

## **COMMUNITIES AND PARTNERSHIP COMMITTEE: MINUTES**

**Date:** Thursday 4th July 2019

**Time:** 10:00am – 12:20pm

**Venue:** Kreis Viersen Room, Shire Hall, Cambridge

**Present:** Councillors S Criswell (Chairman), K Cuffley (Vice-Chairman), A Costello, L Every, D Jenkins, L Nieto, C Richards and S Taylor

**Apologies:** Councillors B Ashwood, J French and A Taylor

### **172. APOLOGIES & DECLARATIONS OF INTEREST**

Apologies were received from Councillors Ashwood, French and A Taylor (substituted by Councillor Jenkins).

No declarations of interest were made.

### **173. MINUTES 30TH MAY 2019 & MINUTES ACTION LOG**

The minutes of the meeting held on 30th May 2019 were approved as a correct record and signed by the Chairman.

The Service Director of Communities and Safety provided the following oral update on Minute 165 (a):

As part of the tackling poverty project and action plan, officers are currently working together and with our partners to collectively consider the Early Years improvement plans already underway in Cottenham, including that being carried out by Ofsted and dedicated officers supporting the transition from pre-school to school. This project work will include developing links with Best Start In Life initiatives and other community support networks including the library service.

A further oral update was provided for Minute 165 (b)

The answer to this is that the Council now pays at and above the Living Wage and has done since 1<sup>st</sup> April. We are part of the National Joint Council (NJC) pay framework. The Real Living Wage is now £9 an hour and the bottom spinal column point on the NJC pay scale that we use is also now £9.00.

Clarification was sought on whether the commitment made by the Council to pay the Real Living Wage also extended to wages paid by contractors. The Service Director committed to investigating and providing the Committee with an answer. **Action required**

It was noted that a query regarding the selection of Melbourn as a hate crime reporting centre, which although recorded in the previous set of minutes (the second bullet point of Minute 164), had not been included in the action log. The Democratic Services

Officer Trainee acknowledged the oversight and committed to adding the query as a further action. **Action required**

#### **174. PETITIONS AND PUBLIC QUESTIONS**

No petitions or public questions were received.

#### **175. SHARED AND INTEGRATED SERVICES PROGRAMME**

The Committee received a report which provided an overview of progress on the Shared and Integrated Services Programme since the previous update in October 2018. The Director for Business Improvement and Development noted that shared appointments were now being made in a more strategic manner. Members were informed that consideration was being given as to whether the programme's name could be more explicit regarding its objective of building resilience across the community, with a focus on sharing roles and making savings, as opposed to an actual integration of services. It was reiterated that the programme was explicitly based on the relationship between Cambridgeshire County Council and Peterborough City Council and that a more detailed analysis of the benefits for both councils would be presented in October.

While discussing the report, Members:

- Queried whether the Shared IT Strategy was aligned to those used by partner organisations, such as the NHS. Although aligning or sharing IT services was being investigated and encouraged across the County, it was noted that the systems of health services were particularly difficult to align with and that such integration was currently mainly limited to data sharing. The Think Communities approach would assist in better data sharing, as the geographies had been plotted around networks such as the health system, which would enable greater integration.
- Established that the programme looked to change the relationship with society by reverting to a philosophy of establishing what was needed on a local level, rather than enforcing a universal approach across the area. Aligning the services of the two councils would allow for them to be improved together while adopting a shared vision and method of working.

It was resolved unanimously to:

Note and comment on the key areas that have progressed during the monitoring period and the next critical stages of work between now and the next reporting period (October 2019).

## **176. COUNTY COUNCIL'S APPROACH TO ADDRESSING HOUSING AND HOMELESSNESS**

The Committee received a report detailing the progress made by the cross Council Officer Working Group since its formation in November 2018, alongside the research that had been undertaken and the direction in which it was looking to continue working. It was argued that although the Council was not the statutory Housing Authority, the key duties and responsibilities listed in section 3 were intrinsically linked to the housing economy and therefore it was an issue that affected the Council. Attention was drawn to the analysis provided in section 7.2 of the report and the proposed actions laid out in Appendix 1. The Assistant Director of Housing, Communities and Youth noted that while there was already a large amount of work being carried out by partners on the tackling homelessness, the report was intended to establish what the Council could do, in order to then approach partners with a plan.

