style-type: none"> • Access to land required to deliver the scheme • Design and fabrication issues • Ecology • Third party agreements and approvals • Protracted approval process with Network Rail to work in proximity of the railway • Impact of the Coronavirus pandemic 						

Further details will be reported as soon as the impact of the above issues are fully understood and are therefore able to be quantified.

King's Dyke

10,400	10,400	0	0	0	0	0
--------	--------	---	---	---	---	---

King's Dyke now has a signed contract with Jones Bros and is moving forward rapidly towards mobilisation of the construction site. The project has now re-baselined its forecast expenditure profile according to the new construction contract programme. This new programme leads to adjustments for more work scheduled to be complete this financial year over original estimates. This reprofiling of expenditure brings forward spend and the overall budget remains unaffected.

Capital Funding

2020/21				
Original 2020/21 Funding Allocation as per BP £'000	Source of Funding	Revised Funding for 2020/21 £'000	Forecast Spend - Outturn (May) £'000	Forecast Funding Variance - Outturn (May) £'000
18,781	Local Transport Plan	17,781	17,781	0
0	Other DfT Grant funding	6,000	6,000	0
199	Other Grants	5,959	5,959	0
411	Developer Contributions	4,257	4,257	0
12,798	Prudential Borrowing	11,159	11,159	0
3,021	Other Contributions	14,035	14,035	0
35,210		59,191	59,191	0
-6,159	Capital Programme variations	-6,159	0	6,159
29,051	Total including Capital Programme variations	53,032	59,191	6,159

The increase between the original and revised budget is partly due to the carry forward of funding from 2019/20, this is due to the re-phasing of schemes, which were reported as underspending at the end of the 2019/20 financial year. The phasing of a number of schemes have been reviewed since the published business plan.

Funding	Amount (£m)	Reason for Change
New funding (Specific Grant)	5.16	Funding not previously shown in the business plan – Wisbech access strategy – Combined Authority (£3.641m), A14 Cycling schemes – Highways England (£1.472m).
Additional Funding / Revised Phasing (Section 106 & CIL)	3.75	Developer contributions to be used for a number of schemes. Chesterton Abbey Bridge (£2.025m), Fendon

		Road Roundabout (£0.740m), Ring Fort Path (£0.265m), Traffic Signal replacement (£0.575m)
Additional funding / Revised Phasing (Other Contributions)	11.00	Coldham's lane roundabout, reimbursement from the combined authority (£1.1m). Other combined authority funded schemes (£1.833m). Chesterton – Abbey Bridge (£0.414m). King's Dyke, revised phasing (£7.38m).
Additional Funding / Revised Phasing (Prudential borrowing)	3.36	Additional funding required for A14 contribution (£1.0m) Rephasing of Highways Maintenance funding.

Appendix 8 - Details of budget changes to be agreed

	£'000	Comment
Carry forward from previous year		
Major Scheme Development & Delivery		
- Stuntney Cycleway	158	
- Northstowe Busway	63	
Local Highway Improvements	116	
Safety Schemes	328	
Delivering the Transport Strategy Aims - Highways	937	
Delivering the Transport Strategy Aims - Cycling		
- Fenstanton to Busway	200	
- Dry Drayton to NMU	152	
- Hardwick Path widening	138	
- Bar Hill to Longstanton	18	
- Girton to Oakington	124	
- Arbury Road	12	
- Papworth to Cambourne	215	
- Busway to Science Park	70	
- Other cycling schemes	26	
Operating the Network		
Carriageway & Footway maintenance	1,412	
Bridge Strengthening	642	
Traffic Signal replacement	886	
Highways Maintenance £90m	386	
Waste - North Cambridge HWRC	180	
Northstowe Heritage Centre	476	
Energy Efficiency fund	276	
Ely Crossing	147	
Cambridge Cycling Infrastructure	37	
Ring Fort path	28	
St Neots Northern footway and cyclebridge	30	
Chesterton Abbey Bridge	1,447	
Scheme Development for Highway Initiatives	377	
Total carry forward	8,881	
Revised phasing		
Busway to Science Park	-55	
Other cycling schemes	-20	
Waste - North Cambridge HWRC	-2,793	
Northstowe Heritage Centre	120	
Chesterton Abbey Bridge	1,043	
Cycling City Ambition grant	35	
King's Dyke	7,380	
Wisbech Town centre access study	3,641	Combined authority funded scheme
Total rephasing	9,351	
New funding		
Local Highway Improvements	41	3rd party contribution
Delivering the Transport Strategy Aims - Highways	100	S106 developer contribution
Bar Hill to Longstanton	42	Part of £3m funding from Highway England towards A14 cycling schemes
Girton to Oakington	76	Part of £3m funding from Highway England towards A14 cycling schemes
Papworth to Cambourne	676	Part of £3m funding from Highway England towards A14 cycling schemes
Wood Green to Godmanchester	678	Part of £3m funding from Highway England towards A14 cycling schemes
Highways Maintenance £90m	216	Use of rebate from Skanska
Safer Roads fund scheme	10	Use of reserve to complete scheme
Fendon Road roundabout	740	Additional S106 developer contribution
Ring Fort Path	237	Additional S106 developer contribution
Combined Authority schemes	1,553	Funding of schemes by the Combined Authority
A505	280	Combined authority funding
Coldham's lane roundabout	1,100	Combined authority funding
Total new funding	5,749	

Red Amber Green (RAG) rating
RED – Not delivered within the target completion date (financial year)
AMBER – Highlighted concerns regarding delivery by completion date
GREEN – On target to be delivered by completion date
Update as at 09.06.2020

CAMBRIDGE CITY WORKS PROGRAMME

Local Member & Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/19 completion date)	Project Update and any Issues or Variance Explanation
Carried Forward from 2018/19					

Total Local Highway Initiative (LHI) Schemes		27			
Total Completed		24			
Total Outstanding		3			
Cllr Linda Jones 30CPX02274	Petersfield	Mill Road	Parking restriction - Extend Traffic Regulation Order (Traffic Regulation Order) Operation	RED	Delayed at request of County Councillor to deliver alongside 19/20 scheme. Due to COVID-19 we are awaiting on a revised delivery date from contractor to resource the work.
Cllr Sandra Crawford 30CPX02285	Cherry Hinton	Church End	Civils - Physical Traffic Calming	RED	Delayed due to scope changes from original application and investigation of alternative solutions by officers. Scheme now planned for delivery from 21/07/2020.
Cllr Linda Jones 30CPX02296	Petersfield	Great Northern Road	Civils - Zebra crossing	RED	Delayed until road adopted and becomes public highway.

Local Member & Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/20 completion date)	Project Update and any Issues or Variance Explanation
Current Schemes 19/20					
Total LHI Schemes		25			
Total Completed		21			
Total Outstanding		4			
Cllr Kavanagh	Romsey	Mill Rd	Parking restrictions - Extension to existing parking restrictions	RED	Informal consultation delayed due to local elections. Due to COVID-19 we are awaiting on revised delivery date from contractor. Expected delivery alongside 18/19 scheme.
Cllr Kavanagh	Romsey	Cromwell Rd	Parking restrictions	RED	Majority of lining completed, some still outstanding which is planned for week commencing 08/06/2020.

Cllr Crawford/ various applicants	Cherry Hinton	Walpole Rd/ Cherry Hinton Rd junction	Raised feature - Raised table	RED	Delayed due to length of time for the consultation and subsequent contractor mobilisation. Order raised, waiting on delivery date from contractor, which is awaiting works on Fendon Road to be completed as this forms part of the diversion work.
Cllr Taylor	Queen Edith's	Holbrook Rd	Raised feature - Speed cushions	RED	Delayed due to length of time for the consultation and subsequent contractor mobilisation. Following consultation, County Cllr has indicated that the residents preference is for an mobile vehicle activated unit only, awaiting feedback to confirm.

Local Member & Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/21 completion date)	Project Update and any Issues or Variance Explanation
Current Schemes for 2020/21					

Total LHI Schemes		24			
Total Completed		0			
Total Outstanding		24			
Cllr Jones	Petersfield	Perowne St	Parking Restrictions - Install a no loading at any time ban up to the parking bays both sides of Perowne street.	GREEN	Initial design completed, sent to applicant for review and comment before starting consultation.
Cllr Crawford	Cherry Hinton	Fulbourn Old Drift	Parking Restrictions - School keep clear at gate and single yellow restriction.	GREEN	Initial design completed, sent to applicant for review and comment before starting consultation.
Cllr Jones	Petersfield	Various around ward	Street lights - Install 4 no new streetlights to provide additional lighting on footpaths.	GREEN	Design sent to County Cllr for review, waiting on feedback.
Cllr Ashwood	Trumpington	Long Road	MVAS unit and warning signs near the school.	GREEN	Mobile Vehicle Activated Sign being procured seperately as part of countywide package in Mid-June 2020.
Cllr Jones	Petersfield	Brooklands Avenue	Signs / Lines - Clearer signage along the route and lining to identify that it is a dual use footway.	GREEN	Design complete, applicant approved, submitted for costing on 18/05/2020.
Cllr Scutt	Arbury	Cunningham Close	Civils - Birdsmouth / knee-rail fencing positioned behind existing concrete bollards, extending fully to the boundary of existing footways.	GREEN	Design complete, applicant approved, submitted for costing on 18/05/2020.
Cllr Whitehead	Abbey	New Street	Raised Feature - Build out the kerbline to narrow the carriageway and afford better visibility for pedestrians. This will require the removal of two on road parking spaces. Construct a new flat top hump which will provide a flush surface, and remove the existing round-top hump.	GREEN	Site Visits / Initial Designs being undertaken currently.
Cllr Scutt	Arbury	French's Road	Civils - New dropped kerbs to access path. Change path to Shared use (as currently footpath only). Widen path at Harvey Goodwin Ave exit to allow more usable width and look to relocate bins at Frenchs Rd end.	GREEN	Site Visits / Initial Designs being undertaken currently.

Cllr Whitehead	Abbey	Abbey Gardens	Parking restriction - Double yellows lines	GREEN	Initial design completed, sent to applicant for review and comment before starting consultation.
Cllr Jones	Petersfield	Tenison Road	Civils - Installation of 5 wooden bollards along the stretch of Tenison Road.	GREEN	Design complete, applicant approved, submitted for costing on 18/05/2020.
Cllr Scutt	Arbury	Thirleby Close	Parking restrictions - Double yellow lines through the cul-de-sac and junction with Harding Way (except for disabled bay in turning head)	GREEN	Initial design completed, sent to applicant for review and comment before starting consultation.
Cllr Whitehead	Abbey	Whitehill Road	MVAS unit and reinstate junction markings	GREEN	Mobile Vehicle Activated Sign being procured separately as part of countywide package in Mid-June 2020.
Cllr Manning	Chesterton	High Street	Civils - Raise the mini roundabout possibly using bolt down solution. Probably requires a patch under and resurfacing to tie into roundabout edge. Renew surrounding road markings.	GREEN	Site Visits / Initial Designs being undertaken.
Cllr Kavanagh	Romsey	Rustat Road	Civils - Widen existing gates by 1m and repaint them to remove the graffiti. Reinstall block paving in new location. Look to improve footpaths for pedestrians on either side with resurfacing and new bollards as required.	GREEN	Design complete, applicant approved, submitted for costing on 18/05/2020.
Cllr Meschini	Kings Hedges	Cam Causeway	Parking restrictions - Install a verge parking ban between Nuffield Road and Laxton Way and double yellow lines on the western side of Cam Causeway at this location. This will not displace the parking but force the parking onto the carriageway only.	GREEN	Initial design completed, sent to applicant for review and comment before starting consultation.
Cllr Taylor	Queen Edith	Wulfstan Way	Parking Restrictions - Double yellow lines for short section outside numbers 19 and 21 Wulfstan Way	GREEN	Initial design completed, sent to applicant for review and comment before starting consultation.
Cllr Scutt	Arbury	Belmore Close	Parking restrictions - Double yellow lines through turning head	GREEN	Initial design completed, sent to applicant for review and comment before starting consultation.
Cllr Meschini	Kings Hedges	Northfield Avenue	Civils - Install a new informal crossing point north of mini roundabout, with new connecting footway either side and wooden bollards with reflective banding to highlight the location to drivers.	GREEN	Design complete, waiting on feedback from applicant.
Cllr Meschini	Kings Hedges	Cam Causeway	Civils / Signs - Install dropped crossing and tactiles, with bollards either side to highlight new crossing point. Install playground warning signs on all approaches.	GREEN	Design complete, applicant approved, submitted for costing on 26/05/2020.
Cllr Taylor	Queen Edith	Cavendish Avenue	Raised Features - Installation of speed cushions along Cavendish Avenue to reduce vehicle speeds.	AMBER	Site Visits / Initial Designs being undertaken. Waiting on responses from City and County Cllr regarding scheme.
Cllr Crawford	Cherry Hinton	Church End	Parking restrictions - Double Yellow Lines.	GREEN	Initial design completed, sent to applicant for review and comment before starting consultation.
Cllr Nethsinga	Newnham	Hedgerley Close and Conduit Road	Parking restrictions - Double Yellow Lines	GREEN	Initial design completed, sent to applicant for review and comment before starting consultation.
Cllr Richards	Castle	Mount Pleasant	MVAS unit.	GREEN	Mobile Vehicle Activated Sign being procured separately as part of countywide package in Mid-June 2020.

Cllr Jones	Petersfield	Bateman Street	Raised Features - Replace the existing block paved speed cushions with rubberised bolt-down cushions, provide new lining, bollards, and cycle symbols along extent of scheme.	AMBER	Site Visits / Initial Designs being undertaken.
------------	-------------	----------------	--	-------	---

SOUTH CAMBRIDGESHIRE WORKS PROGRAMME

Local Member & Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/19 completion date)	Project Update and any Issues or Variance Explanation
Carried Forward from 2018/19					

Total LHI Schemes		25*			
Total Completed		24			
Total Outstanding		1			
Cllr Hickford 30CPX02360	Newton	Whittlesford Road/Cambridge Road/Fowlmere Road	Speed cushions/lining adjustments	RED	Delayed due to level of consultation undertaken, combined with similar scheme from 19/20 in the same parish.

Local Member & Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/20 completion date)	Project Update and any Issues or Variance Explanation
Carried Forward from 2019/20					

Total LHI Schemes		17			
Total Completed		13			
Total Outstanding		4			
Cllr McDonald	Fowlmere Parish Council	Village Wide	20mph Speed Limit in village with speed cushions	RED	Delayed due to lead in times for delivery. Order for work raised and due to start on site on 24/07/2020 over 8 days.
Cllr Howell	Cambourne Parish Council	Eastgate	Zebra Crossing	RED	Delayed until road adopted and becomes public highway.
Cllr Topping	Pampisford Parish Council	Brewery Road	Central Island	RED	Delayed due to lead in times for delivery. Order raised. To be delivered 15/07/2020 over 4 days.
Cllr Hickford / Cllr Cuffley	Newton Parish Council	Harston Road	Round top speed table	RED	Delayed due to need to alter traffic management requirements and awaiting revised costs from contractor.

Local Member & Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/21 completion date)	Project Update and any Issues or Variance Explanation
Current Schemes for 2020/21					

Total LHI Schemes		18			
Total Outstanding		18			
Total Completed		0			
Cllr Batchelor	Bartlow	Three buffer zones on Linton Road, Camps Road and Ashdon Road Bartlow with gates to emphasise the speed limit.	Speed Limit - Three buffer zones on Linton Road, Camps Road and Ashton Road with gates to emphasise the speed limit.	GREEN	Design agreed, submitted for Traffic Regulation Order on 20/05/2020, awaiting advertisement date.
Cllr Van Den Ven	Litlington	Bassingbourn Road	Speed Limit / Civils - New 50mph speed limit and footpath maintenance works.	GREEN	Speed limit design submitted for pricing on 18/05/2020 and Traffic Regulation Order on 20/05/2020. Footpath design to follow.
Cllr Bradman	Fen Ditton	Village wide	MVAS	GREEN	Mobile Vehicle Activated Sign being procured seperately as part of countywide package in Mid-June 2020.
Cllr McDonald	Ickleton	Butchers Hill	Lining - Re-line existing edge line to help delineate between vehicular movements and pedestrian movements. Patch parts of the existing informal footway section to ensure pedestrians.	GREEN	Design approved by Parish Council, submitted for pricing on 18/05/2020. Awaiting target cost from contractor.
Cllr Harford	Girton	Various central locations within village	Raised Features / Speed Limit - Install 20mph zone on extents previously identified. Allow for additional 2 sets of speed cushions to be installed in the large gaps between existing calming features. Additionally Parish would like an MVAS with possible mounting locations to be determined later probably on existing street furniture.	GREEN	Site visit complete, now being designed for submisison to Parish Council.
Cllr Kindersley	Arrington	A1198 Arrington village within 40mph and 30mph speed limits	MVAS unit and mounting posts.	GREEN	Mobile Vehicle Activated Sign being procured seperately as part of countywide package in Mid-June 2020.
Cllr Jenkins	Histon & Impington	Village wide - Impington Lane, The Coppice, New Road, Milton Road, New School Road, rear of Manor Park	Civils - Various footway works - either utilising overlay or inlay technique depending on the state of the specific path.	GREEN	Site visit complete, expecting design to be completed in July 2020.

Cllr Bradman	Horningsea	Village Wide	Signs / lines - new warning signs in village near bend of 40 mph buffer zones on both approaches plus relevant road markings.	GREEN	Design approved by Parish Council, submitted for pricing on 18/05/2020.
Cllr Batchelor	Carlton	Church Road	Speed Limit - Install 40mph through Carlton Green ONLY.	GREEN	Design approved by Parish Council, submitted for pricing on 18/05/2020.
Cllr Harford	Dry Drayton	Various locations around village	Flashing wig-wags and MVAS unit.	GREEN	Design approved by Parish Council, submitted for pricing on 25/05/2020.
Cllr Kindersley	Wimpole & Orwell	Junctions at Fishers Lane and Hurdleditch Road (Orwell) Junction at Old Wimpole Road (Wimpole)	Signs / Lines - New signs to warn of junctions, red anti-skid to further highlight this, and new road markings as required to improve driver safety.	GREEN	Design approved by Parish Council, submitted for pricing on 25/05/2020.
Cllr Batchelor	Balsham	Dolls Close, West Wickham Road, West Wrating Road, High Street, Cambridge Road and Linton Road.	MVAS unit.	GREEN	Mobile Vehicle Activated Sign being procured seperately as part of countywide package in Mid-June 2020.
Cllr Howell	Bourn	Broadway	Civils - Priority give way feature.	GREEN	Site visit complete, now being designed for submisison to Parish Council.
Cllr Nieto	Hardwick	Cambridge Road	Raised Features - Installation of new speed cushions along Cambridge Rd.	AMBER	Site visit complete, now being designed for submisison to Parish Council. Looking to tie in with cycle scheme.
Cllr Smith	Swavesey	Boxworth End	Civils - Footpath maintenance	GREEN	Site visit complete, expecting design to be completed in July 2020.
Cllr Batchelor	Horseheath	West Wickham Road	Signs / lines - Gateway treatment and highlighting existing 30mph limit further	GREEN	Design approved by Parish Council, submitted for pricing on 18/05/2020.
Cllr Batchelor	West Wickham	Streetly End	Signs / Lines - New lining and signs at village entrances to highlight vehicles are entering 30mph limit.	GREEN	Design approved by Parish Council, submitted for pricing on 18/05/2020.
Cllr Hickford	Harston	Cambridge Road	Civils - Island repair and maintenance	GREEN	Design approved by Parish Council, submitted for pricing on 27/05/2020.