In discussing the report, Members:

- Noted the importance of working with partners and queried how the different authorities and bodies worked together to align their objectives and processes. Members were informed that a housing board, of which the Council's Assistant Director of Housing, Communities and Youth was the Vice-Chairwoman, met once a month to share and discuss ideas and it was noted that a homelessness group reported to the housing board. Members expressed interest in developing a joint action plan in the future with other authorities.
- Observed that each district across Cambridgeshire faced its own set of challenges and that incentives for engaging on different area of work therefore varied according to the district. Members suggested that there should be greater engagement with parish and town councils, as they were more informed of what was needed in local areas.
- Sought greater detail on a timeframe for action, as well as future reports to Committee. It was acknowledged that there was a need to tackle the issue with competency and urgency, as it was a fundamental issue for communities, while it was suggested that future reports should align with the housing board's transformation process.
- Considered the definition of homelessness and how such a definition affected district councils' statutory duty to house people. Members established that there was not a specific definition and that individual assessments were carried out on a case-by-case basis. It was argued that there were different stages or grades of homelessness, such as when a person was actively looking for accommodation.
- Sought clarification over how homeless people that had come from other countries were treated and whether they were refused assistance. Members were informed that when someone moved into a community, they would generally establish a local connection, which in turn qualified them for accommodation, but it was noted that these were issues for the relevant district councils.
- Proposed that it would be helpful for Members to be more involved in the process.

- Queried the proposal to influence planning decisions and whether it would be a role for the County Council or for district councils. Given the Council's role in influencing section 106 funding for new developments, it was noted that there had been extensive work carried out on a close level with developers and planners.
- Argued that the approach should place greater focus on tackling the causes of homelessness, including poverty, domestic abuse and unemployment. It was acknowledged that there were many factors that led to homelessness and that poverty was often a connected theme, while the Committee was reminded that the Council had developed a separate Poverty Strategy. One Member argued that community provisions, such as library services and schools, were fundamental to tackling homelessness.
- Suggested that the wording of the second bullet point of section 6.2 of the report implied that lower paid staff were not essential, and that it should therefore be revised.
- Expressed concern that 'This Land' had resisted calls to take on a greater social role. Clarification was sought over whether the business would commit to providing a certain level of affordable housing. While it was noted that plans for levels of affordable housing often varied during the construction process, the Assistant Director of Housing, Communities and Youth committed to seeking clarification.  
**Action required**
- Requested a clear diagram of how the Council connected and interacted with all its different partners on homelessness and not just on housing.
- Suggested that the proportion of new housing that was affordable should be higher than the 41% proposed in the report. Members requested information on discussions held with district councils and developers regarding levels of affordable housing in new developments. **Action required**
- Sought clarification on how much of the work carried out by district councils was embedded in policy and procedure and whether it could be enforced. It was noted that the Council and its services were required to refer cases of potential homelessness to the relevant housing authority but this requirement was not included in legislation, although it was respected by the authorities.
- Clarified that the People Strategy 2019-2021 mentioned in section 7.2.2 of the report covered all types of employees, including apprenticeships.

Having discussed the report, it was decided to defer the proposed recommendations and for the Committee to receive a further paper in October 2019.

It was resolved unanimously to:

- a) Note the work carried out so far;
- b) Support the proposal's direction of travel; and
- c) Agree for officers to reflect on Members' comments and present a further report in October 2019.

## 177. THINK COMMUNITIES UPDATE – JULY 2019

The Committee received a report which provided an update on progress made developing the Think Communities approach since the last update in March 2019. In presenting the report, it was noted that there were seven districts and over two hundred councils in the area involved, demonstrating the scale of the challenge to rearrange provision on a geographical basis.

Members were informed that 21 Primary Care Networks (PCNs) had been established across Cambridgeshire and Peterborough and that the service delivery areas had been geographically as closely aligned as possible to the PCNs, in order to incorporate the Council's health partners into the Think Communities approach. Place-based delivery boards would be created so as to ensure consistency, with each one being chaired by the district's Chief Executive. The deep analysis of shared data that would quickly become available to local authorities, partners and the public, was highlighted as information that had never before been available. This would create a detailed picture of the costs, demands and hotspots across the area, which in turn would allow for increased and more effective targeted service provision. Members were also informed that the buildings originally called spokes would henceforth be known as community hubs, and their locations would be considered at a Committee workshop on 8th August 2019.

In discussing the report, Members:

- Emphasised the widespread support across Cambridgeshire and Peterborough for the Think Communities approach, noting that a lot of work was already underway.
- Established that the PCN size of 30-50k people would not prevent an even more localised focus on smaller sized areas or communities.
- Agreed that the Think Communities roles should not be based from Shire Hall (or its future equivalent), with each community having its own focus and although each PCN would have its own hub, there would be further, smaller ones all around the area as well. Schools were proposed as a potential location for hubs to be based and it was agreed that transport to and from the community hubs should be considered early in the planning stages.
- Requested information regarding the 21 PCNs and their boundaries. The Service Director of Community and Safety noted that they were closely aligned to GP areas as well as district boundaries, although he acknowledged that a few included two or even three district councils. It was confirmed that in such circumstances, the district with the largest geographical footprint would take the lead. He agreed to share information on the PCN boundaries with Members. **Action required**
- Queried the role of town and parish councils in the Think Communities approach. Members were informed that their boundaries were being included in the maps and that they should be represented and involved in all discussions that affected them. It was acknowledged that much of the discussion with third tier authorities so far had been focused on health issues.
- Noted there would be confusion over how the approach impacted the democratic structures that were already in place and their inter-connectedness.