HUNTINGDONSHIRE WORKS PROGRAMME

Local Member & Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/19 completion date)	
Carried Forward from 2018/19					

Total LHI Schemes		23*	*includes 1 x A14 community funded schemes		
Total Completed		22			
Total Outstanding		1			
Cllr Giles 30CPX02337	St Neots	Nelson Road / Bushmead Road	Junction widening and improvements	RED	Delayed as proposed scheme does not achieve objective. Alternative solution agreed Cllr, Town Council and Balfour Beatty.

Local Member & Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/20 completion date)	Project Update and any Issues or Variance Explanation
Carried Forward from 2019/20					

Total LHI Schemes		21			
Total Completed		8			
Total Outstanding		13			
Cllr Wisson	Waresley-cum-Tetworth	B1040 Gamlingay Road/ B1040 Manor Farm Road	40mph Buffer Zones	RED	Works due to start on 31/03/2020 but delayed due to COVID-19 as supplier shut down. In discussion with contractor to prioritise a new delivery date.
Cllr Criswell	Pidley	B1040 High Street/ Oldhurst Road	Give Way feature	RED	Delayed due to revised plan for scheme following resident complaints. Revised scheme agreed following Parish Council's consultation. Target cost requested 27/04/2020.
Cllr Wisson	St Neots	Loves Farm	Removal and relocation of Give Way features	RED	Relocation works complete. Awaiting programme date for removal of give way lines, as delayed due to COVID-19.
Cllr Downes	Buckden	B661 Perry Road	40mph Buffer Zone and gates	RED	Works due to start 09/04/2020 but delayed due to supplier shut down. In discussion with contractor to prioritise a new delivery date
Cllr Criswell	Bluntisham	Bluntisham Heath Road, Wood End	Relocate 30mph speed limit, install Give Way feature, install 40mph Buffer Zone	RED	Delay due to slow progress through design approval and audit. Parish Council requested a site visit which is delayed due to COVID-19.
Cllr Reynolds	Holywell-cum-Needingworth	Mill Way	New Footway	RED	Footway works complete. Awaiting programme date for top soiling works, which is delayed due to COVID-19.

Cllr Gardener	Hail Weston	High Street	Speed Reduction	RED	Works due to start 14/04/2020 but delayed due to supplier shut down. In discussion with contractor to prioritise a new delivery date.
Cllr Gardener	Tilbrook	Station Road	30mph speed limit	RED	Delayed due to delegated decision required following police objection.
Cllr McGuire	Yaxley	Broadway	Zebra Crossing	RED	Delayed due to discussions with contractors and applicant relating to possible cost increase. Awaiting revised targets from contractor.
Cllr Bywater	Folkesworth & Washingley	Village Area	7.5t Weight Limit	RED	Delayed due to Parish discussions with housing association, agreement reached to reduce scope of scheme to facilitate delivery.
Cllr Reynolds	St Ives	Needingworth Road	Pedestrian Crossing	RED	Delayed due to availability of road space. Awaiting target cost and delivery date from contractor.
Cllr Gardener	Winwick	B660	30mph speed limit	RED	Delayed due to discussions with Parish. Plans now agreed and sent to police for agreement.
Cllr Wisson	Abbotsley	B1046 High Street/Pyms Garden/ High Green/ Blacksmith Lane/ Pitsdeam Road	20mph Speed Limit	GREEN	Works Completed
Cllr Rogers	Upwood & The Raveleys	Raveley Road	Give Way Feature Great Raveley	RED	Delayed due to need for revised design following road safety audit. Awaiting target cost from contractor.
Cllr Rogers	Warboys	B1040 Fenton Road	Give Way Feature and warning signs	GREEN	Works Completed
Local Member & Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/21 completion date)	Project Update and any Issues or Variance Explanation
Current Schemes for 2020/21					

Total LHI Schemes		26			
Total Completed		0			
Total Outstanding		26			
Cllr Wilson	Huntingdon	Hinchingbrooke	Footway widening	GREEN	Site visit on 3rd June 2020. Discussed requirements and feasible design.
Cllr Criswell	Woodhurst	Wheatsheaf Rd & Church Street	Provision of 40mph buffer zones	AMBER	Site Visit carried out / Prelim Design started. Potential delay due to Lead Engineer being redeployed as part of COVID-19 response.
Cllr Wilson	Huntingdon	Butts Grove Way near Thongsley School and Coneygear Park	Installation of pedestrian crossing	AMBER	Site visit and Prelim Design undertaken. Plans sent to Parish Council for feedback. Informal consultation on hold due to COVID-19

Cllr Bywater	Sawtry	Gidding Road	Installation of pedestrian crossing	AMBER	Initial Design commenced.Potential delay due to Lead Engineer being re-deployed as part of COVID-19 response.
Cllr West	Great Paxton	High Street	Priority narrowing's	GREEN	Site Visits / Prelim Designs being undertaken.
Cllr Wilson	Hemingford Abbots	Common Lane, High Street and Ride away	Proposed 20 mph and 30mph speed limits	AMBER	Site Visits / Prelim Design started.Potential delay to due Lead Engineer being redeployed as part of COVID-19 response.
Cllr Gardener	Catworth	Church Road	New footway leading up to the bus stop	AMBER	Site Visit carried out / Prelim Designs started.Potential delay due to Lead Engineer being re-deployed as part of COVID-19 response.
Cllr Gray	Stow Longa	Stow Road/ Spaldwick Road	Provision of 40mph buffer zones, gateway features and provision of MVAS	AMBER	Site Visit carried out / Prelim Designs started.Potential delay due to Lead Engineer being re-deployed as part of COVID-19 response.
Cllr Bywater	Elton	Overend	Proposed road narrowing and provision of a speed hump	AMBER	Site Visit carried out / Prelim Designs started.Potential delay due to Lead Engineer being re-deployed as part of COVID-19 response.
Cllr Tuplin	Kings Ripton	Ramsey Rd	Provision of a Movable Vehicle Activated Sign (MVAS)	AMBER	Site Visit carried out / Prelim Designs started.Potential delay due to Lead Engineer being re-deployed as part of COVID-19 response.
Cllr Gardener	Ellington	Grafham Road & Thrapston Road	Provision of a Movable Vehicle Activated Sign (MVAS) and mounting posts	AMBER	Site Visit carried out / Prelim Designs started.Potential delay due to Lead Engineer being re-deployed as part of COVID-19 response.
Cllr Tuplin	Abbots Ripton	The main roads through and into the village	Heavy Commercial Vehicles (HCV) survey	AMBER	Site Visit carried out / Prelim Designs started.Potential delay due to Lead Engineer being re-deployed as part of COVID-19 response.
Cllr McGuire	Yaxley	New Road, Norman Cross	Waiting restrictions and parking restrictions	AMBER	Prelim Design undertaken. Plans sent to Parish Council for feedback. Informal consultation on hold due to COVID-19
Cllr Downs	Buckden	Mill Road	Provision of a Movable Vehicle Activated Sign (MVAS). Improved lining and priority signage	AMBER	Site Visit carried out / Prelim Designs started.Potential delay due to Lead Engineer being re-deployed as part of COVID-19 response.
Cllr Gardener	Winwick	B660, Old Weston Road	Provision of a Movable Vehicle Activated Sign (MVAS)	AMBER	Site Visit carried out / Prelim Designs started.Potential delay due to Lead Engineer being re-deployed as part of COVID-19 response.
Cllr Gardener	Great Staughton	The Causeway	Speed limit reduction to 30 mph and provision of a Movable Vehicle Activated Sign (MVAS)	GREEN	Site Visits / Prelim Designs being undertaken. Correspondence sent to Parish Council re choice of MVAS units, approval requested.
Cllr Criswell	Colne	B1050 Somersham Road	Footway improvement	AMBER	Site Visit carried out / Prelim Designs started.Potential delay due to Lead Engineer being re-deployed as part of COVID-19 response.
Cllr Bywater	Stilton	North Street, High Street and Church Street	Provision of a Movable Vehicle Activated Sign (MVAS)	AMBER	Site Visit carried out / Prelim Designs started.Potential delay due to Lead Engineer being re-deployed as part of COVID-19 response.
Cllr Downes	Brampton	The Green, Brampton	Installation of pedestrian crossing	GREEN	Site Visits / Prelim Designs being undertaken.
Cllr Bates	Hilton	B 1040 / Potton Road	Conduct a feasibility study	AMBER	Site Visit carried out / Prelim Designs started.Potential delay due to Lead Engineer being re-deployed as part of COVID-19 response.

Cllr Rogers	Warboys	Ramsey Road	Provision of a Movable Vehicle Activated Sign (MVAS) and 40 mph buffer zone	AMBER	Site Visit carried out / Prelim Designs started.Potential delay due to Lead Engineer being re-deployed as part of COVID-19 response. Updated scope confirmed as being 40mph zone and gateways
Cllr Fullers	St Ives	Footpath crossing Erica Road	Provision of crossing point and installation of knee-rail fence	GREEN	Site Visits / Prelim Designs being undertaken.
Cllr Taylor	St Neots	Hawkesden Road, Priory Hill Road	Waiting restrictions	AMBER	Site Visit carried out / Prelim Designs started.Potential delay due to Lead Engineer being re-deployed as part of COVID-19 response.
Cllr Bywater	Holme	B660 Station Rd and B660 Glatton Lane	Provision of 30 mph speed roundel on a red high friction surface (HFS)	AMBER	Site Visit carried out / Prelim Designs started.Potential delay due to Lead Engineer being re-deployed as part of COVID-19 response.
Cllr Gardener	Great and Little Gidding	B660 egress from and ingress to the village	Provision of new warning signs and markings, installation of 40 mph buffer zones and village gateway features	AMBER	Site Visit carried out / Prelim Designs started.Potential delay due to Lead Engineer being re-deployed as part of COVID-19 response.

FENLAND WORKS PROGRAMME

Local Member & Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/20 completion date)	Project Update and any Issues or Variance Explanation
Carried Forward from 2019/20					

Total LHI Schemes	15
Total Completed	12
Total Outstanding	3

Cllr Connor / Cllr Costello	Pondersbridge	B1040 (Ramsey Road, Herne Road) & Oilmills Road	Traffic calming	RED	Delayed due to length of time to agree design with applicant. Order raised, anticipated mid-July 2020 delivery.
Cllr Hoy	Wisbech		Motorcycle prohibition & signs	RED	Order raised 04/02/2020, programme delayed due to Covid-19 and the restrictions working in high pedestrian areas. Awaiting delivery date.
Cllr French / Cllr Count	March	Hundred Road	Footpath extension	RED	Target cost above agreed budget, possibility of scheme delivered under the March Town Transport Strategy. No further works required by Highway Projects.

Local Member & Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/21 completion date)	Project Update and any Issues or Variance Explanation
Current Schemes for 2020/21					

Total LHI Schemes	10
Total Completed	0

Total Outstanding		10			
Cllr Gowing	Fenland Road Safety Campaign	Honey Farm Bends - Sixteen Foot	Installation of safety barriers	GREEN	In preliminary design
Cllr King	Tydd St Giles	Black Dike	Bridleway bridge repairs	GREEN	In detailed design, discussions ongoing with applicant.
Cllr Tierney	Wisbech	South Brink	Traffic Calming	AMBER	In preliminary design, engineer on reduced capacity due to being re-deployed as part of COVID-19 response.
Cllr Hay	Chatteris	Wenny Road	Speed reduction measures	GREEN	Preliminary design completed, target cost received (awaiting checking), sent for road safety audit.
Cllr King	Parson Drove	Sealeys Lane	New Footway	GREEN	Preliminary design completed, site visit undertaken
Cllr Connor	Benwick	Doddington Road	Mobile Vehicle Activated Sign	GREEN	Parish contacted, awaiting response from parish meeting on 01/06/2020
Cllr King	Gorefield	High Road	Footway resurfacing	GREEN	In preliminary design
Cllr King	Leverington	Sutton Road/Leverington Common	Speed limit reduction	AMBER	In preliminary design, engineer on reduced capacity due to being re-deployed as part of COVID-19 response.
Cllr Connor	Doddington	High Street	Footway improvements	GREEN	In preliminary design
Cllr King	Wisbech	North Brink	New one way	GREEN	In preliminary design

EAST WORKS PROGRAMME

Local Member & Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/20 completion date)	Project Update and any Issues or Variance Explanation
Carried Forward from 2019/20					

Total LHI Schemes		11			
Total Completed		8			
Total Outstanding		3			
Cllr Goldsack	Soham Primary School	Kingfisher Drive	Pedestrian crossing facility - possible zebra crossing	RED	Delayed due to agreeing additional costs with applicant. Order raised 05/03/2020. Scheme marked up 02/06/2020, to be resourced shortly by Skanska, delivery has been delayed due to Covid-19.
Cllr Shuter	Cheveley	Ashley Rd / Centre Dr / Duchess Dr	Speed limit reductions with traffic calming	RED	Delayed due to additional scope requested by applicant, earliest possible start date July 2020 due to road closure required. Scheme marked up 02/06/2020 awaiting delivery date.
Cllr Goldsack	Isleham	Beck Road & Maltings Lane	20mph zone & traffic calming	RED	Delayed due to design change following meeting with applicant and local Councillor in November 2019. Works to be postponed to tie in with surface dressing treatment, anticipated July 2020.

Local Member & Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/21 completion date)	Project Update and any Issues or Variance Explanation
-------------------------------	-------------	--------	-------	--	---

Current Schemes for 2020/21

Total LHI Schemes		13			
Total Completed		0			
Total Outstanding		13			
Cllr Schumann	Reach	Fair Green	Vehicle length restriction	GREEN	In preliminary design
Cllr Goldsack	Viva Arts & Community Group	Spencer Drove	Carriageway widening / reconstruction	GREEN	Skanska to design and deliver, due to previous engagement with applicant
Cllr Dupre	Sutton	B1381	Mobile Vehicle Activated Sign	GREEN	Initial contact made with parish, in preliminary design, site visit undertaken.
Cllr Hunt	Haddenham	Hill Row	Mobile Vehicle Activated Sign	GREEN	Initial contact made with parish, in preliminary design, awaiting further response from application re locations.
Cllr David Ambrose Smith	Littleport	Ten Mile Bank	Signing & Lining	GREEN	In preliminary design
Cllr Hunt	Wilburton	High Street	Reduce vehicle speeds	GREEN	In preliminary design
Cllr Bailey	Ely	Beresford Road	Zebra Crossing	GREEN	In preliminary design, site visit undertaken and early discussions with contractor.
Cllr Shuter	Brinkley	Carlton Road	Buffer zone, speed cushions	GREEN	In preliminary design
Cllr Schumann	Chippenham	High Street	Mobile Vehicle Activated Sign	GREEN	Unit type agreed, site visit undertaken, locations to be agreed.
Cllr Shuter	Westley Waterless	Brinkley Road	Traffic calming	GREEN	In preliminary design
Cllr Dupre	Witchford	Main Street	Footway widening	GREEN	In preliminary design
Cllr Schumann	Snailwell	The Street	New Footway	GREEN	In preliminary design, site visit undertaken, spoken with applicant.
Cllr Shuter	Lode	Lode Road	Mobile Vehicle Activated Sign	GREEN	Initial contact made with parish, target cost requested.

Trees

COUNTRYWIDE SUMMARY - HIGHWAY SERVICE

Update as at 04.06.2020

Total to date Countywide (starting 1 January 2017)

Removed	181
Planted	2890

	City	South	East	Fenland	Hunts	Total Countywide
Removed 1st January 2017 to 31st March 2019	10	30	8	4	35	87
Planted 1st January 2017 to 31st March 2019	3	1	2752	0	0	2756

Removed 2019/2020	1	14	62	1	16	94
Planted 2019/2020	0	63	32	8	31	134

This financial year summary;

Removed 2020/2021	1	0	0	0	0	1
Planted 2020/2021	1	0	0	0	0	1

Comparison to previous month;

Apr-20	Removed	Planted
City	1	1
South	1	1
East	0	0
Fenland	0	0
Hunts	0	0
	2	2

May-20	Removed	Planted
City	0	0
South	0	0
East	0	0
Fenland	0	0
Hunts	0	0
	0	0

Please Note: This data comprises of only trees removed and replanted by Highways Maintenance and Highways Projects & Road Safety Teams (inc. LHIs) and Infrastructure and Growth. Whilst officers endeavour to replace trees in the same location they are removed, there are exceptions where alternative locations are selected, as per the county council policy. However trees are replanted in the same divisional area that they were removed.

The April 2020 update includes figures for new trees planted as part of the 2018 Ely Bypass Scheme

Feb 2020 ** 43 trees were removed in relation to the A1303 Road Safety Scheme in East

Feb 2020 ~ 25 trees countywide came down during the recent storms Ciara and Dennis (16 in East and 9 in Hunts)

KEY	
	= Tree Replaced

CAMBRIDGE CITY TREE WORKS

Total Removed in Current Month	MAY	0
Total Planted in Current Month	MAY	0

Ward	Cllr name	Location	Number of trees Removed	Reason Removed	Cllr Informed	Number of trees Replaced in Area
Coleridge	Sandra Crawford	Coldhams Lane	6	Subsidence	Y	
Castle	Jocelynne Scutt	Frenchs Road	1	Obstruction	Y	
Castle	Claire Richards	Mitchams Corner	3	Obstruction	Y	
Newnham	Lucy Nethsingham	Skaters Meadow	1	Obstruction	Y	3
		Fendon Road	1	Major Scheme - Fendon Road Roundabout, replaces a tree removed previously in the year		1
			12			4

SOUTH TREE WORKS

Total Removed in Current Month	MAY	0
Total Planted in Current Month	MAY	0

Parish	Cllr name	Location	Number of trees Removed	Reason Removed	Cllr Informed	Parish informed	Number of trees Replaced in Area
Comberton	Lina Nieto	Kentings	1	Diseased / Dead	Y	Y	1
Cottenham	Tim Wotherspoon	Twentypence Road	2	Natural Disaster	2017-12-02	2017-12-02	2

Duxford	Peter Topping	Ickleton Road	1	Diseased / Dead	2017-02-02	2017-02-02	1
Sawston	Roger Hickford	Mill Lane	12	Diseased / Dead	2017-12-02	2017-12-02	12
Little Shelford	Roger Hickford	Whittlesford Road	1	Obstruction	2018-10-25	2018-10-25	1
Longstowe	Mark Howell	High Street	1	Diseased / Dead	2017-10-10	2017-10-10	1
Oakington	Peter Hudson	Queensway	3	Diseased / Dead	2018-10-25	2018-10-25	3
Sawston	Roger Hickford	Resbury Close	1	Diseased / Dead	2018-10-25	2018-10-25	1
Bassingbourn	Susan van de Ven	North End	2	Diseased / Dead	2018-10-29	2018-10-29	2
Bourn	Mark Howell	Riddy Lane (behind 3 Baldwins Close)	1	Diseased / Dead	2018-10-29	2018-10-29	1
Grantchester	Lina Nieto	Barton Road	1	Diseased / Dead	2018-10-29	2018-10-29	1
Histon	David Jenkins	Parlour Close	1	Damaged	2017-12-02	2017-12-02	1
Girton	Lynda Harford	Thornton Close	1	Diseased / Dead	2018-10-25	2018-10-25	1
Grantchester	Lina Nieto	Mill Way	1	Subsidence	2018-10-29	2018-10-29	1
Little Wilbraham	John Williams	O/s 89 High Street	1	Obstruction	2018-06-01	2018-06-01	1
Waterbeach	Anna Bradnam	Clayhithe Road	1	Diseased / Dead	2019-03-11	2019-03-11	1
Bourn	Mark Howell	Riddy Lane (Church St) corner	4	Diseased / Dead	2019-11-04	2019-11-04	4
Hardwick	Lina Nieto	St Neots Rd	8	Diseased / Dead	2019-11-04	2019-11-04	8
							21
Comberton	Lina Nieto	Swaynes Lane	1	Obstruction	2020-02-27	2020-02-27	
Girton	Lynda Harford	cambridge Road	1	Diseased / Dead	2020-04-30	2020-04-2020	1
			45				65

EAST TREE WORKS

Total Removed in Current Month	MAY	0
Total Planted in Current Month	MAY	0

Parish	Cllr name	Location	Number of trees Removed	Reason Removed	Cllr Informed	Parish informed	Number of trees Replaced in Area
--------	-----------	----------	-------------------------	----------------	---------------	-----------------	----------------------------------

Ely	Anna Bailey	The Gallery	1	Diseased / Dead	2017-09-01	2017-09-01	1
Littleport	David Ambrose Smith	Queens Road no.5	1	Diseased / Dead	2017-03-24	2017-03-24	1
Ely	Anna Bailey	Angel Drove	1	Diseased / Dead	2017-09-01	2017-09-01	1
Ely	Bill Hunt	Main St, Lt Thetford No.16	1	Diseased / Dead	2018-09-20	2018-08-02	1
Ely	Anna Bailey	St Catherines	1	Diseased / Dead	2018-07-11	2018-07-11	1
Ely	Anna Bailey & Lis Every	Lynn Road 83a/85	1	Natural Disaster	2018-07-11	2018-07-11	1
Ely	Anna Bailey	The Gallery	1	Diseased / Dead	2017-09-01	2017-06-22	1
Burwell	Josh Schumann	Causeway	1	Diseased / Dead	2018-11-19	2018-11-19	
Snailwell	Josh Schumann	The Street	1	Natural Disaster	2019-05-11	2019-05-11	
Sutton	Lorna Dupre	Bury Lane	1	Diseased / Dead	2019-09-25	2019-09-25	2
Lode	Mathew Shuter	Northfields	1	Removed in Error	2020-01-27	2020-01-27	
Ely	Anna Bailey & Lis Every	Lynn Road 83a/85	1	Natural Disaster	2020-02-10	2020-02-10	1
Stow cum Quay / Lode / Swaffham Bulbeck	Mathew Shuter / John Williams	A1303	43	A1303 Safety Scheme	2019-11-19	2019-11-19	
Dullingham	Mathew Shuter	Brinkley Road	3	Natural Disaster	2020-20-10	2020-20-10	
Dullingham	Mathew Shuter	Station Road	2	Natural Disaster	2020-20-10	2020-20-10	
Cheveley	Mathew Shuter	Broad Green	5	Natural Disaster	2020-20-10	2020-20-10	
Soham	Mark Goldsack	Northfields	1	Natural Disaster	2020-20-10	2020-20-10	
Snailwell	Josh Schumann	Newmarket Road	1	Natural Disaster	2020-20-10	2020-20-10	
Snailwell	Josh Schumann	The Street	1	Natural Disaster	2020-20-10	2020-20-10	
Chippenham	Josh Schumann	Chippenham Rd	1	Natural Disaster	2020-20-10	2020-20-10	
Cheveley	Mathew Shuter	Ditton Green	1	Natural Disaster	2020-20-10	2020-20-10	
			70				10

Additional Trees

Parish	CLlr name	Location	Number of trees	Replaced Date	Planted Narrative - Which trees are being replaced (Location)		
--------	-----------	----------	-----------------	---------------	---	--	--

Witchford	Lorna Dupre	plot of land	70	Phased rollout - On-going	70 Trees agreed to be planted following initiative between the Parish Council and CCC to help reduce the deficit of trees that had been lost countywide.
Witchford	Lorna Dupre	plot of land	26	Phased rollout - On-going	26 further trees agreed to be planted following initiative between the Parish Council and CCC to help reduce the deficit of trees that had been lost countywide.
Ely		Ely Bypass Project	2678	Project completed in 2018	Number of trees planted as part of the Ely Bypass Scheme
			2774		

Total planted per area = 2784

FENLAND TREE WORKS

Total Removed in Current Month	MAY	0
Total Planted in Current Month	MAY	0

Parish	Cllr name	Location	Number of trees Removed	Reason Removed	Cllr Informed	Parish informed	Number of trees Replaced in Area
Wisbech	Samantha Hoy	Westmead Avenue	1	Diseased / Dead	2018-02-20	2018-02-20	1
March	Janet French	Elliott Road (Avenue Jct with)	1	Diseased / Dead	2018-02-20	2018-02-20	1
Wisbech	Simon Tierney	Southwell Rd	1	Natural Disaster	2018-02-20	2018-02-20	1
March	Janet French	Elwyndene Road	1	Diseased / Dead	2018-05-21	2018-10-23	1
Wisbech	Samantha Hoy	Rochford Walk	1	Diseased / Dead	2019-08-01	2019-08-01	1
							3
			5				8

HUNTINGDON TREE WORKS

Total Removed in Current Month	MAY	0
Total Planted in Current Month	MAY	0

Parish	Cllr name	Location	Number of trees Removed	Reason Removed	Cllr Informed	Parish informed	Number of trees Replaced in Area
Eaton Ford	Derek Giles	Orchard Close	2	Diseased / Dead	2018-03-27	2018-10-29	1
Elton	Simon Bywater	Back Lane	1	Subsidence	2018-03-27	2+C8:G329/10/2018	1
Fenstanton	Ian Bates	Harrison Way	1	Diseased / Dead	2018-03-27	2018-10-29	1
Godmanchester	Graham Wilson	Cambridge Villas	3	Diseased / Dead	2018-03-27	2018-10-29	3
Hartford	Mike Shellens	Longstaff Way	1	Subsidence	2018-03-27	2018-10-29	1
Hemingford Grey	Ian Bates	The Thorpe	1	Natural Disaster	2018-03-27	2018-10-29	1
Huntingdon	Graham Wilson	Coldhams North	1	Diseased / Dead	2018-03-27	2018-10-29	1
Huntingdon	Mike Shellens	Norfolk Road	2	Diseased / Dead	2018-03-27	2018-10-29	1
Huntingdon	Graham Wilson	Queens Drive	1	Diseased / Dead	2018-03-27	2018-10-29	1
St Ives	Ryan Fuller & Kevin Reynolds	Ramsey Rd	1	Natural Disaster	2018-03-27	2018-10-29	1
Wyton	Ian Bates	Banks End	1	Diseased / Dead	2018-03-27	2018-10-29	1
Yaxley	Mac McGuire	Windsor Rd	1	Diseased / Dead	2018-03-27	2018-10-29	1
Warboys	Terence Rogers	Mill Green	2	Subsidence	2018-03-27	2018-10-29	2
Fenstanton	Ian Bates	Little Moor	1	Diseased / Dead	2018-03-27	2018-10-29	1
Hartford	Mike Shellens	Arundel Rd	1	Diseased / Dead	2018-03-27	2018-10-29	1
Huntingdon	Tom Sanderson	Horse Common Lane	1	Diseased / Dead	2018-03-27	2018-10-29	1
St Ives	Ryan Fuller	Chestnut Rd	2	Diseased / Dead	2018-03-27	2018-10-29	2
St Neots	Simone Taylor	Cromwell Rd	2	Diseased / Dead	2018-03-27	2018-10-29	2
Yaxley	Mac McGuire	London Rd/Broadway	1	Natural Disaster	2018-03-27	2018-10-29	1
Yaxley	Mac McGuire	Windsor Rd	1	Subsidence	2018-03-27	2018-10-29	1
Hilton	Ian Bates	Graveley Way	1	Diseased / Dead	2018-03-27	2018-10-29	1
Brampton	Peter Downes	Buckden Road O/S Golf Club	1	Natural Disaster	2018-10-17	2018-10-17	1
Godmanchester	Graham Wilson	O/S School	1	Obstruction	2018-10-17	2018-10-17	1
Huntingdon	Graham Wilson	Claytons Way O/S no 13	1	Diseased / Dead	2018-10-17	2018-10-17	1

Ramsey	Adela Costello	Biggin Lane O/S 29	1	Natural Disaster	2018-10-17	2018-10-17	1
Ramsey Heights	Adela Costello	Upwood Rd O/S Clad's Cottage	1	Diseased / Dead	2018-10-17	2018-10-17	1
St Ives	Ryan Fuller & Kevin Reynolds	Ramsey Rd	1	Subsidence	2018-10-17	2018-10-17	
Hemingford Grey	Ian Bates	High St O/S no 2	1	Diseased / Dead	2018-10-17	2018-10-17	
St Ives	Ryan Fuller & Kevin Reynolds	Michigan Road	3	Dead	2019-06-18	2019-06-18	
St Ives	Ryan Fuller & Kevin Reynolds	Acacia Road	1	Subsidence	2019-06-18	2019-06-18	
Bluntisham	Steve Criswell	High St O/S no 2	1	Dead	2019-07-24	2019-07-24	
Bluntisham	Steve Criswell	Sayers Court	1	Diseased / Dead	2019-07-24	2019-07-24	
Hemingford Grey	Ian Bates	Green Close	1	Dead	2020-01-09	2020-01-09	
Brington	Ian Gardener	High Street	1	Natural Disaster	2020-02-10	2020-02-10	
Great Stukeley	Terence Rogers	Ermine Street	1	Natural Disaster	2020-02-10	2020-02-10	
Bury	Adela Costello	Tunkers Lane	1	Natural Disaster	2020-02-10	2020-02-10	
Warboys	Terence Rogers	Ramsey Rd	1	Natural Disaster	2020-02-10	2020-02-10	
St Ives	Ryan Fuller & Kevin Reynolds	Harrison Way	1	Natural Disaster	2020-02-10	2020-02-10	
Hemingford Grey	Ian Bates	Marsh Lane	1	Natural Disaster	2020-02-10	2020-02-10	
Ramsey	Adela Costello	Wood Lane	1	Natural Disaster	2020-02-10	2020-02-10	
Offord Cluny	Peter Downes	New Road	1	Natural Disaster	2020-02-10	2020-02-10	
Godmanchester	Graham Wilson	West Street	1	Natural Disaster	2020-02-10	2020-02-10	
			51				31

APPROVE GRID CONNECTION COSTS FOR ST IVES SMART ENERGY GRID

To: **Environment and Sustainability Committee**

Meeting Date: **9th July 2020**

From: **Steve Cox, Executive Director, Place and Economy**

Electoral division(s): **St Ives South and Needingworth**

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

Outcome: **To gain approval to accept a grid connection offer from UK Power Networks for the St Ives Park and Ride smart energy grid.**

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

- a) Approve a quote for UK Power Networks to conduct required works to allow the site to import electricity at times of low generation should our option to import electricity via an on-site customer not materialise.**

<i>Officer contact:</i>		<i>Member contacts:</i>	
Name:	Cherie Gregoire	Names:	Councillor Joshua Schumann
Post:	Delivery Manager, Energy Investment Unit	Post:	Chairman of the Environment and Sustainability Committee
Email:	Cherie.gregoire@cambridgeshire.gov.uk	Email:	Joshua.Schumann@cambridgeshire.gov.uk
Tel:	01223 715689	Tel:	01223 706398

1. BACKGROUND

- 1.1 The Smart Energy Grid will combine solar panels installed on carports over the car parking spaces, with battery storage to power the site after dark or when there is insufficient sunlight. The electricity generated will serve all the electricity demand of the site and excess electricity could be sold to local customer(s) directly via a Power Purchase Agreement (PPA). Additional electric vehicle charging points will be added which will also be powered by the low-carbon electricity generated.
- 1.2 The project requires grant funding to be financially viable. An application for grant from the European Regional Development Fund (ERDF) has been made to the Ministry of Housing, Communities & Local Government (MHCLG) and one outstanding condition remains ahead of a full appraisal of the application. The Executive Director of Place and Economy has had regular conversations with MHCLG over the last few months regarding the project and MHCLG has confirmed its continued support for the project.
- 1.3 Since the start of the COVID-19 pandemic, MHCLG staff have stopped assessing grant applications owing to staff being redeployed and have focussed remaining staff on processing grant claims from existing Grant Recipients. At MHCLG's request, potential risks and delays owing to COVID-19 were identified and shared, these are summarised in **Appendix 1**, alongside the wider potential risks and delays.
- 1.4 This project was previously governed by the Commercial and Investment Committee.
- 1.5 In May 2020, Commercial and Investment Committee approved the commencement of minor works on-site so as to retain the planning permission.
- 1.6 The intended outcome of this paper is to secure approval to accept an offer from UK Power Networks to complete the necessary work to connect the project to the electricity grid allowing both import and export of electricity, should the option to connect via one of the Power Purchase Agreement (PPA) customers not materialise.

2. MAIN ISSUES

- 2.1 **Land Title Registration.** MHCLG has identified that registering the land titles which comprise the site is the last condition prior to offering the funding agreement. Their lawyers wish to review the land titles for any conditions which may interfere with building the smart energy grid and will only complete that work once the titles have been registered by the Land Registry. This is normal practice ahead of funding being provided. LGSS Law submitted an application to the Land Registry in December 2019, which was unfortunately rejected as two title deeds were missing. A small amendment was required and the transfer is with the previous landholder for signature. Once this is completed, LGSS Law can resubmit the application to register the Transfer with the Land Registry.
- 2.2 This presents a large risk to the critical path of the project.
- 2.3 For the project, electricity supply will largely be met by electricity generated on-site via the solar modules. However, at times there will be a shortfall in that generation (the shortest days of the year, for example) that will need to be supplemented by grid-supplied electricity.

There are two ways of accomplishing this – via a grid connection owned by a PPA customer or through a direct connection to the grid.

- 2.4 The first option establishes a two-way connection to a customer, allowing the project to sell and purchase electricity. It requires a physical connection to be made to the customer and for there to be sufficient excess capacity within the customer's own grid connection capacity in order to supply the project when needed. This process is only possible with one of the two potential PPA customers and their decision on whether to proceed with a PPA with County Council will be made by the end of June.
- 2.5 At present, the customer's grid connection capacity has sufficient headroom to meet their on-site demands and to supply the park and ride when necessary. Should the company expand production at their site in the future this additional headroom would be required, however, they have committed to increasing their connection capacity to allow for the additional demand created from the expansion of production.
- 2.6 As a contingency, an application was made to UK Power Networks (UKPN) in February 2020 to cover the second option, which would allow us to both import and export electricity from the site, rather than relying on a connection to the PPA customer. A quote for the connection was received in May 2020. For UKPN to complete all required works is estimated to cost £73,120. This is a provisional quote as UKPN was unable to conduct a site visit owing to the COVID-19 pandemic. To accept the quote, payment is due by 5pm on 30 July 2020.
- 2.7 Should the UKPN quote not be accepted, a new application would be required in the future and the cost to connect is likely to increase.
- 2.8 The up-front cost of this option is lower than physically connecting to the grid via a PPA customer (estimated at ~£250,000), however the potential revenues are likely to be lower as they will stem from a combination of selling at a wholesale rate onto the grid, selling electricity to a second PPA customer, expanding the network of electric vehicle chargers and other commercialisation opportunities.
- 2.9 While the preferred option is to connect via the PPA customer's grid connection as it presents a more attractive financial proposition, the alternative was pursued in parallel to manage the risk of a PPA not being agreed.
- 2.10 Distributed generation projects are only allowed one point of connection to the grid. Therefore, should the option to connect directly to the grid be approved, the project would be limited to selling to the second potential PPA customer. Whereas, if the connection were made via one of the customers, it would leave open the option of selling to both potential PPA customers.
- 2.11 Committee's approval is sought to proceed with the grid connection offer through UKPN should the customer decline to proceed with the PPA. In the event a positive decision comes forward, then the delegated approval sought through this paper should not be required.

3. ALIGNMENT WITH CORPORATE PRIORITIES

3.1 A good quality of life for everyone

The project will provide clean renewable energy to power the Park and Ride site's usage, and local customers either directly or via electric vehicle charging, thereby reducing the Council's and Cambridgeshire's carbon footprint, improving air quality and mitigating climate change.

3.2 Thriving places for people to live

As part of the project, a Business Support Programme will be delivered to share the lessons learned in developing and designing a Smart Energy scheme. Twelve hours of business support for a minimum of 40 companies will be delivered and this is costed as part of the overall business case. The expectation is that the support will reduce barriers for other companies to develop complex energy projects like this one.

3.3 The best start for Cambridgeshire's children

There are no significant implications for this priority.

3.4 Net zero carbon emissions for Cambridgeshire by 2050

This project has a positive contribution to achieving net zero carbon emissions in the county by 2050.

4. SIGNIFICANT IMPLICATIONS

4.1 Resource Implications

The cost is described above in paragraph 2.6.

4.2 Procurement/Contractual/Council Contract Procedure Rules Implications

Bouygues Energies & Services were originally procured under a mini-competition run under the Refit 2 Framework. CCC and Bouygues entered into a construction contract in November 2016 prior to its expiration. That contract will be varied to reflect changes since it was agreed and prior to works commencing.

4.3 Statutory, Legal and Risk Implications

Please see Appendix 1. Note that these reflect overall risks to the project, not solely to this decision in relation to the grid connection. No statutory or legal risks have been identified by officers.

4.4 Equality and Diversity Implications

There are no significant implications within this category.

4.5 Engagement and Communications Implications

Local Members, the St Ives Town Council, and the Park and Ride team have been notified as to the status of the project. An article on the project was published in the Town Council publication *The Bridge* in September 2019, and has been posted online at various corporate sites and local newspapers. Public meetings were held in October 2019. Communication with the public and local Members will increase once a Funding Agreement is offered.

4.6 Localism and Local Member Involvement

See paragraph 4.5 above.

4.7 Public Health Implications

There are no significant implications within this category. To the extent the project offsets fossil fuel powered electricity generation or petrol fuel for vehicles, there would be a small improvement in public health.

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	Yes Name of Financial Officer: Ellie Tod
Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the LGSS Head of Procurement?	Yes Name of Officer: Gus DeSilva
Has the impact on statutory, legal and risk implications been cleared by LGSS Law?	Yes Name of Legal Officer: Fiona McMillan
Have the equality and diversity implications been cleared by your Service Contact?	Yes Name of Officer: Elsa Evans
Have any engagement and communication implications been cleared by Communications?	Yes Name of Officer: Eleanor Bell
Have any localism and Local Member involvement issues been cleared by your Service Contact?	Yes Name of Officer: Emma Fitch
Have any Public Health implications been cleared by Public Health?	Yes Name of Officer: Iain Green

Source Documents	Location
<ol style="list-style-type: none"> 1. Smart Energy Grid Demonstrator Project, St Ives Park and Ride – Outline Business Case, paper to 16 September 2016 Assets and Investment Committee 2. Smart Energy Grid – Update on European Regional Development Funding and Risks, paper to 15 September 2017 Commercial and Investment Committee 3. Smart Energy Grid – Business Case and European Regional Development Fund Update, paper to 15 December 2017 Commercial and Investment Committee 4. Progress and Risk Update for St Ives Smart Energy Grid project Member briefing note, June 2018 5. Progress and Risk Update for the St Ives Smart Energy Grid project, 13 December 2018 6. Notice to Proceed for St Ives Smart Energy Grid, paper to 13 September 2019 Commercial and Investment Committee 7. Minor Works for St Ives Smart Energy Grid, paper to 22 May 2020 Commercial and Investment Committee 	<ol style="list-style-type: none"> 1. https://tinyurl.com/yxaytd88 2. https://tinyurl.com/y3d25zgw 3. https://tinyurl.com/yyc46odl 4. Available upon request 5. Available upon request 6. https://tinyurl.com/yyjy5o5e 7. https://tinyurl.com/y8lvrkx

Appendix 1. Project Risks and Mitigation Strategies

Causes	Impacts	Probability (1-5)	Impact (1-5)	Risk Score	Mitigation Strategy	Residual Risk		
						Likelihood	Impact	Risk Score
COVID-19 related								
Supply chain disruptions are likely across all types of equipment – battery storage, solar modules, electric vehicle chargers, cabling, etc.	Project delay, increased cost of construction	3	2	6	Monitor the market regularly through subcontractors and normal channels	3	1	3
The GBP loses value against other foreign currencies – Purchasing abroad becomes more expensive (PV panels, inverters and equipment)	Project costs increase	3	2	6	Make batch purchases for more than one clean energy project	2	1	2
Restriction on working practices for staff on site	Social distancing rules may hamper safe working practices	3	2	6	Perform a thorough risk assessment and on-site induction before work commences	2	2	4
MHCLG have reduced staff working on ERDF projects to a minimum, focussing on processing claims, rather than on negotiating new Funding Agreements	Once the land titles are provided, entering into a Funding Agreement could still be delayed.	3	3	9	The Project Team is focussing on preparing as much as possible pending MHCLG staff returning to normal duties.	2	2	4
Infection or redeployment of key staff from CCC, Bouygues or subcontractors	Project delay	2	3	6	Key project staff are shielded from redeployment and follow government guidelines to	1	3	3

					protect themselves from the virus.			
Non-COVID related								
Fail to secure agreement from MHCLG on ERDF funding	Project cessation	4	4	16	Explore other funding routes	3	2	6
The new immigration policy intended to come into effect early next year relating to low paid workers. The installation staff are often hired from outside the UK and typically make less than the threshold declared.	An increase in staffing costs is expected.	4	2	8	Where possible, hire staff from within the UK	3	1	3
The Project Team are unable to negotiate satisfactory PPAs with customers.	Projected revenues suffer	4	3	12	The business case is revised to export electricity to the grid, examine the expansion of electric vehicle chargers on-site, as well as other commercialisation strategies, as a means of replacing revenue from the PPA customer.	3	2	6
The revised Investment Grade Proposal exceeds the approved costs and/or the investment parameters.	Project costs increase	3	4	12	Appropriate scrutiny will be applied to the business case inputs to confirm that costs are appropriate. Should the cost or	3	3	9

					investment parameters be exceeded but the project is still sound, a paper will be brought forward to Committee for direction.			
Further delays in negotiating either the PPA or the Funding Agreement, or securing the land title result in the quotes forming the business case to expire.	<ul style="list-style-type: none"> - Another round of tendering will be required, further delaying the project. - Internal costs to manage the project continue to increase 	4	2	8	<p>Until a Letter of Intent is received from MHCLG</p> <ul style="list-style-type: none"> - Retendering will be delayed - All non-essential work on revising the Full Application for funding, varying the construction contract and finalising the IGP is put on hold 	3	2	6

Equality Impact Assessment – Screening Form

For employees and/or communities

Section 1: Proposal details

Directorate / Service Area:		Person undertaking the assessment:	
Place and Economy		Name:	Cherie Gregoire
Proposal being assessed:		Job Title:	Delivery Manager
Approve payment to UKPN for grid connection from St Ives park and ride		Contact details:	cherie.gregoire@cambridgeshire.gov.uk 01223 715689
Business Plan Proposal Number: (if relevant)		Date commenced:	17/06/20
		Date completed:	17/06/20
Key service delivery objectives:			
<p><i>Include a brief summary of the current service or arrangements in this area to meet these objectives, to allow reviewers to understand context.</i></p> <p>The Energy Investment Unit is developing several large-scale solar and battery storage projects on Council assets. The proposal for the St Ives park and ride is to build a smart energy grid. This consists of building carports over the car parking spaces which will have solar modules affixed to generate clean electricity. The electricity will be fed into battery energy storage systems to control the flow of electricity to various demand centres, including lighting, electric vehicle chargers and to local customers.</p>			
Key service outcomes:			
<p><i>Describe the outcomes the service is working to achieve</i></p> <ul style="list-style-type: none"> - Reducing the Council's carbon footprint - Generating local clean electricity - Supporting the electrification of vehicles - Making better use of Council assets to generate revenue 			
What is the proposal?			
<p><i>Describe what is changing and why</i></p> <p>The scheme to develop a smart energy grid (solar modules installed on carports over the parking area, supported by battery energy storage) at the park and ride has been under development for a few years. The proposal is to accept a grid connection offer from UKPN to allow the site to import and export electricity.</p>			
What information did you use to assess who would be affected by this proposal?			

For example, statistics, consultation documents, studies, research, customer feedback, briefings, comparative policies etc.

Feedback from meetings with officers
Feedback from member working group
Clean energy conferences and policy
Park & Ride users profile (commuters and visitors)

Are there any gaps in the information you used to assess who would be affected by this proposal?

If yes, what steps did you take to resolve them?

No

Who will be affected by this proposal?

A proposal may affect everyone in the local authority area / working for the local authority or alternatively it might affect specific groups or communities. Describe:

- If the proposal covers all staff/the county, or specific teams/geographical areas;*
- Which particular employee groups / service user groups would be affected;*
- If minority/disadvantaged groups would be over/under-represented in affected groups.*

Consider the following:

- What is the significance of the impact on affected persons?*
- Does the proposal relate to services that have been identified as being important to people with particular protected characteristics / who are rurally isolated or experiencing poverty?*
- Does the proposal relate to an area with known inequalities?*
- Does the proposal relate to the equality objectives set by the Council's Single Equality Strategy?*

The proposal mostly impacts users of the park and ride and the surrounding businesses and residents.

The carport foundations will provide little impediment to parking as they will be arranged in the centre of the double bays, therefore they will not impede on drivers exiting vehicles or impact elderly, disabled or family access. During construction, the work areas will be cordoned off and drivers will be redirected to other areas of the site. The provision of disabled and family car parking spaces will be retained.

These minor works are non-abortive and will assist in the future construction of the full smart energy grid scheme.

The generation of low carbon electricity reduces and offsets fossil-fuel generation providing air quality benefits for all, in particular the elderly, children and people with respiratory illnesses.

The proposal does support the Equality objective B of the Council's Single Equality Strategy 2018-2022, promoting equality and inclusion through fair and accessible services.

Section 2: Identifying impacts on specific minority/disadvantaged groups

Consider each characteristic / group of people and check the box to indicate there is a foreseeable risk of them being negatively impacted by implementation of the proposal, including during the change management process.

You do not need to be certain that a negative impact will happen – at this stage it just needs to be foreseeable that it could, unless steps are taken to manage this.

Scope of this Equality Impact Assessment					
<i>Check box if group could foreseeably be at risk of negative impact from this proposal</i>					
Note *= protected characteristic under the Equality Act 2010					
*	Age	<input type="checkbox"/>	*	Disability	<input type="checkbox"/>
*	Gender reassignment	<input type="checkbox"/>	*	Marriage and civil partnership	<input type="checkbox"/>
*	Pregnancy and maternity	<input type="checkbox"/>	*	Race	<input type="checkbox"/>
*	Religion or belief (including no belief)	<input type="checkbox"/>	*	Sex	<input type="checkbox"/>
*	Sexual orientation	<input type="checkbox"/>			
	Rural isolation	<input type="checkbox"/>			
				Poverty	<input type="checkbox"/>

Next steps:

If you have checked one or more boxes above, you should complete a full Equality Impact Assessment form.

If you have not checked any boxes, please continue to complete this screening form.

Section 3: Explanation of 'no foreseeable risk' EIA screening

Explain why this proposal will not have a foreseeable risk of negative impact for each group. Provide supporting evidence where appropriate. Where the same explanation

applies to more than one group, state it in the 'Reasons' column for the first relevant group and put 'as per [first group name] above' to reduce duplication.


For example: *'This proposed process combines two previous processes which both had robust EIAs prior to implementation. This process does not introduce any new content. So, no foreseeable risk of negative impact has been identified.'*

		Characteristic / group of people	Explanation of why this proposal will not have a foreseeable risk of negative impact
1	*	Age	The proposal will not impede movement of cars or pedestrians across the site, therefore there is no negative impact on people with this characteristic.
2	*	Disability	As per 'Age' above.
3	*	Gender reassignment	As per 'Age' above.
4	*	Marriage and civil partnership	As per 'Age' above.
5	*	Pregnancy and maternity	As per 'Age' above.
6	*	Race	As per 'Age' above.
7	*	Religion or belief (including no belief)	As per 'Age' above.
8	*	Sex	As per 'Age' above.
9	*	Sexual orientation	As per 'Age' above.
10		Rural isolation	As per 'Age' above.
11		Poverty	As per 'Age' above. However, there could be a positive impact on poverty through the generation of new revenue streams to offset cuts to Adult Social Care funding.


Section 4: Approval

Note: if there is no information available to assess impact, this means either information should be sought so this screening tool can be completed, or information should be gathered during a full EIA.

I confirm that I have assessed that a full Equality Impact Assessment is not required.

Name of person who completed this EIA:	Cherie Gregoire
Signature:	
Job title:	Delivery Manager
Date:	17/06/20

I have reviewed this Equality Impact Assessment – Screening Form, and I agree that a full Equality Impact Assessment is not required.

Name:	Elsa Evans
Signature:	
Job title: <i>Must be Head of Service (or equivalent) or higher, and at least one level higher than officer completing EIA.</i>	Funding and Innovation Programme Manager and authorised officer for signing off E&D significant implications for P&E Committee reports
Date:	22/06/2020

**APPOINTMENT TO EXTERNAL BOARDS – LOCAL NATURE PARTNERSHIP
(NATURAL CAMBRIDGESHIRE) GOVERNANCE**

To: Environment & Sustainability Committee

Meeting Date: 9th July 2020

From: Steve Cox – Executive Director, Place and Economy

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

Outcome:

- 1** Committee made aware of the changes to the Local Nature Partnership's (LNPs) constitution
- 2** Approval for the council to offer some support to the LNP
- 3** A Member is appointed onto the LNP Board of Trustees

Recommendation: The Committee is asked to:

- a) endorse the Council's request to be appointed to the new Board.
- b) confirm Member appointment for the Board
- c) agree to fund the 'new' Natural Cambridgeshire up to £5,000 for 2020/21.

<i>Officer contact:</i>		<i>Member contacts:</i>	
Name:	Philip Clark/Julia Beeden	Names:	Councillor Joshua Schumann
Post:	Greenspaces Manager/Flood Risk & Biodiversity Business Manager	Post:	Chairman of the Environment and Sustainability Committee
Email:	philip.clark@cambridgeshire.gov.uk / julia.beeden@cambridgeshire.gov.uk	Email:	joshua.schumann@cambridgeshire.gov.uk
Tel:	07826 858286/ 07880 473715		01223 706398

1. BACKGROUND

- 1.1 Natural Cambridgeshire is the Local Nature Partnership (LNP) for Cambridgeshire, working to achieve a high-quality natural environment for the area of Cambridgeshire and Peterborough and to ensure the natural environment is valued and integral to local decision making. The guidance on LNPs states that they should become local champions influencing decision-making relating to the natural environment and its value to social and economic outcomes, in particular, through working closely with local authorities, Local Enterprises and Health and Wellbeing Boards.
- 1.2 In 2019 Natural Cambridgeshire launched its ambition to 'Double Nature' across Cambridgeshire and Peterborough to deliver a greatly enhanced environment where nature and people thrive and businesses prosper. Natural Cambridgeshire now wants to boost the delivery of this ambition, recognising that nature-based solutions will play a crucial role in our combined efforts to address the challenges of our climate and biodiversity emergencies. In addition, a thriving natural world and environment will improve the overall attractiveness of Cambridgeshire and Peterborough as a place to live, work, play and invest.
- 1.3 Additionally, the direct and indirect value of a rich environment has been brought into sharp focus by the COVID-19 pandemic and the council and Natural Cambridgeshire both support the idea of a 'green recovery', led by a high quality natural environment. Projects like the Future Parks Accelerator, where the council and six other local authorities are working closely with the LNP to look at long-term operating models for parks, can help to deliver these aims, as can the LNP's Developing with Nature developer guidance.
- 1.4 To take the ambition forward, Natural Cambridgeshire has set itself seven key objectives over the period 2020-23 which includes encouraging and measuring the enhancement and creation of habitats that help double nature. They wish to work with all statutory bodies to ensure that the 'Doubling Nature' target is recognised in key policies, including climate change policies. In addition to this they wish to work in partnership with the Cambridgeshire and Peterborough Combined Authority (CPCA) to progress a Doubling Nature Natural Capital Investment Plan to engage forward-thinking local businesses and investors in creating a healthier natural world for the benefit of business and wider society. Appendix 2 provides more details about the delivery plan for the LNP.
- 1.5 Natural Cambridgeshire recognises that to deliver its objectives, it needs to make changes to the way it operates. Specific outcomes they are looking to achieve are to:
 - Establish Natural Cambridgeshire as a Charitable Incorporated Organisation (CIO) with its own governance documents and bank account;
 - Develop a financial model for how Natural Cambridgeshire can become financially independent over a three year period;
 - Ensure the smooth administration of the partnership over this period (secretariat support) and create and embed best practice for the effective functioning of the partnership.
- 1.6 At the moment Natural Cambridgeshire has an Executive Board, a larger Partnership Board, a Natural Environment Policy and Planning Forum and also a number of working groups. In order to streamline the situation, the Policy and Planning Forum will now be merged into the LNP Partnership Board with the first joint meeting held on 17th June 2020.

2 MAIN ISSUES

- 2.1 At present, Natural Cambridgeshire is an unincorporated body, with no legal structures or bank accounts and no staff resources. In this position it is unable to apply for and hold grants of its own. Natural Cambridgeshire therefore wants to establish itself as a self-funding CIO that is recognised by all partners, statutory, private sector and community organisations, as the key strategic organisation across Peterborough and Cambridgeshire for the promotion of a better, healthier and more biodiverse environment. As part of this the Council is being asked to input to the proposed terms of reference (ToR) for the new CIO, decide whether it would want to be on the new Trustee Board and whether it can offer any financial or resource based support.

Membership

- 2.2 The new Natural Cambridgeshire will consist of a Board of Trustees and a Partnership Forum. The Board of Trustees will consist of approximately 15 members and be the executive function of the charity and its decision-making body (see Draft Terms of Reference in Appendix 1).
- 2.3 A CIO has been chosen as the appropriate vehicle for Natural Cambridgeshire because it allows members of the **Board** to have either limited liability for its debts or no liability at all (see Appendix 3). The LNP's intention is for liability to be limited at either nothing or £1 (one pound).
- 2.4 Natural Cambridgeshire is keen to have CPCA and local authority involvement in the Board. It is however conscious of the number of local government organisations in Cambridgeshire and wants to ensure the Board of Trustees does not become unwieldy in size or an entirely local authority affair. The proposed ToR therefore suggest having one representative of the CPCA and some representatives from local authorities (number to be confirmed). As a partner that has contributed a lot to the LNP and is also the largest council and local authority landowner, the county council has asked if it can have a seat on the Board. Hence Committee is asked to nominate a member to sit on the Natural Cambridgeshire Board of Trustees should this be confirmed.
- 2.5 It should be noted that the Member on the Board is **not** being asked to represent the county council. The charitable status of the new Natural Cambridgeshire means that Trustees will have to act in accordance with its charitable purpose, and the charity will benefit from the knowledge and expertise that Trustee brings. Government guidance is clear that the Trustee must "do what you and your co-trustees (and no one else) decide will enable the charity to carry out its purpose" and "avoid putting yourself in a position where your duty to the charity conflicts with loyalty to any other person or body".¹
- 2.6 The updated **Partnership Forum** will be open to any organisation or individual resident or with a commercial base in Cambridgeshire and Peterborough who formally supports the charity's objectives. There will be no limit on its numbers and it is expected that Cambridgeshire County Council will be represented here at officer and councillor level. The councillor on the Board would be welcome to attend the Partnership Forum too.
- 2.7 The council's existing LNP representative is Cllr Lina Nieto who currently sits on the Partnership Board, not the Executive Board.

¹ Further guidance is available from Gov.uk at <https://www.gov.uk/guidance/charity-trustee-whats-involved> and <https://www.gov.uk/government/publications/conflicts-of-interest-a-guide-for-charity-trustees-cc29/conflicts-of-interest-a-guide-for-charity-trustees#sA2>

- 2.8 The importance of links between the LNP and the Health and Wellbeing Boards should also be noted.

Support

- 2.9 The question of direct support in terms of funding and/or provision of administrative and secretarial support going forwards needs to be addressed. The Council works with a large number of different charitable organisations and could not provide funding and administrative/secretarial support to all of them. Hence a decision needs to be made by Members for communication to Natural Cambridgeshire.
- 2.10 In recent years the LNP has received a small amount of financial support from key partners on an annual basis, normally £1,000 per organisation. Cambridgeshire County Council and Peterborough City Council have contributed slightly more and the county council's total financial contribution to date is £8,700 since 2015/16. There is no provision for ongoing revenue support from within existing budgets but given that the LNP is considered a valuable and worthwhile partnership for Cambridgeshire and Peterborough, it is recommended that in 20-21 a sum of up to £5,000 is made to the LNP as a one-off grant to help them establish the CIO.
- 2.11 For the previous eight years the council's Greenspace Manager, and/or other members of the Flood Risk and Biodiversity Team, have also allocated up to two days a week for work related to the LNP. This has included co-ordination and secretariat support to the various different levels of LNP governance, in terms of shaping direction and meetings, managing its budget and website, organising agendas and speakers, agreeing meeting dates and taking minutes.
- 2.12 The LNP would benefit from ongoing support of this type. Being the secretariat has kept the council involved in LNP activities, but it also uses resources that are now needed to enable the council to deliver its own Climate Change and Environment Strategy goals (many of which contribute to the LNP's 'Doubling Nature' targets). Development and implementation of a tree strategy to underpin the planting of new trees and our air quality and climate change aims, has, for example, become a top priority for the council. The strategy workstreams require significant input from the Greenspace Manager. Other sources of resource within the Place & Economy Directorate have also been considered but none is available and hence continuing to carry out the LNP secretariat role is unfortunately no longer sustainable for the authority.
- 2.13 The committee is therefore asked to confirm its approval for the council to provide a sum of up to £5,000 to the LNP in 20-21.

3 ALIGNMENT WITH CORPORATE PRIORITIES

3.1 A good quality of life for everyone

- Natural Cambridgeshire will aim to promote the social, health, economic, environmental and heritage benefits of having a high quality environment for the people of Cambridgeshire and Peterborough.

3.2 Thriving places for people to live

- The vision of Natural Cambridgeshire is to have as its foundation, thriving and healthy places to live, alive with green space and wildlife, that is accessible, both financially and physically to all, and with clean air and water

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

- Natural Cambridgeshire aspires to have healthy communities in healthy environments, underpinned by the promotion of nature throughout the education and skills agenda.

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

- Becoming a Charitable Incorporated Organisation will help Natural Cambridgeshire to be more active in delivering projects to create a cleaner, greener Cambridgeshire.

4. **SIGNIFICANT IMPLICATIONS**

4.1 **Resource Implications**

There are no significant implications within this category.

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

There are no significant implications within this category.

4.3 **Statutory, Legal and Risk Implications**

There are no significant implications within this category. Legal will be asked to review and be satisfied with all information related to the liabilities of a Trustee before the appointed Member formally signs up to the Board.

4.4 **Equality and Diversity Implications**

There are no significant implications within this category.

4.5 **Engagement and Communications Implications**

There are no significant implications within this category.

4.6 **Localism and Local Member Involvement**

The council needs to confirm that it wants to have a seat on the Board of the LNP and accordingly appoint a Member(s) to sit on each of the Board and the Partnership Forum.

In the preparation of strategic plans, local planning authorities and county councils in England, and prescribed public bodies must cooperate with Local Nature Partnerships; having regard to their activities when they are preparing their local plans, so long as those activities are relevant to plan-making. This should just be noted by those Members appointed to the Boards and those involved in plan-making at the county council.

4.7 **Public Health Implications**

Access to green space and nature is recognised by Public Health as a key need for maintaining physical and mental wellbeing. The work of the Local Nature Partnership and the target of 'Doubling Nature' contribute to this need, as does the council's own Environment and Climate Change Strategy action plan.

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	Yes Name of Financial Officer: Sarah Heywood
Have the procurement/contractual/Council Contract Procedure Rules	Yes Name of Officer: Gus De Silva

implications been cleared by the LGSS Head of Procurement?	
Has the impact on statutory, legal and risk implications been cleared by LGSS Law?	Yes Name of Monitoring Officer: Fiona McMillan
Have the equality and diversity implications been cleared by your Service Contact?	Yes Name of Officer: Elsa Evans
Have any engagement and communication implications been cleared by Communications?	Yes Name of Officer: Jo Dickson
Have any localism and Local Member involvement issues been cleared by your Service Contact?	Yes Name of Officer: Quinton Carroll
Have any Public Health implications been cleared by Public Health	Yes Name of Officer: Iain Green

Source Documents	Location
DRAFT Natural Cambridgeshire Terms of Reference	Appendix 1
Natural Cambridgeshire Delivery Plan	Appendix 2
Charitable Incorporated Organisation (CIO) Constitution	Appendix 3

Natural Cambridgeshire

Terms of Reference

1. Purpose

Natural Cambridgeshire, the Local Nature Partnership for Cambridgeshire, will work to achieve a high-quality natural environment for Cambridgeshire & Peterborough that creates a higher quality of life for residents, visitors and business; helps us to adapt and mitigate the effects of climate change, and enables a significant long-term recovery of nature across our area.

2. Our Vision

To ensure that Cambridgeshire has the highest quality of life, because we place nature at the heart of our agenda. A Cambridgeshire, which appreciates that to prosper people need a high-quality environment in which nature thrives alongside jobs and housing.

3. Our Mission

By doubling the area of rich wildlife habitats and natural green-space, Cambridgeshire and Peterborough will become a world-class environment where nature and people thrive, and businesses prosper.

4. Role

The role of Natural Cambridgeshire is to act as an independent, objective voice for the Natural Environment in Cambridgeshire & Peterborough, acting as a conduit to public and private sector partners, including local and central government, health authorities, other statutory agencies, community groups and local people and other stakeholders. The main focus for the Board will be to provide strategic leadership, coordinating partners to develop and deliver projects and activity that will meet the Partnership's vision and aims and to enable greater investment and engagement in the delivery of our Vision.

5. Objectives

- To establish a vision for the recovery of nature across Cambridgeshire and Peterborough that will bring significant benefits to its residents, businesses and visitors
- To prepare an action plan for the delivery of that vision, with agreed aims and objectives and to review it annually.
- To give strategic direction to partners to enable delivery of the agreed vision and action plan.
- To promote the social, health, economic, environmental and heritage benefits of having a high quality environment for the people of Cambridgeshire & Peterborough
- To ensure integration with the Cambridgeshire and Peterborough Combined Authority, its local authorities, business partners and the Health and Well-being Board

- To support the work of catchment partnerships and take close account of relevant flood, water resource and water quality plans, e.g. the Anglian River Basin Management Plan, the Cambridgeshire Flood Risk Management Strategy etc.
- To fulfil role as consultee for strategic planning.
- To establish its own secure independent funding mechanisms

6. Structure and Membership

Natural Cambridgeshire will consist of a **Board of Trustees** and a **Partnership Forum**.

The Board of Trustees is the executive function of the charity and its only decision-making body, with the exception of the decision making that is reserved for the Partnership Forum, set out below.

The Partnership Forum is a broader body designed to ensure communication and engagement with all those interested in the natural environment. It mainly exists to discuss key issues and to refer observations and ideas to the Board, but it will also formally approve the charity's annual delivery plan and will nominate or elect three representatives to sit on the Board of Trustees.

The Board of Trustees will have a maximum of xx members and a minimum of xx, it will include senior representatives from all relevant sectors to include land owners and managers, nature conservation and environmental organisations, access interests, community interests, social and health partners, economic and business interests, local authorities and research organisations.

A representative from the following organisations has a seat on the Board

- One representative from the Cambridgeshire and Peterborough Combined Authority,
- Representatives from county, district and city councils, preferably elected Members at Cabinet level (number to be confirmed)
- Two representative of business
- Natural England or other Defra agency representing the Defra family
- The RSPB
- The Wildlife Trusts of Cambridgeshire, Bedfordshire and Northamptonshire
- The National Trust
- One representative from a country park or other charity providing access to public open space
- Two representatives from the National Farmers' Union or Country Landowners' Association or similar representative body of landowners
- Three representatives nominated by the Natural Cambridgeshire Partnership Forum

The Board will have the ability to co-opt additional expertise onto the Board from the Forum to support particular projects or aspects of its delivery plan.

The Forum will be open to any organisation or individual resident or with a commercial base in Cambridgeshire and Peterborough who formally supports the charity's objectives. There will be no limit on its numbers.

Other groups may exist within the structure of Natural Cambridgeshire either to represent particular sectors, such as the **Developing with Nature Group**, or as short-term task and finish groups. These groups will not have delegated decision-making powers. They can make recommendations to the Board or bring issues to the attention of the Forum.

5. Meeting Arrangements

Meeting frequency

The Board of Trustees will normally meet six times per year. The Forum will meet three times a year one of these meetings will be a joint annual review with Trustees.

Papers

Meetings of the Board are public. The Agenda and Papers of the meeting will be published at least five days in advance on the Natural Cambridgeshire website. Minutes of the meeting recording attendance and decisions will be published on the website within 10 working days of the meeting.

Meetings of the Forum are also public but, as this is not a decision-making body, its agenda and minutes will be less formal with key points arising from each Forum meeting being recorded in the minutes of the Board of Trustees.

Secretariat Support

TBD

6. Governance and Accountability

Liability of Trustees

The Charities Commission confirms that members of a CIO can have either limited liability for its debts or no liability at all. The LNP's intention is for liability to be limited to one pound.

Election of Chairperson and Vice-Chairperson

- Board members must elect or re-elect a Chairperson and Vice-Chairperson annually.
- Nominations for the Chairperson and Vice-Chairperson role will require a formal proposer and a seconder to submit details of the nominee to a Board meeting.
- Nominees for these roles must demonstrate that they have the required skills for these positions as outlined in Annex 1, Natural Cambridgeshire Chairperson and Vice Chairperson Job Role.
- The Board will take a vote on all nominees and record the result in the minutes.
- The nominees receiving the most votes will be elected as Chairperson and Vice-Chairperson.
- Board Members will normally stand for 3 years and are allowed to stand for re-election at the end of this period.
- Board members must attend at least 50% of Board meetings in each calendar year.

Election of representatives from the Partnership Forum to the Board of Trustees

- Nominations will require a formal proposer and a seconder to submit details of the nominee to the Chair and Vice Chair of the Board of Trustees
- Nominees for these roles must demonstrate that they have the required skills for these positions and must have been a member of the Forum for at least twelve months with a good attendance record

- The Forum will take a vote on all nominees and record the result in the minutes of the Board
- The nominees receiving the most votes will be elected and will stand for 3 years and are allowed to stand for re-election at the end of this period.

Decision Making – Board of Trustees

- The Board will only be quorate when over 30% of Board members are present.
- The Board will maintain a register of Trustee interests updated at least annually and published on its website. Members must declare any interests that are relevant to specific agenda items at the beginning of each Board meeting, and these should be recorded in the minutes.
- Should 'written procedures' be required members will be asked to make a formal response within the time specified by the Chairperson. Responses received after this deadline may not be counted
- Consideration and approval of project ideas, concepts and business cases will follow the procedures set out within the LNP's ToR.
- The Board will seek to reach agreement on recommendations by discussion and consensus. When a formal vote is required each member (or substitute) shall be entitled to one vote and decisions will be made on the basis of a simple majority.
- The Chairperson will have the casting vote if there is a split decision.
- Regular contact and updates will be provided for those organisations that represent the wider Forum and with those Parishes and District Councils not represented on the Board.
- The Board will be accountable for its actions to its individual member organisations

The Role of the Board Member

- Members should demonstrate that they meet the criteria outlined in Annex 2, Natural Cambridgeshire - Board Member Job Role.

Any matters not covered by this document shall be left to the discretion of the Chair and Board.

Each Party hereby confirms its agreement to the terms contained in this Terms of Reference for Natural Cambridgeshire.

Signed on behalf of Natural Cambridgeshire Board:

Print Name:

Organisation:

Position:

Date:

Natural Cambridgeshire Delivery Plan

Background

In 2019 Natural Cambridgeshire launched its ambition to Double Nature across Cambridgeshire and Peterborough to deliver a greatly enhanced environment where nature and people thrive and businesses prosper.

We now want to boost the delivery of this ambition, recognising that nature-based solutions will play a crucial role in our combined efforts to address the challenges of our climate and biodiversity emergencies. In addition, a thriving natural world and environment will improve the overall attractiveness of Cambridgeshire and Peterborough as a place to live, work, play and invest.

To take this forward we have set ourselves seven key objectives over the period 2020-23, as follows

1. Encourage and measure the enhancement and creation of habitats that help to **Double Nature**
2. Working with all statutory bodies to ensure that **the Doubling Nature target** is recognised in key policies, including climate change policies and Local Plans
3. Work in partnership with the Cambridgeshire and Peterborough Combined Authority to progress a **Doubling Nature Investment Plan** to engage forward-thinking local businesses and investors in creating a healthier natural world for to the benefit of both business and wider society
4. Launching, promoting and encouraging (through a recognition scheme) implementation of a **Doubling Nature Pledge** that will offer simple steps that all organisations and individuals can take to create new, and enhance existing, habitats for nature
5. Promoting best practice to ensure that all development contributes significantly to the achievement of **net biodiversity gain** including through the launch of a **Developing with Nature Awards Scheme**
6. Increasing the amount of **farmland that benefits wildlife and carbon storage and therefore people** by co-ordinating the promotion of good environmental farming practices
7. Creating a new framework **for promoting healthy lifestyles** through increased access to nature in our existing and new parks and green open spaces through the work of the Future Parks project.

In addition, we want to establish Natural Cambridgeshire as a self-funding Charitable Interest Organisation, that is recognised by all partners – statutory, private sector and community organisations – as the key strategic organisation across Peterborough and Cambridge for the promotion of a better, healthier, more biodiverse environment.

At present, Natural Cambridgeshire is an unincorporated body, with no legal structures or bank accounts. It receives much valued administrative support from Cambridgeshire County Council and some financial support from its key partners on an annual basis.

Delivery Plan

Natural Cambridgeshire wants to accelerate the delivery of the objectives outlined above. Some of this work will be delivered by the partners themselves. But we also recognise the need for external

support to drive forward key aspects of this work. We are looking for a consultant or organisation who can assist with that task, leading on some projects and helping co-ordinate the work of the partners to deliver others.

The specific outcomes we are looking to achieve are as follows

Administrative

1. Establish Natural Cambridgeshire as a CIO with its own governance documents and bank accounts.
2. Develop a financial model for how Natural Cambridgeshire can become financially independent over a three-year period
3. Work with Cambridgeshire County Council to ensure the smooth administration of the partnership over this period and create and embed best practice for the effective functioning of the partnership.

Objectives

1. Encourage and measure the creation of new habitats that help to **Double Nature**
 - a. Co-ordinate the development of a clear and easy-to-use/understand method of measuring progress against the Doubling Nature target
 - b. Co-ordinate the development of a 'vision' document that explains how the five landscape scale projects will come together and the benefits that will bring for nature and for people, using the John Clare Countryside document as a model.¹ⁱ
2. Working with all statutory bodies to ensure that **the Doubling Nature target** is recognised in key policies, including climate change policies and Local Plans
 - a. Create a stakeholder engagement plan and overall communication framework for Natural Cambridgeshire to help achieve this objective, including to build support for the proposed UNESCO Biosphere
 - b. Create and deliver a quarterly newsletter and regular website updates to ensure wider understanding of the partnership's work
 - c. Co-ordinate responses to relevant consultations both across Peterborough and Cambridgeshire and also the area of the Oxford-Milton Keynes-Cambridge arc
 - d. Represent the LNP as required at key meetings
3. Developing a **Doubling Nature Investment Plan** which will address climate change and the nature crisis by engaging forward-thinking local businesses and investors who recognize their dependency on a healthy natural world for delivery of significant benefits to business and society
 - a. Working with delivery partners to develop the detail of the five landscape scale projects, the corridors that connect them and other nature recovery projects, including urban parks, so that we have a number of 'oven-ready' projects at a variety of levels of scale ready for funding as and when it becomes available

4. Launching and promoting a **Doubling Nature Pledge** that will offer simple steps that all organisations and individuals can take to create new, and enhance existing, habitats for nature
 - a. Develop a Doubling Nature Pledge and **launch this, and other initiatives at a Doubling Nature summit to be held in early autumn**, bringing together all aspects of the partnership's work across all key audiences
 - b. Develop an award scheme or other recognition process for those who meet their pledge targets.
 - c. Develop and pilot a Parish Action Plan and toolkit that can enable local communities to incorporate Doubling Nature in their Neighbourhood Plans and Landscape Assessments.

5. Promoting best practice to ensure that all development contributes significantly to the achievement of **net biodiversity gain** including through the launch of a Developing with Nature Awards scheme
 - a. Support the work of the Developing with Nature forum to ensure increased participation by developers and the creation and launch of the Awards scheme (at the summit outlined above)

6. Increasing the amount of **farmland that benefits wildlife and nature based carbon storage** by promoting good environmental farming practices
 - a. Develop a framework for coordinated engagement with landowners and farmers (potentially working with the Nature Friendly Farming Network) to ensure that take up of agri-environment schemes and the future ELMS optimises wildlife and carbon sequestration at a landscape scale alongside other public goods.

7. Creating a new framework **for promoting healthy lifestyles** through increased access to nature in our existing and new parks and green open spaces through the work of the Future Parks project.
 - a. Mapping our public open space network and creating a uniform set of standards for quality and provision to address open space inequality.
 - b. Undertake a natural capital assessment of open space and an associated natural capital investment plan, to support the funding of public open spaces and peoples benefits from them.
 - c. Review learning from the national Future Parks Programme and locally to pilot approaches to healthy parks linking to social prescribing Healthy New Towns
 - d. Establish a Parks forum for practitioners and local people to support community ownership of Parks and better knowledge and resource sharing.
 - e. Work collaboratively with partners on Future Parks, Hunts District Council's Healthy Open Spaces Strategy, Healthy New Towns Initiative and the Cambridgeshire GI Standards Pilot Project.
 - f. Work collaboratively with Public Health to provide input into the Cambridgeshire & Peterborough Health and Wellbeing Strategy consultation
 - g. Identify where the LNP can help with delivery/promotion of actions within the new HWB Strategy

<p>Administrative</p> <p>Establish Natural Cambridgeshire as a CIO with its own governance documents and bank accounts.</p> <p>Develop a financial model for how Natural Cambridgeshire can become financially independent over a three-year period</p> <p>Ensure the smooth administration of the partnership over this period and create and embed best practice for the effective functioning of the partnership.</p>	
<p>Objective One</p> <p>Encourage and measure the creation of new habitats that help to Double Nature</p> <p>Co-ordinate the development of a clear and easy-to-use/understand method of measuring progress against the Doubling Nature target</p> <p>Co-ordinate the development of a 'vision' document that explains how the five landscape scale projects will come together and the benefits that will bring for nature and for people, using the John Clare Countryside document as a model.</p>	
<p>Objective Two</p> <p>Working with all statutory bodies to ensure that the Doubling Nature target is recognised in key policies, including climate change policies and Local Plans</p> <p>Create a stakeholder engagement plan and overall communication framework for Natural Cambridgeshire to help achieve this objective, including to build support for the proposed UNESCO Biosphere</p> <p>Create and deliver a quarterly newsletter and regular website updates to ensure wider understanding of the partnership's work</p> <p>Co-ordinate responses to relevant consultations both across Peterborough and Cambridgeshire and also the area of the Oxford-Milton Keynes-Cambridge arc</p> <p>Represent the LNP as required at key meetings</p>	

<p>Objective Three</p> <p>Developing a Doubling Nature Investment Plan which will address climate change and the nature crisis by engaging forward-thinking local businesses and investors who recognize their dependency on a healthy natural world for delivery of significant benefits to business and society</p> <p>Working with delivery partners to develop the detail of the five landscape scale projects, the corridors that connect them and other nature recovery projects, including urban parks, so that we have a number of ‘oven-ready’ projects at a variety of levels of scale ready for funding as and when it becomes available</p>	
<p>Objective Four</p> <p>Launching and promoting a Doubling Nature Pledge that will offer simple steps that all organisations and individuals can take to create new, and enhance existing, habitats for nature</p> <p>Develop a Doubling Nature Pledge and launch this, and other initiatives at a Doubling Nature summit to be held in early autumn, bringing together all aspects of the partnership’s work across all key audiences</p> <p>Develop an award scheme or other recognition process for those who meet their pledge targets.</p> <p>Develop and pilot a Parish Action Plan and toolkit that can enable local communities to incorporate Doubling Nature in their Neighbourhood Plans and Landscape Assessments.</p>	
<p>Objective Five</p> <p>Promoting best practice to ensure that all development contributes significantly to the achievement of net biodiversity gain including through the launch of a Developing with Nature Awards scheme</p> <p>Support the work of the Developing with Nature forum to ensure increased participation by developers and the creation and launch of the Awards scheme (at the summit outlined above)</p>	
<p>Objective Six</p> <p>Increasing the amount of farmland that benefits wildlife and nature based carbon storage by promoting good environmental farming practices</p>	

Develop a framework for coordinated engagement with landowners and farmers (potentially working with the Nature Friendly Farming Network) to ensure that take up of agri-environment schemes and the future ELMS optimises wildlife and carbon sequestration at a landscape scale alongside other public goods.	
<p>Objective Seven</p> <p>Creating a new framework for promoting healthy lifestyles through increased access to nature in our existing and new parks and green open spaces through the work of the Future Parks project.</p>	

ⁱⁱ <http://langdyke.org.uk/2019/09/11/vision-for-clare-country/>

The John Clare vision document sets out the overall vision, aims, objectives, background, key deliverables and supporters of the John Clare project and the proposed target species for public engagement. The vision is:

As residents, businesses, parish councils, landowners, farmers and visitors we want the countryside around us to be an area where nature is at the heart of our lives. Where swifts and swallows are a central feature of our summer evenings, where otters continue to enthral people as they play in the Maxey Cut, where bees and other insects thrive, not decline, and where there are far more, not less, ponds, meadows, wild flowers, hedgerows and trees.

And where people can walk or cycle out in safety and tranquillity across this thriving countryside, enjoying the sights and sounds and even the silence of the natural world; enjoying dark skies and cherishing the heritage around them – both natural and man-made. That sounds like a countryside worth living in. But it is a countryside under threat and increasing pressure from housing growth and traffic and sadly even from lack of appreciation.

In recent years, despite many successes on and off the network of nature reserves, there have been significant declines in many key species, particularly farmland and woodland birds, such as lapwing, yellowhammer, nightingale, spotted flycatcher and woodcock; and decreases in the number of mammals such as hedgehog and hare and the variety of butterflies and moths.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Constitution of a Charitable Incorporated Organisation whose only voting members are its charity trustees

Charitable Incorporated Organisation: Model constitution for a CIO whose only voting members are its charity trustees

(‘Foundation’ model constitution)

This document is a Charity Commission model constitution for a Charitable Incorporated Organisation (CIO). If you want to set up a CIO, you will find it easiest to use one of our model constitutions.

This guidance briefly explains:

- What a CIO is
- How to decide whether the CIO is the right form for your charity
- How to choose the right model constitution
- How to complete the model constitution and register as a charity
- Where to get more information and advice

There are notes explaining key points about each clause in the model constitution, to help you decide how to complete it.

We also have more detailed guidance on CIOs available on our website.

What is a Charitable Incorporated Organisation?

The Charitable Incorporated Organisation (CIO) is a new legal form for a charity. It has been created in response to requests from the charitable sector. It is a new incorporated form of charity which is not a limited company or subject to company regulation.

The Charities Act 2011 creates the basic legal framework for the CIO. This framework is completed by regulations:

- the Charitable Incorporated Organisations (General) Regulations 2012 (‘General Regulations’); and
- the Charitable Incorporated Organisations (Insolvency and Dissolution) Regulations 2012 (‘Dissolution Regulations’).

Is the CIO the right structure for our charity?

Choosing the right legal structure and governing document is one of the first and most important decisions that the founders of a charity need to make. It will affect:

- how easy it will be to set up and run the charity
- how easy it will be to make changes in the future

- whether the charity can have a voting membership
- whether the charity can itself own premises, employ staff or enter contracts, or whether the trustees will have to do this personally.

With the introduction of the CIO, there are four main legal forms that charities may take. We produce model governing documents for each of these forms:

- Trust (governing document: trust deed; could also be created by a will);
- Unincorporated association (governing document: constitution or rules);
- Company limited by guarantee (governing document: memorandum and articles of association for company formed before September 2009; articles of association for company formed since then);
- CIO (governing document: constitution).

An incorporated form, CIO or company limited by guarantee, may be suitable for a charity that will:

- own land in its own name
- control substantial funds or assets
- enter into contracts, for example by employing staff, or
- engage in charitable activities involving financial risks

Some points to note about CIOs:

- A CIO is a corporate body (like a company) that can own property, employ staff and enter into other contracts in its own name (rather than in the names of the trustees).
- Members of a company limited by guarantee have limited liability for its debts if it winds up (they only have to pay a fixed amount). **Members of a CIO may either have no liability at all or (like a company) limited liability for its debts.**
- Because they have additional legal protection, members of a corporate body (Company or CIO) must comply with extra regulations.
- Unlike companies, CIOs do not have to register with Companies House.
- Unlike companies, CIOs will not be fined for administrative errors like late filing of accounts, but some breaches of the CIO Regulations are legal offences.
- All CIOs must register with the Commission, regardless of their income. It follows that an exempt charity cannot be a CIO, and CIO may be unsuitable for other types of charity that don't have to register. (See our [guidance on types of charity that don't have to register](#).)

- CIOs must produce accounts under charity law, not company law. This allows smaller CIOs (income below £250,000) to produce simpler receipts and payments accounts.
- To simplify the CIO framework, there is currently no provision for CIOs to issue debentures, or for a register of charges (mortgages etc) over CIO property.

For more information on other legal forms, see our guidance on [choosing your charity's governing document](#). Another useful source of advice is the Get Legal website and online decision tool (www.getlegal.org.uk).

Why are there two different model constitutions for a CIO?

Like companies (which must have both members and company directors) all CIOs must have members and charity trustees. Some CIOs may want the only members to be the charity trustees; others may want a wider membership open to other people.

We have produced two model constitutions for CIOs:

- the **'foundation'** model (this model) is for charities whose **only** voting members will be the charity trustees;
- the **'association'** model is for charities that will have a wider membership, including voting members other than the charity trustees.

In practice a CIO using the 'foundation' model will be like an incorporated charitable trust, run by a small group of people (the charity trustees) who make all key decisions. Charity trustees may be appointed for an unlimited time and they will probably appoint new charity trustees.

A CIO using the 'association' model will have a wider voting membership who must make certain decisions (such as amending the constitution), will usually appoint some or all of the charity trustees (who will serve for fixed terms), and may be involved in the work of the CIO.

There are not two different forms of CIO. A CIO with the 'foundation' model could change its constitution to the 'association' model if it wanted a wider voting membership. (This could also happen the other way around, but members who were not trustees would have to agree to give up their membership.) Some changes would need our approval.

Why use one of the Commission's model CIO constitutions?

A CIO's constitution **must** be in the form to be specified by Commission regulations (or as near to that form as the circumstances allow). These regulations will specify that the constitution should be in the form of one of our model constitutions. This still allows some flexibility, as explained in the guidance notes on the model. The constitution **must** be in English if the CIO's principal office is in England, but may be in English or Welsh if the principal office is in Wales.

A CIO's constitution **must** include certain provisions to comply with the Charities Act 2011 (the 2011 Act) and the General Regulations. However the 2011 Act and General Regulations do not prescribe an exact wording.

There are other provisions that **must** be included **if** they apply to a particular CIO. If they do not fully apply, the constitution **must** explain to what extent or how they apply.

We have included other provisions in this model constitution because:

- they reflect good practice that we recommend
- they remind the trustees about a legal requirement
- the constitution would not work properly without them, or
- charities have said that it would be a useful option and it would be helpful to have standard wording

Using one of the Commission's models will help to ensure that you include all of the constitutional provisions that your CIO will need:

- to meet the requirements of the law
- to comply with good practice, and
- to be practical and workable

The guidance notes will prompt you to think about whether you may need to include particular powers.

The 2011 Act and the General Regulations don't require you to use a particular wording, but the wording in our models has been carefully considered and also informed by specialists in the charity sector. Using one of our models will also mean that there will be fewer questions for us to ask and consider when you apply for charity registration.

How do we become a CIO?

i) New charities

To set up and register a new CIO, follow the procedure set out below under Next steps.

ii) Existing charitable trusts and unincorporated associations

An existing unincorporated charity can only change to a CIO by:

- setting up and registering a new CIO (in the same way as for a new charity), then
- transferring its property and operations to the CIO.

You should check whether your charity can transfer its property in this way, or whether you need authorisation from the Commission. Once the transfer is complete, the original charity can normally be wound up and removed from the register, but different arrangements may apply to charities with permanent endowment (see below).

iii) Existing charities with permanent endowment

Some charitable trusts have property (land or investments) that cannot be expended as income. Property restricted in this way is called permanent endowment. This may include land that must be used in a particular way for the purposes of the charity.

- Often, these charities have no power to wind up or transfer their permanent endowment.
- CIOs cannot hold permanent endowment as part of their own (corporate) property.

The General Regulations make special provision to enable charities with permanent endowment to transfer to a CIO. The trustees of the permanently endowed charity need to:

- set up and register a new CIO with the Commission, then
- make a vesting declaration under section 310 of the 2011 Act (as amended by the General Regulations), transferring all property of the original charity to the new CIO.

The vesting declaration will:

- transfer expendable property to the CIO as part of its corporate property
- vest legal title to the permanent endowment in the CIO, to be held on its original trusts
- appoint the CIO as trustee for the permanent endowment trust and give it the powers of a trust corporation for that trust
- mean that the CIO and the permanent endowment trust are treated as a single charity for registration and accounting purposes (they won't need to register separately or produce separate accounts).

If charities use a vesting declaration to carry out a merger, they must record it in the [Register of Mergers](#). Vesting declarations are legal documents, so you may need advice from a solicitor or other professional.

There are circumstances in which permanent endowment can be spent; it is not absolutely protected.

For further information see our general guidance on CIOs.

iv) Existing charitable companies and industrial and provident societies

Once all of the provisions are in force, it will also be possible for an existing charitable company or charitable industrial and provident society to convert directly into a CIO; there are specific procedures for this.

To manage demand, the Commission is phasing in the introduction of the CIO and not all of these options will be available immediately. Please see our general guidance on CIOs for details.

What guidance should we consider before we begin?

- There is comprehensive guidance on [setting up and registering a charity](#) on our website.
- We also have more detailed **guidance on CIOs**.
- *The Essential Trustee* sets out the basics that all charity trustees need to know.

Next steps

1. Completing the constitution

Please note – we are publishing the model constitutions in this format (PDF) to help charities and their professional advisers to prepare for the implementation of the CIO. We are currently looking into more flexible and user-friendly formats that will make it easier for promoters to complete the constitution.

Once you have decided to apply to register a CIO and have chosen the correct model constitution, please read the constitution and accompanying guidance notes carefully. In the guidance notes we say that something **‘must’** be included in the constitution if it is a legal requirement in the 2011 Act or the General or Dissolution Regulations. We say that something **‘should’** be included if we consider it to be minimum good practice. We **‘recommend’** that you include other provisions to help ensure the smooth running of the CIO in future.

There are guidance notes on each clause explaining what it is for, and whether you **must** or **should** include (all or part of) it, and whether it **may** or **should** be amended to fit the circumstances. Even where clauses are completely optional, however, we advise you to follow the model provisions or suggested alternatives unless there is a particular need, in the interests of your charity, to do otherwise.

Some clauses contain options for you to choose from and blank spaces that you will need to fill in.

If you want to add any special or complex provisions that you have drafted yourself, you may need advice from a solicitor or other adviser. We may need more time to look at any specialist changes. Please make clear what changes you make, and why they are necessary. This will help us to consider your application as quickly as possible. We cannot guarantee to accept every organisation which uses one of our models as charitable. We must consider each case separately.

When you have finished, please check that you have:

- filled in all the blanks,
- deleted any clauses which you don't need; and
- numbered the remaining clauses (and sub-clauses) in sequence (including cross-references).

2. Applying to register

To register a new charity, [apply online](#). If you are unable to apply online, please contact Charity Commission Direct. The best way to contact us is by [email](#).

3. How long will it take?

We can normally make a decision in 40 working days if an organisation:

- can use our model wording for its objects ([Example charitable objects](#) on our website);
- shows that its activities are or will be consistent with the objects;
- shows that any private benefit is only incidental and is properly managed; and
- uses our model governing document.

Other applications will need closer consideration and so will take longer.

Notes

These explanatory notes are for advice and reference only and do not form part of the text of the constitution.

Inserting the date of the constitution is good practice, and helps to ensure everyone has the same document. The date to enter here is the date the constitution, or any amendment to it, has been registered by the Commission, as this is when it comes into effect. Leave this undated until the constitution has been registered.

Clause 1 - Name - You must include the name of the CIO in the constitution. In general, the Commission can accept any charity name unless it would be misleading, offensive or too similar to the name of an existing charity (unless the CIO is replacing that charity). The Commission has powers to require a charity to change its name if this happens. Further information on this is provided in our publication *Registering as a charity* (CC21) and in our Operational Guidance (OG330 - *Names of charities*), which are available on our website. There are also legal restrictions on using the same name as an existing company (unless it is a charitable company that is converting to a CIO) or as a former company or CIO that underwent insolvent liquidation – if in doubt seek professional advice.

Clause 2 - Principal office – The constitution must state whether the CIO's principal office is in England or Wales.

Clause 3 - Objects - The CIO must have exclusively charitable objects which you must set out in the constitution. Guidance on appropriate wording is available on our website. The key elements to include are:

- the purpose or purposes for which the CIO is being established;
- the people who can benefit; and, if appropriate;
- any geographic limits defining the area of benefit. If you include an area of benefit, it is common to define it by reference to a local government area: this has the advantage of clarity and simplicity, but can create problems if the area is subsequently altered or abolished. If this happens in future, contact the Commission for advice on amending the objects.

NB. If you cannot fit your objects in the space provided, please include them on a separate piece of paper and submit this with the constitution

Constitution of a Charitable Incorporated Organisation whose only voting members are its charity trustees

('Foundation' model constitution)

Date of constitution (last amended):

.....

1. Name

The name of the Charitable Incorporated Organisation ("the CIO") is

.....

2. National location of principal office

The CIO must have a principal office in England or Wales. The principal office of the CIO is in [England][Wales].

3. Object[s]

The object[s] of the CIO [is][are]

.....

.....

.....

.....

Nothing in this constitution shall authorise an application of the property of the CIO for the purposes which are not charitable in accordance with [section 7 of the Charities and Trustee Investment (Scotland) Act 2005] and [section 2 of the Charities Act (Northern Ireland) 2008]

4. Powers

The CIO has power to do anything which is calculated to further its object[s] or is conducive or incidental to doing so. In particular, the CIO has power to:

- (1) borrow money and to charge the whole or any part of its property as security for the repayment of the money borrowed. The CIO must comply as appropriate with sections 124 and 125 of the Charities Act 2011, if it wishes to mortgage land;
- (2) buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
- (3) sell, lease or otherwise dispose of all or any part of the property belonging to the CIO. In exercising this power, the CIO must comply as appropriate with sections 117 and 119-123 of the Charities Act 2011;

Notes

If the CIO needs to be recognised as a charity in Scotland and/or Northern Ireland you will need to include the relevant parts of the wording in square brackets to meet the requirements of charity law in those countries

Clause 4 - Powers - The Charities Act 2011 ('2011 Act') gives a CIO power to do 'anything which is calculated to further its purposes or is conducive or incidental to doing so'. Strictly speaking, this is the only power a CIO needs. It can, however, be helpful to state certain powers explicitly in the constitution. In particular, a stated power to borrow [(1)] may reassure potential lenders. For this reason we recommend that you include the example powers set out in the model (these include powers to buy, sell and lease property, employ staff and delegate investment management to a professional fund-manager). You may add other express powers here if you wish to.

You may include a constitutional provision restricting the general power in the 2011 Act. You must only include such a restriction if it is in the CIO's interests. You must not restrict the CIO's powers in a way that prevents it from disposing of its property. Restrictions on the powers are not provided for in this model and we recommend that you seek appropriate advice if you are considering this.

Clause 5 - Application of income and property - We recommend that you include this clause.

(1) reflects the provisions in the 2011 Act about a CIO charity trustee's entitlement to reasonable expenses and that they may benefit from trustee indemnity insurance. We recommend that you include it in the constitution, to inform people involved with the charity.

(2) reflects charity law requirements that the income and property of a CIO must be applied solely to further its objects and not to benefit the members or charity trustees (except as permitted by the governing document (see clause 6) or other express power). The trustees have a duty to ensure that the funds are correctly applied in accordance with this principle.

Clause 6 - Benefits and payments to charity trustees and connected persons – Charity trustees may only benefit from their charity if they have express legal authorisation to do so (such as a clause in the constitution). This restriction extends to people closely connected to a trustee ('connected persons' – this term is defined in the interpretation clause). You should include this clause so that charity trustees

- (4) employ and remunerate such staff as are necessary for carrying out the work of the CIO. The CIO may employ or remunerate a charity trustee only to the extent that it is permitted to do so by clause 6 (Benefits and payments to charity trustees and connected persons) and provided it complies with the conditions of that clause;
- (5) deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the CIO to be held in the name of a nominee, in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000.

5. Application of income and property

- (1) The income and property of the CIO must be applied solely towards the promotion of the objects.
 - (a) A charity trustee is entitled to be reimbursed from the property of the CIO or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the CIO.
 - (b) A charity trustee may benefit from trustee indemnity insurance cover purchased at the CIO's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.
- (2) None of the income or property of the CIO may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the CIO.
- (3) Nothing in this clause shall prevent a charity trustee or connected person receiving any benefit or payment which is authorised by Clause 6.

6. Benefits and payments to charity trustees and connected persons

(1) General provisions

No charity trustee or connected person may:

- (a) buy or receive any goods or services from the CIO on terms preferential to those applicable to members of the public;
- (b) sell goods, services, or any interest in land to the CIO;
- (c) be employed by, or receive any remuneration from, the CIO;
- (d) receive any other financial benefit from the CIO;

unless the payment or benefit is permitted by sub-clause (2) of this clause or authorised by the court or the prior written consent of the Charity Commission ("the Commission") has been obtained. In this clause, a "financial benefit" means a benefit, direct or indirect, which is either money or has a monetary value.

Notes

are clear about the restrictions that apply to them; and unless you include it, the statutory provisions will apply. Even where trustees are allowed to benefit from the CIO, this must only happen where the benefit is in the interests of the CIO. Our guidance *Trustee expenses and payments* (CC11) provides more information about trustee benefits.

The model clause permits a minority of the charity trustees or connected persons to receive payments and other benefits in certain instances (such as for goods and services they supply to the CIO), subject to the stated controls. The option also allows other types of trustee benefit, subject to the Commission's prior consent.

You may restrict the benefits that the charity trustees will be allowed receive by altering these clauses, but if you later need to undo any of the restrictions it will require the Commission's consent to do so. Trustees do not have to use these powers just because they have them – we suggest you may find it simpler to keep to the model wording.

None of these options allows trustees to receive payment for acting as a trustee.

(2)(a) If all of the trustees will benefit from the activities of the CIO (for example, by using facilities available to all inhabitants of the area, such as a community centre), you may wish to substitute the following wording: "A charity trustee or connected person may receive a benefit from the CIO as a beneficiary provided that it is available generally to the beneficiaries of the CIO"

(2)(d) – The CIO should document the amount of, and the terms of, the trustee's or connected person's loan.

(2) Scope and powers permitting trustees' or connected persons' benefits

- (a) A charity trustee or connected person may receive a benefit from the CIO as a beneficiary of the CIO provided that a majority of the trustees do not benefit in this way.
- (b) A charity trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the CIO where that is permitted in accordance with, and subject to the conditions in, sections 185 to 188 of the Charities Act 2011.
- (c) Subject to sub-clause (3) of this clause a charity trustee or connected person may provide the CIO with goods that are not supplied in connection with services provided to the CIO by the charity trustee or connected person.
- (d) A charity trustee or connected person may receive interest on money lent to the CIO at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).
- (e) A charity trustee or connected person may receive rent for premises let by the trustee or connected person to the CIO. The amount of the rent and the other terms of the lease must be reasonable and proper. The charity trustee concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.
- (f) A charity trustee or connected person may take part in the normal trading and fundraising activities of the CIO on the same terms as members of the public.

(3) Payment for supply of goods only – controls

The CIO and its charity trustees may only rely upon the authority provided by sub-clause (2)(c) of this clause if each of the following conditions is satisfied:

- (a) The amount or maximum amount of the payment for the goods is set out in a written agreement between the CIO and the charity trustee or connected person supplying the goods ("the supplier").
- (b) The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.

Clause 7 – Conflicts of interest and conflicts of loyalty – The General Regulations provide that a charity trustee of a CIO must not take part in any decision from which they would directly or indirectly benefit personally, unless they cannot reasonably be regarded as having a conflict of interest. This clause reminds the trustees of this requirement and also reflects wider good practice on managing conflicts of interest and conflicts of loyalty. We recommend that you include it.

- (c) The other charity trustees are satisfied that it is in the best interests of the CIO to contract with the supplier rather than with someone who is not a charity trustee or connected person. In reaching that decision the charity trustees must balance the advantage of contracting with a charity trustee or connected person against the disadvantages of doing so.
 - (d) The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the CIO.
 - (e) The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of charity trustees is present at the meeting.
 - (f) The reason for their decision is recorded by the charity trustees in the minute book.
 - (g) A majority of the charity trustees then in office are not in receipt of remuneration or payments authorised by clause 6.
- (4) In sub-clauses (2) and (3) of this clause:
- (a) “the CIO” includes any company in which the CIO:
 - (i) holds more than 50% of the shares; or
 - (ii) controls more than 50% of the voting rights attached to the shares; or
 - (iii) has the right to appoint one or more directors to the board of the company;
 - (b) “connected person” includes any person within the definition set out in clause [30] (Interpretation);

7. Conflicts of interest and conflicts of loyalty

A charity trustee must:

- (1) declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the CIO or in any transaction or arrangement entered into by the CIO which has not previously been declared; and
- (2) absent himself or herself from any discussions of the charity trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the CIO and any personal interest (including but not limited to any financial interest).

Notes

Clause 8 - Liability of members -
The constitution must state whether members of the CIO *either*

- (a) have no liability to contribute to the assets of the CIO if it is wound up [option 1] *or*:
- (b) will be liable to contribute up to a maximum amount each if the CIO cannot meet its financial obligations when it is wound up [option 2].

Choose one option and delete the other. There is no preference or requirement in the legal framework for members to be liable to contribute anything.

If you choose option 2, you must insert the maximum amount (normally a nominal sum such as £1 or £10) for which members will be individually liable.

Clause 9 - Charity trustees

(1) This clause explains the charity trustees' legal function, legal duty to act in good faith, and statutory duty of care. We recommend that these should be set out in the constitution. The trustees cannot adopt a lower duty of care.

(2) You should include provisions setting out who is eligible to be a charity trustee of the CIO.

Sub-clause (a) requires all trustees to be individuals. It is legally permissible for a corporate body to be a charity trustee, but we would advise against a trustee body including both individuals and one or more corporate bodies.

Clauses 9-13 are drafted on the basis that the CIO will be governed by a trustee body made up of a number of individuals. If there is a good reason why the CIO will be administered by a single trustee (eg a corporation) or have any other trusteeship arrangement, you will need to amend these clauses, and should seek your own professional advice.

Any charity trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter.

8. Liability of members to contribute to the assets of the CIO if it is wound up

Option 1

If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

Option 2

- (1) If the CIO is wound up, each member of the CIO is liable to contribute to the assets of the CIO such amount (but not more than £[]) as may be required for payment of the debts and liabilities of the CIO contracted before that person ceases to be a member, for payment of the costs, charges and expenses of winding up, and for adjustment of the rights of the contributing members among themselves.
- (2) In sub-clause (1) of this clause "member" includes any person who was a member of the CIO within 12 months before the commencement of the winding up.
- (3) But subject to that, the members of the CIO have no liability to contribute to its assets if it is wound up, and accordingly have no personal responsibility for the settlement of its debts and liabilities beyond the amount that they are liable to contribute.

9. Charity trustees

(1) Functions and duties of charity trustees

The charity trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. It is the duty of each charity trustee:

- (a) to exercise his or her powers and to perform his or her functions in his or her capacity as a trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO; and
- (b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:
 - (i) any special knowledge or experience that he or she has or holds himself or herself out as having; and,

Notes

The suggested provisions in (b) reflect the law and (c) is based on good practice. Note that there are offences under the General Regulations concerning legally disqualified individuals acting as trustees.

If there are to be additional conditions for eligibility to be a charity trustee (beyond the legal restrictions), these must be stated in the constitution. For example, some charities add requirements to ensure that trustees have particular knowledge or experience (eg of the locality in which the CIO operates or of issues relevant to the people that the CIO serves).

(2)(d) Contains an optional restriction on the proportion of charity trustees who are under 18. The Commission encourages charities to involve young people in their governance in whatever ways are appropriate in the circumstances, but advises against having a board made up entirely of people under 18. CIO trustees cannot be under 16.

(3) The General Regulations require that the constitution must state the minimum number of charity trustees, if more than one.

We recommend setting and including minimum and maximum numbers of charity trustees.

A CIO can have a fixed number of trustees or a range between a maximum and minimum (which will give the CIO more flexibility). Option 1a provides for a specified maximum number. Option 1b provides for no maximum limit. Option 2 provides for other trustee appointment arrangements in accordance with clause 13 (see below).

Choose Clause 9(3) Option 1 (and Option 1a or b) and Clause 10 Option 1 or choose Clause 9(3) Option 2 and Clause 10 Option 2 (selecting the relevant parts of each section). Delete the options that you have not chosen.

For good practice, a CIO should have at least three charity trustees. If the number of trustees falls below the minimum specified in the constitution, the provisions in clause 12(3) will enable the remaining charity trustees to appoint new trustees and prevent the CIO from becoming inoperable.

- (ii) if he or she acts as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

(2) Eligibility for trusteeship

- (a) Every charity trustee must be a natural person.
- (b) No individual may be appointed as a charity trustee of the CIO:
 - if he or she is under the age of 16 years; or
 - if he or she would automatically cease to hold office under the provisions of clause [12(1)(e)].
- (c) No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.
- [(d) At least one of the trustees of the CIO must be 18 years of age or over. If there is no trustee aged at least 18 years, the remaining trustees may only act to call a meeting of the charity trustees, or appoint a new charity trustee.]

(3) Number of charity trustees

Option 1

- (a) There must be at least [three] charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.

Option 1a

- (b) The maximum number of charity trustees is [12]. The charity trustees may not appoint any charity trustee if as a result the number of charity trustees would exceed the maximum.

Option 1b

- (b) There is no maximum number of charity trustees that may be appointed to the CIO.

Notes

A CIO should have enough charity trustees to effectively carry out their duties, but not too many so that it becomes impractical to hold effective trustee meetings where everyone can participate in decision making. We suggest a maximum of 12 trustees, but you may choose a higher or lower number depending on the CIO's needs.

(4) The General Regulations require that the constitution must state the names of the first charity trustees.

We recommend that you 'stagger' the terms of office of the first trustees to ensure that they do not all stand down at the same time. For example, if there are three trustees, one might be appointed for four years, one for three years and one for two years.

10 - Appointment of charity trustees
- The constitution must make provision about the appointment of one or more persons to be Charity trustees.

This clause contains two options. Choose the corresponding options in Clause 9(3) and Clause 10.

Option 1 provides for new trustees to be appointed by the current trustees. This is the simplest, and likely to be the usual, arrangement for most foundation CIOs.

Option 2 provides for new trustees to be appointed in different ways including appointment by the current trustees, ex-officio (ie by virtue of holding a certain office, eg the local vicar) and nomination by another organisation. If you use option 2 you will need to amend it to meet the CIO's particular circumstances depending on the combination of different methods of appointment that will apply. These additional appointment methods are usually only appropriate for charities operating in particular local areas or with links to particular bodies, and where it is desired to involve members of local councils, local churches or other external organisations on the trustee body.

Option 2

- (a) There should be:
[Not less than... nor more than]... appointed trustees;
[... ex officio trustee[s]; and
[Not less than... nor more than]... nominated trustees.]
- (b) There must be at least [three] charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.
- (c) The maximum number of charity trustees that can be appointed is as provided in sub-clause (a) of this clause. No trustee appointment may be made in excess of these provisions.

(4) First charity trustees

The first charity trustees are as follows[, and are appointed for the following terms] –

..... [for [4] years]

..... [for [3] years]

..... [for [2] years]

10. Appointment of charity trustees

Option 1

- (1) Apart from the first charity trustees, every trustee must be appointed [for a term of [three] years] by a resolution passed at a properly convened meeting of the charity trustees.
- (2) In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Option 2

(1) Appointed charity trustees

- (a) Apart from the first charity trustees, every appointed trustee must be appointed [for a term of [three] years] by a resolution passed at a properly convened meeting of the charity trustees.
- (b) In selecting individuals for appointment as appointed charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Notes

it is good practice for trustees to be appointed for a fixed term, but you may instead provide for appointed trustees to be appointed indefinitely (ie for life or until they retire), in which case, delete the words in square brackets in clauses 9(4) and 10(1).

Clause 11 - Information for new charity trustees - This clause represents good practice; we recommend that you include it. It is vital for new trustees to have easy access to the information and training that they need in order to become effective members of the trustee body.

[(2) Ex officio Trustee[s]]

- (a) The [insert role] for the time being ("the office holder") shall automatically ("ex-officio") be a charity trustee, for as long as he or she holds that office.
- (b) If unwilling to act as a charity trustee, the office holder may:
 - (i) before accepting appointment as a charity trustee, give notice in writing to the trustees of his or her unwillingness to act in that capacity; or
 - (ii) after accepting appointment as a charity trustee, resign under the provisions contained in clause [12] (Retirement and removal of charity trustees).

The office of ex officio charity trustee will then remain vacant until the office holder ceases to hold office.]

[(3) Nominated Trustee[s]]

- (a) [insert name of appointing body] ("the appointing body") may appoint [insert number] charity trustees.
- (b) Any appointment must be made at a meeting held according to the ordinary practice of the appointing body.
- (c) Each appointment must be for a term of [three] years.
- (d) The appointment will be effective from the later of:
 - (i) the date of the vacancy; and
 - (ii) the date on which the charity trustees or their secretary or clerk are informed of the appointment.
- (e) The person appointed need not be a member of the appointing body.
- (f) A trustee appointed by the appointing body has the same duty under clause 9(1) as the other charity trustees to act in the way he or she decides in good faith would be most likely to further the purposes of the CIO]

11. Information for new charity trustees

The charity trustees will make available to each new charity trustee, on or before his or her first appointment:

- (a) a copy of the current version of this constitution; and
- (b) a copy of the CIO's latest Trustees' Annual Report and statement of accounts.

Notes

Clause 12 - Retirement and removal of charity trustees - The General Regulations require that the constitution must contain provisions setting out how charity trustees (and members) may retire or otherwise cease to hold office. The provisions in the model follow recommended good practice. There is an optional provision (sub clause (3)) to ensure that trustees do not serve for more than three consecutive terms, which may help to encourage regular turnover and change on the trustee board. (It is good practice to aim for a balance between continuity and change.)

Clause 13 - Taking of decisions by charity trustees - The power to take decisions by resolution in writing or electronic form outside meetings is optional, but if the trustees intend to use it, it must be included in the constitution. This sub-clause sets out the procedure for written resolutions

12. Retirement and removal of charity trustees

- (1) A charity trustee ceases to hold office if he or she:
 - (a) retires by notifying the CIO in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);
 - (b) is absent without the permission of the charity trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated;
 - (c) dies;
 - (d) in the written opinion, given to the company, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a director and may remain so for more than three months;
 - (e) is disqualified from acting as a charity trustee by virtue of sections 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).
- (2) Any person retiring as a charity trustee is eligible for reappointment.
- [(3) A charity trustee who has served for [three] consecutive terms may not be reappointed for a [fourth] consecutive term but may be reappointed after an interval of at least [one year].]

13. Taking of decisions by charity trustees

Any decision may be taken either:

- at a meeting of the charity trustees; or
- by resolution in writing [or electronic form] agreed by a majority of all of the charity trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to which the majority of all of the charity trustees has signified their agreement. Such a resolution shall be effective provided that
 - a copy of the proposed resolution has been sent, at or as near as reasonably practicable to the same time, to all of the charity trustees; and
 - the majority of all of the charity trustees has signified agreement to the resolution in a document or documents which has or have been authenticated by their signature, by a statement of their identity accompanying the document or documents, or in such other manner as the charity trustees have previously resolved, and delivered to the CIO at its principal office or such other place as the trustees may resolve [within 28 days of the circulation date].

Notes

Clause 14 - Delegation by charity trustees - This power is optional. We recommend you include it for the smooth-running of the CIO. The General Regulations give charity trustees of a CIO automatic power to delegate tasks to sub-committees, staff or agents; but without this additional constitutional power, the trustees will be unable to delegate any power to make decisions.

Sub-clauses (2)(a)-(c) reflect minimum good practice and are safeguards that should not be removed or diminished.

Clause 15 - Meetings of charity trustees – The General Regulations require that the Constitution must include provisions for the calling and running of meetings including the minimum number of trustees who shall form a quorum, appointment of a chair and, if trustees will be able to demand a poll (a counted vote, normally with voting papers), the procedure for conducting such a poll. The provisions in this model are good practice recommendations.

We have not included provision for trustees to demand a poll in this model constitution as feedback from our consultations suggested that most charities did not feel it was appropriate.

(3)(a) We recommend that the quorum for trustee meetings should not be less than one third of the number of trustees.

(3)(c) It is common, but not obligatory, for the Chair to have a casting vote. You may include or delete this power.

(4) – This clause is optional, but will be required if one or more of the CIO's trustees may from time to time participate in meetings by telephone or other electronic means where participants may not all be able to see and hear each other.

14. Delegation by charity trustees

- (1) The charity trustees may delegate any of their powers or functions to a committee or committees, and, if they do, they shall determine the terms and conditions on which the delegation is made. The charity trustees may at any time alter those terms and conditions, or revoke the delegation.
- (2) This power is in addition to the power of delegation in the General Regulations and any other power of delegation available to the charity trustees, but is subject to the following requirements:
 - (a) a committee may consist of two or more persons, but at least one member of each committee must be a charity trustee;
 - (b) the acts and proceedings of any committee must be brought to the attention of the charity trustees as a whole as soon as is reasonably practicable; and
 - (c) the charity trustees shall from time to time review the arrangements which they have made for the delegation of their powers.

15. Meetings of charity trustees

(1) Calling meetings

- (a) Any charity trustee may call a meeting of the charity trustees.
- (b) Subject to that, the charity trustees shall decide how their meetings are to be called, and what notice is required.

(2) Chairing of meetings

The charity trustees may appoint one of their number to chair their meetings and may at any time revoke such appointment. If no-one has been so appointed, or if the person appointed is unwilling to preside or is not present within 10 minutes after the time of the meeting, the charity trustees present may appoint one of their number to chair that meeting.

(3) Procedure at meetings

- (a) No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. The quorum is two charity trustees, or the number nearest to one third of the total number of charity trustees, whichever is greater, or such larger number as the charity trustees may decide from time to time. A charity trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.

Clause 16 - Membership of the CIO - A CIO must have one or more members. In this model constitution the charity trustees are the only members and become members automatically. If the CIO is going to have a wider voting membership you will need use the Association Model Constitution.

The constitution must set out who is eligible for membership and how someone becomes a member. The constitution must contain provision for retirement and termination of membership. This model clause fulfils these requirements.

The General Regulations have been drafted on the basis that all members of a 'foundation' CIO will be charity trustees, and they will cease to be members of the CIO when they cease to be trustees.

Clause 17 - Informal or associate (non-voting) membership – We advise CIOs to include this power if they contemplate having an informal (associate) membership. Membership of this kind does not count as membership for legal purposes, for example in terms of voting rights, legal obligations to act in the interests of the charity or any liability to contribute to the assets of the CIO on dissolution.

Clause 18 – Decisions which must be made by the members of the CIO – we recommend that you include these powers and provisions in full

- (b) Questions arising at a meeting shall be decided by a majority of those eligible to vote.
- [(c) In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.]

(4) Participation in meetings by electronic means

- (a) A meeting may be held by suitable electronic means agreed by the charity trustees in which each participant may communicate with all the other participants.
- (b) Any charity trustee participating at a meeting by suitable electronic means agreed by the charity trustees in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting.
- (c) Meetings held by electronic means must comply with rules for meetings, including chairing and the taking of minutes.

16. Membership of the CIO

- (1) The members of the CIO shall be its charity trustees for the time being. The only persons eligible to be members of the CIO are its charity trustees. Membership of the CIO cannot be transferred to anyone else.
- (2) Any member and charity trustee who ceases to be a charity trustee automatically ceases to be a member of the CIO.

[17. Informal or associate (non-voting) membership]

- (1) The charity trustees may create associate or other classes of non-voting membership, and may determine the rights and obligations of any such members (including payment of membership fees), and the conditions for admission to, and termination of membership of any such class of members.
- (2) Other references in this constitution to “members” and “membership” do not apply to non-voting members, and non-voting members do not qualify as members for any purpose under the Charities Acts, General Regulations or Dissolution Regulations.]

18. Decisions which must be made by the members of the CIO

- (1) Any decision to:
 - (a) amend the constitution of the CIO;
 - (b) amalgamate the CIO with, or transfer its undertaking to, one or more other CIOs, in accordance with the Charities Act 2011; or

Notes

(1) This sub-clause acts as a reminder that certain decisions must be made by the members, rather than by the trustees (although in practice they are the same persons).

(2) This sub-clause allows decisions of the members to be made at a general meeting or by written resolution.

(3) The decisions specified in (1) are subject to special requirements; this sub-clause acts as a reminder of those requirements.

(4) This sub-clause sets out the procedure for written resolutions

Clause 19 - General meetings of members – The General Regulations state that the constitution must make provision about the holding and calling of general meetings, and procedure at such meetings including the minimum number of members who shall form a quorum, whether members can demand a poll, and the procedure for conducting such a poll. The provisions in this clause are good practice recommendations.

- (c) wind up or dissolve the CIO (including transferring its business to any other charity)

must be made by a resolution of the members of the CIO (rather than a resolution of the charity trustees).

- (2) Decisions of the members may be made either:

- (a) by resolution at a general meeting; or
- (b) by resolution in writing, in accordance with sub-clause (4) of this clause.

- (3) Any decision specified in sub-clause (1) of this clause must be made in accordance with the provisions of clause [28] (amendment of constitution), clause [29] (Voluntary winding up or dissolution), or the provisions of the Charities Act 2011, the General Regulations or the Dissolution Regulations as applicable. Those provisions require the resolution to be agreed by a 75% majority of those members voting at a general meeting, or agreed by all members in writing.

- (4) Except where a resolution in writing must be agreed by all the members, such a resolution may be agreed by a simple majority of all the members who are entitled to vote on it. Such a resolution shall be effective provided that:

- (a) a copy of the proposed resolution has been sent to all the members eligible to vote; and
- (b) the required majority of members has signified its agreement to the resolution in a document or documents which are received at the principal office within the period of 28 days beginning with the circulation date. The document signifying a member's agreement must be authenticated by their signature, by a statement of their identity accompanying the document, or in such other manner as the CIO has specified.

The resolution in writing may comprise several copies to which one or more members has signified their agreement. Eligibility to vote on the resolution is limited to members who are members of the CIO on the date when the proposal is first circulated.

19. General meetings of members

(1) Calling of general meetings of members

The charity trustees may designate any of their meetings as a general meeting of the members of the CIO. The purpose of such a meeting is to discharge any business which must by law be discharged by a resolution of the members of the CIO as specified in clause [18] (Decisions which must be made by the members of the CIO).

Notes

(1) In a CIO with the 'foundation' model constitution, all of the members are trustees, so the trustees may decide which of their meetings should be treated as a general meeting of the members (subject to the notice requirements in (2)).

(2)(a) The minimum period of notice for general meetings should be reasonable in the CIO's particular circumstances, to enable as many members (trustees) as possible to participate in such decisions. For the decisions mentioned in clause 18(1) the period of notice is specified as 14 days in the General Regulations.

(3) This sub-clause means that the usual procedural provisions for trustees' meetings will also apply when they meet as members.

Proxy voting – The General Regulations stipulate that members can only vote by proxy if there is a specific provision in the constitution, which must set out:

- (a) how a member appoints a proxy;
- (b) the rights of the proxy; and
- (c) how the appointment is terminated.

For recommended wording (which does not form part of this model), please see the Appendix to this constitution.

Postal voting – The General Regulations stipulate that members can only use postal votes if there is a specific provision in the constitution, which must make provision about the circumstances in which, and the way in which, such votes may be given.

For recommended wording (which does not form part of this model), please see the Appendix to this constitution.

Clause 20 - Saving provisions – We recommend that you include this clause, to reduce the risk of trustees' decisions being declared invalid for purely technical reasons. This is, however, also covered in the General Regulations.

(2) Notice of general meetings of members

- (a) The minimum period of notice required to hold a general meeting of the members of the CIO is [14] days.
- (b) Except where a specified period of notice is strictly required by another clause in this constitution, by the Charities Act 2011 or by the General Regulations, a general meeting may be called by shorter notice if it is so agreed by a majority of the members of the CIO.
- (c) Proof that an envelope containing a notice was properly addressed, prepaid and posted; or that an electronic form of notice was properly addressed and sent, shall be conclusive evidence that the notice was given. Notice shall be deemed to be given 48 hours after it was posted or sent.

(3) Procedure at general meetings of members

The provisions in clause 15 (2)-(4) governing the chairing of meetings, procedure at meetings and participation in meetings by electronic means apply to any general meeting of the members, with all references to trustees to be taken as references to members.

20. Saving provisions

- (1) Subject to sub-clause (2) of this clause, all decisions of the charity trustees, or of a committee of charity trustees, shall be valid notwithstanding the participation in any vote of a charity trustee:
 - who was disqualified from holding office;
 - who had previously retired or who had been obliged by the constitution to vacate office;
 - who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise;

if, without the vote of that charity trustee and that charity trustee being counted in the quorum, the decision has been made by a majority of the charity trustees at a quorate meeting.

- (2) Sub-clause (1) of this clause does not permit a charity trustee to keep any benefit that may be conferred upon him or her by a resolution of the charity trustees or of a committee of charity trustees if, but for sub-clause (1), the resolution would have been void, or if the charity trustee has not complied with clause 7 (Conflicts of interest).

Notes

Clause 21 – Execution of documents

- We recommend that you include this clause, for clarity about how documents may be validly executed on behalf of the CIO. It includes provision for use of a seal, which the General Regulations stipulate must be included if the CIO is to have a seal (but there is no requirement to have one). The General Regulations require the full name of the CIO to be clearly written on the seal, and failure to comply with this is an offence.

Clause 22 – Use of electronic

communications – The General Regulations include provisions governing the use of electronic communication, and we recommend that CIO trustees familiarise themselves with the requirements. Failure to comply with the requirement to provide a hard copy would constitute an offence.

The General Regulations state that if the CIO intends to automatically use electronic communication or a website to send formal communications to members, this must be stated in the constitution, which must also set out the circumstances in which this will happen. For suggested wording, please see the appendix to this constitution.

Clause 23 – Keeping of registers –

This clause reflects the requirements in the General Regulations that the CIO keeps registers of members and charity trustees and makes this information available for inspection by interested persons. This does not have to be stated in the constitution but is included to serve as a reminder.

Clause 24 – Minutes – This clause

reflects the requirements of the General Regulations regarding record keeping. We recommend that this clause is included, to remind the trustees of their responsibilities.

21. Execution of documents

- (1) The CIO shall execute documents either by signature or by affixing its seal (if it has one)
- (2) A document is validly executed by signature if it is signed by at least two of the charity trustees.
- (3) If the CIO has a seal:
 - (a) it must comply with the provisions of the General Regulations; and
 - (b) the seal must only be used by the authority of the charity trustees or of a committee of charity trustees duly authorised by the charity trustees. The charity trustees may determine who shall sign any document to which the seal is affixed and unless otherwise so determined it shall be signed by two charity trustees.

22. Use of electronic communications

[(1) General]

The CIO will comply with the requirements of the Communications Provisions in the General Regulations and in particular:

- (a) the requirement to provide within 21 days to any member on request a hard copy of any document or information sent to the member otherwise than in hard copy form;
- (b) any requirements to provide information to the Commission in a particular form or manner.

23. Keeping of Registers

The CIO must comply with its obligations under the General Regulations in relation to the keeping of, and provision of access to, a (combined) register of its members and charity trustees.

24. Minutes

The charity trustees must keep minutes of all:

- (1) appointments of officers made by the charity trustees;
- (2) proceedings at general meetings of the CIO;
- (3) meetings of the charity trustees and committees of charity trustees including:
 - the names of the trustees present at the meeting;
 - the decisions made at the meetings; and
 - where appropriate the reasons for the decisions;

Notes

Clause 25 - Accounting records (etc) - This clause reflects the trustees' duties under the 2011 Act. We recommend that this clause is included, to remind the trustees of their responsibilities

Clause 26 - Rules – We recommend that this power should be included for clarity, but charities automatically have this power and it does not have to be stated in the constitution. It is important that members are made aware of, and can easily obtain, copies of any rules.

Clause 27 - Disputes – It is good practice to include provisions for dealing with any disputes that arise between members of the CIO. Litigation can be expensive, and litigation about the internal affairs of a charity would almost certainly constitute "charity proceedings", which can be taken only with the Commission's authority. We would usually require the parties to a dispute to have tried mediation first.

Clause 28 - Amendment of constitution - This reflects the CIOs' statutory power of amendment in sections 224-227 of the Charities Act 2011. A CIO's constitution should include these provisions for ease of reference. The constitution of a CIO cannot extend the statutory power of constitutional amendment, but the General Regulations provide that you may include additional restrictions in some or all cases, for example requiring a longer period of notice before the meeting, or a higher majority, for certain changes. Additional restrictions are not provided for in this model and if you are considering this, we recommend that you take appropriate advice. To request the Commission's consent to an amendment or to inform the Commission of an amendment, please complete our [online form](#).

- (4) decisions made by the charity trustees otherwise than in meetings.

25. Accounting records, accounts, annual reports and returns, register maintenance

- (1) The charity trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of account, and to the preparation of annual reports and returns. The statements of account, reports and returns must be sent to the Charity Commission, regardless of the income of the CIO, within 10 months of the financial year end.
- (2) The charity trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the CIO entered on the Central Register of Charities.

26. Rules

The charity trustees may from time to time make such reasonable and proper rules or byelaws as they may deem necessary or expedient for the proper conduct and management of the CIO, but such rules or bye laws must not be inconsistent with any provision of this constitution. Copies of any such rules or bye laws currently in force must be made available to any member of the CIO on request.

27. Disputes

If a dispute arises between members of the CIO about the validity or propriety of anything done by the members under this constitution, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

28. Amendment of constitution

As provided by sections 224-227 of the Charities Act 2011:

- (1) This constitution can only be amended:
 - (a) by resolution agreed in writing by all members of the CIO; or
 - (b) by a resolution passed by a 75% majority of those voting at a general meeting of the members of the CIO called in accordance with clause 19 (General meetings of members).
- (2) Any alteration of clause 3 (Objects), clause [29] (Voluntary winding up or dissolution), this clause, or of any provision where the alteration would provide authorisation for any benefit to be obtained by charity trustees or members of the CIO or persons connected with them, requires the prior written consent of the Charity Commission.

Clause 29 - Voluntary winding up or dissolution - This clause reflects the provisions of the 2011 Act and the General Regulations and Dissolution Regulations. We recommend that it is included in the constitution for ease of reference. It also highlights that there are other requirements in the Dissolution Regulations that the trustees must comply with, as there are offences for non-compliance. To inform the Commission of your CIO's dissolution, please complete our [online form](#).

(2) The constitution must contain directions about how its property will be applied if it is wound up. Any assets remaining after the payment of debts must be applied for charitable purposes that are similar to those of the CIO.

(4) It is essential for trustees to be aware that if the CIO is unable to meet its financial obligations in full when it is wound up, the provisions in sub-clauses (1)-(3) do not apply, and the relevant provisions of the Dissolution regulations must be followed. Failure to do so is not only an offence, but could lead to personal liability for the trustees.

- (3) No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.
- (4) A copy of every resolution amending the constitution, together with a copy of the CIO's constitution as amended must be sent to the Commission by the end of the period of 15 days beginning with the date of passing of the resolution, and the amendment does not take effect until it has been recorded in the Register of Charities.

29. Voluntary winding up or dissolution

- (1) As provided by the Dissolution Regulations, the CIO may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the CIO can only be made:
 - (a) at a general meeting of the members of the CIO called in accordance with clause 19 (General meetings of members), of which not less than 14 days' notice has been given to those eligible to attend and vote:
 - (i) by a resolution passed by a 75% majority of those voting, or
 - (ii) by a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the general meeting; or
 - (b) by a resolution agreed in writing by all members of the CIO.
- (2) Subject to the payment of all the CIO's debts:
 - (a) Any resolution for the winding up of the CIO, or for the dissolution of the CIO without winding up, may contain a provision directing how any remaining assets of the CIO shall be applied.
 - (b) If the resolution does not contain such a provision, the charity trustees must decide how any remaining assets of the CIO shall be applied.
 - (c) In either case the remaining assets must be applied for charitable purposes the same as or similar to those of the CIO.
- (3) The CIO must observe the requirements of the Dissolution Regulations in applying to the Commission for the CIO to be removed from the Register of Charities, and in particular:
 - (a) the charity trustees must send with their application to the Commission:
 - (i) a copy of the resolution passed by the members of the CIO;

Clause 30 - Interpretation – this clause explains some terms used in the rest of the constitution.

- (ii) a declaration by the charity trustees that any debts and other liabilities of the CIO have been settled or otherwise provided for in full; and
 - (iii) a statement by the charity trustees setting out the way in which any property of the CIO has been or is to be applied prior to its dissolution in accordance with this constitution;
- (b) the charity trustees must ensure that a copy of the application is sent within seven days to every member and employee of the CIO, and to any charity trustee of the CIO who was not privy to the application.
- (4) If the CIO is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

30. Interpretation

In this constitution:

“connected person” means:

- (a) a child, parent, grandchild, grandparent, brother or sister of the charity trustee;
- (b) the spouse or civil partner of the charity trustee or of any person falling within sub-clause (a) above;
- (c) a person carrying on business in partnership with the charity trustee or with any person falling within sub-clause (a) or (b) above;
- (d) an institution which is controlled –
 - (i) by the charity trustee or any connected person falling within sub-clause (a), (b), or (c) above; or
 - (ii) by two or more persons falling within sub-clause (d)(i), when taken together
- (e) a body corporate in which –
 - (i) the charity trustee or any connected person falling within sub-clauses (a) to (c) has a substantial interest; or
 - (ii) two or more persons falling within sub-clause (e)(i) who, when taken together, have a substantial interest.

Section 118 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this constitution.

“General Regulations” means the Charitable Incorporated Organisations (General) Regulations 2012.

“Dissolution Regulations” means the Charitable Incorporated Organisations (Insolvency and Dissolution) Regulations 2012.

The **“Communications Provisions”** means the Communications Provisions in [Part 9, Chapter 4] of the General Regulations.

“charity trustee” means a charity trustee of the CIO.

A **“poll”** means a counted vote or ballot, usually (but not necessarily) in writing.

Appendix

The following provisions do not form part of the 'Foundation' model constitution but are available as options under clauses 19 (General meetings of members) and 22 (Use of electronic communications). For CIOs intending to include these powers in their constitutions, we recommend that you use the following wording. Notes on these clauses are included with the explanatory notes accompanying the clauses in the model.

General meetings of members

(4) Proxy voting

- (a) Any member of the CIO may appoint another person as a proxy to exercise all or any of that member's rights to attend, speak and vote at a general meeting of the CIO. Proxies must be appointed by a notice in writing (a "proxy notice") which:
 - (i) states the name and address of the member appointing the proxy;
 - (ii) identifies the person appointed to be that member's proxy and the general meeting in relation to which that person is appointed;
 - (iii) is signed by or on behalf of the member appointing the proxy, or is authenticated in such manner as the CIO may determine; and
 - (iv) is delivered to the CIO in accordance with the constitution and any instructions contained in the notice of the general meeting to which they relate.
- (b) The CIO may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.
- (c) Proxy notices may (but do not have to) specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.
- (d) Unless a proxy notice indicates otherwise, it must be treated as:
 - (i) allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting; and
 - (ii) appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.

- (e) A member who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the CIO by or on behalf of that member.
- (f) An appointment under a proxy notice may be revoked by delivering to the CIO a notice in writing given by or on behalf of the member by whom or on whose behalf the proxy notice was given.
- (g) A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.
- (h) If a proxy notice is not signed or authenticated by the member appointing the proxy, it must be accompanied by written evidence that the person who signed or authenticated it on that member's behalf had authority to do so.

(5) Postal Voting

- (a) The CIO may, if the charity trustees so decide, allow the members to vote by post or electronic mail ("email") to elect charity trustees or to make a decision on any matter that is being decided at a general meeting of the members.
- (b) The charity trustees must appoint at least two persons independent of the CIO to serve as scrutineers to supervise the conduct of the postal/email ballot and the counting of votes.
- (c) If postal and/or email voting is to be allowed on a matter, the CIO must send to members of the CIO not less than [21] days before the deadline for receipt of votes cast in this way:
 - (i) a notice by email, if the member has agreed to receive notices in this way under clause [22] (Use of electronic communications), including an explanation of the purpose of the vote and the voting procedure to be followed by the member, and a voting form capable of being returned by email or post to the CIO, containing details of the resolution being put to a vote, or of the candidates for election, as applicable;
 - (ii) a notice by post to all other members, including a written explanation of the purpose of the postal vote and the voting procedure to be followed by the member; and a postal voting form containing details of the resolution being put to a vote, or of the candidates for election, as applicable.

- (d) The voting procedure must require all forms returned by post to be in an envelope with the member's name and signature, and nothing else, on the outside, inside another envelope addressed to 'The Scrutineers for [name of CIO]', at the CIO's principal office or such other postal address as is specified in the voting procedure.
- (e) The voting procedure for votes cast by email must require the member's name to be at the top of the email, and the email must be authenticated in the manner specified in the voting procedure.
- (f) Email votes must be returned to an email address used only for this purpose and must be accessed only by a scrutineer.
- (g) The voting procedure must specify the closing date and time for receipt of votes, and must state that any votes received after the closing date or not complying with the voting procedure will be invalid and not be counted.
- (h) The scrutineers must make a list of names of members casting valid votes, and a separate list of members casting votes which were invalid. These lists must be provided to a charity trustee or other person overseeing admission to, and voting at, the general meeting. A member who has cast a valid postal or email vote must not vote at the meeting, and must not be counted in the quorum for any part of the meeting on which he, she or it has already cast a valid vote. A member who has cast an invalid vote by post or email is allowed to vote at the meeting and counts towards the quorum.
- (i) For postal votes, the scrutineers must retain the internal envelopes (with the member's name and signature). For email votes, the scrutineers must cut off and retain any part of the email that includes the member's name. In each case, a scrutineer must record on this evidence of the member's name that the vote has been counted, or if the vote has been declared invalid, the reason for such declaration.
- (j) Votes cast by post or email must be counted by all the scrutineers before the meeting at which the vote is to be taken. The scrutineers must provide to the person chairing the meeting written confirmation of the number of valid votes received by post and email and the number of votes received which were invalid.

- (k) The scrutineers must not disclose the result of the postal/email ballot until after votes taken by hand or by poll at the meeting, or by poll after the meeting, have been counted. Only at this point shall the scrutineers declare the result of the valid votes received, and these votes shall be included in the declaration of the result of the vote.
- (l) Following the final declaration of the result of the vote, the scrutineers must provide to a charity trustee or other authorised person bundles containing the evidence of members submitting valid postal votes; evidence of members submitting valid email votes; evidence of invalid votes; the valid votes; and the invalid votes.
- (m) Any dispute about the conduct of a postal or email ballot must be referred initially to a panel set up by the charity trustees, to consist of two trustees and two persons independent of the CIO. If the dispute cannot be satisfactorily resolved by the panel, it must be referred to the Electoral Reform Services.

Use of electronic communications

(2) To the CIO

Any member or charity trustee of the CIO may communicate electronically with the CIO to an address specified by the CIO for the purpose, so long as the communication is authenticated in a manner which is satisfactory to the CIO.

(3) By the CIO

- (a) Any member or charity trustee of the CIO, by providing the CIO with his or her email address or similar, is taken to have agreed to receive communications from the CIO in electronic form at that address, unless the member has indicated to the CIO his or her unwillingness to receive such communications in that form.
- (b) The charity trustees may, subject to compliance with any legal requirements, by means of publication on its website:
 - (i) provide the members with the notice referred to in clause 19(2) (Notice of general meetings);
 - (ii) give charity trustees notice of their meetings in accordance with clause 15(1) (Calling meetings); [and

- (iii) submit any proposal to the members or charity trustees for decision by written resolution or postal vote in accordance with the CIO's powers under clause 18 (Members' decisions), 18(4) (Decisions taken by resolution in writing), or [[the provisions for postal voting] (if you have included this optional provision, please insert the correct clause number here)].
- (c) The charity trustees must –
 - (i) take reasonable steps to ensure that members and charity trustees are promptly notified of the publication of any such notice or proposal; and
 - (ii) send any such notice or proposal in hard copy form to any member or charity trustee who has not consented to receive communications in electronic form.

ENVIRONMENT AND SUSTAINABILITY POLICY AND SERVICE COMMITTEE AGENDA PLAN

Published on 1st July 2020



Cambridgeshire
County Council

Notes

Committee dates shown in bold are confirmed.

Committee dates shown in brackets and italics are reserve dates.

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

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

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

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

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

The following are standing agenda items which are considered at every Committee meeting:

- Minutes of previous meeting and Action Log;
- Agenda Plan, Appointments to Outside Bodies and Training Plan;

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
09/07/20	Finance Monitoring Report	Sarah Heywood	Not Applicable	29/06/20	01/07/20
	Approve Grid Connection Costs for St Ives Smart Energy Grid.	Cherie Gregoire	Not Applicable		
	Solar Carport Project – Integration works into the Civic Hub	Sheryl French	Not Applicable		
	Swaffham Prior Community Heat Project: Heat Supply Agreement and Retail Offer for consultation	Sheryl French	Not Applicable		

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
	How the Council should be contributing to the Local Nature partnership.	Philip Clark/Julia Beeden	Not Applicable		
	Covid-19 Highlight Report	Steve Cox	Not applicable		
13/08/20 <i>[Provisional]</i>	Covid-19 Highlight Report	Steve Cox	Not applicable	01/08/20	04/08/20
17/09/20	North East Cambridge AAP Consultation Response	David Carford	Not applicable	04/09/20	08/09/20
	Approval of Flood Risk Management Data	Julia Beeden	Not applicable		
	Approach to Fens Flood Tactical Plan	Julia Beeden	Not applicable		
	Local Plans Paper	Juliet Richardson	Not applicable		
	West Cambridge Master Plan Response	J Richardson D Allatt	Not applicable		
	Milton Household Recycling Centre	Adam Smith	2020/013		
	Covid-19 Highlight Report	Steve Cox	Not applicable		
	Performance Report	Matthew Tullet	Not applicable		
15/10/20	Business Planning	Steve Cox	Not applicable	02/10/20	06/10/20
	Covid-19 Highlight Report	Steve Cox	Not applicable		
	Risk Register Review	Steve Cox	Not applicable		
19/11/20	Business Planning (Reserve in case of additions)		Not applicable	06/11/20	10/11/20
	Covid-19 Highlight Report	Steve Cox	Not applicable		
10/12/20	Business Planning	Steve Cox	Not applicable	27/11/20	01/12/20
	Covid-19 Highlight Report	Steve Cox	Not applicable		

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
	Performance Report	Business Intelligence Tom Barden	Not applicable		
14/01/21				04/01/21	06/01/21
11/02/21 (reserve)				29/01/21	02/02/21
11/03/21	Performance Report		Not applicable	26/02/21	02/03/21
08/04/21 (reserve)				26/03/21	30/03/21
10/06/21	Notification of the Appointment of the Chairman/Chairwoman and Vice Chairman/Chairwoman	Democratic Services		28/05/21	01/06/21

ENVIRONMENT AND SUSTAINABILITY COMMITTEE TRAINING PLAN

Ref	Subject	Desired Learning Outcome/Success Measures	Date	Responsibility	Attendance by:
1.	Waste PFI overview – to ensure Members have an understanding of the PFI contract and how waste is managed across the county		August 2020	Quinton Carroll	
2.	Climate Change Strategy – to ensure Members have an understanding of the Council's actions on Climate change and the Environment Strategy		July 2020	Sheryl French	
3.	How to respond to a consultation response		13 th August 2020.	Juliet Richardson	
4.	Green strategies and national work including the Future Parks Accelerator		September 2020	Quinton Carroll	
5.	Energy Projects through Energy Investment Unit		July 2020	Sheryl French	