- Suggested that creating a new Think Communities Place Lead post in each PCN was excessive, although it was noted that the posts would not represent a new tier or level and also that they were required by the government. The proposals were intended to embrace the necessity of the position and adapt them to benefit the Think Communities approach.
- Expressed concern that environmental sustainability had not been mentioned, specifically regarding the hubs and other buildings that would be used, which was of particular importance given that the area was in a stressed area for water conservation. The Service Director of Community and Safety noted that the profile information achieved from the data sharing and focused philosophy would provide a richness of data that would allow particular focus within PCNs on areas that were of importance or relevance to that area, for example pollution. This would mean that some areas would develop greater focus on the issue than others. Members were also informed that work was being undertaken with the energy team to ensure that energy saving measures were in place and that more information would be provided in future reports.
- Requested a timetable for how the process would move forward, noting that some other authorities had timetables lasting over five years and the Service Director of Community and Safety agreed to look into providing such information. **Action required**
- Expressed concern over the amount of high level buy-in by partners, noting that the Cambridgeshire and Peterborough Clinical Commissioning Group (CCG) had proposed removing funding for the voluntary sector. Members were assured that the CCG had been a key partner in committing to the Think Communities approach and that it also supported their own objectives as an organisation. While the Council had attempted to influence their decision, it had been unable to and economic decisions were not a shared responsibility. There was a reiteration of the desire for social prescribing to be brought in to the remit of the Communities and Partnership Committee.

It was resolved unanimously to:

Note and comment on the report.

## 178. INNOVATE AND CULTIVATE FUND – ENDORSEMENT OF RECOMMENDATIONS

The Committee received a report which presented nominations for project funding from the Innovate & Cultivate Fund (ICF) Recommendation Panel, following their meeting on 27th June 2019. In presenting the report, Members were informed that while a particular project, such as a timebanking scheme, might be accepted on one occasion by the panel, this did not mean that all future applications for similar projects would be successful. It was also noted that if the Committee were to confirm the nominations, the total number of funded projects would reach 43 and the total level of funding given would have reached £979k. The second £1m of funding had already been endorsed and would automatically flow on once the first £1m had been distributed. It was brought to the Members attention that the grant ranges had changed, with the Cultivate Fund now offering grants of £2,000 - £19,000 and the Innovate Fund offering £19,001 - £50,000.

In discussing the report, Members:

- Sought clarification over why Sawston Parish Council had been able to apply for two years of funding, while other applications had been told that funding was restricted to one year. Officers informed Members that the project in question had already started, whereas others had yet to progress from the planning stage.
- Suggested that there needed to be a higher level of communication on the projects to local Members, although it was acknowledged that the applications could not be published until the Committee had approved them. Officers informed the Committee that they did then publicise the projects and discuss them with district colleagues, but they emphasised that many of the projects were small in nature and only receiving a small level of funding. They were wary of subjecting the projects to excessive bureaucracy or communication as a result of their successful application as it could serve to disincentivise other potential applicants. It was suggested that information on relevant projects could be disseminated to the Primary Care Networks, once they were established, as well as Community Safety Partnerships. The Service Director of Community and Safety agreed to the proposal. **Action required**
- Sought clarification on whether sustainability was considered as a factor when deciding on applications. Officers noted that it was of high importance when considering many applications and that sometimes matched funding from the local council was sought in order to ensure sustainability. However, some projects were time targeted or time restricted and so the question of sustainability was less relevant.

It was resolved unanimously to:

Confirm agreement to fund the following 8 applications through the Cultivate funding stream:

- Sawston Parish Council
- Cambridge Acorn Project CIC
- Cambridgeshire Early Years Teaching School Alliance (Huntingdonshire Nursery School)
- The Edmund Trust
- Arthur Rank Hospice Charity
- Community Care Matters Gamlingay CIC
- Disability Cambridgeshire
- Hemingford Hub

## 179. PEOPLE & COMMUNITIES RISK REGISTER

The Committee received an annual update of the current People and Communities Risk Register. Attention was drawn to the fact that a second risk register had been included for Cultural and Community Services. Members were informed that 'risk appetite' indicated how long the Council would tolerate the risk for before further intervention. It was observed that an increase in overall risk was inevitable due to the increasing financial pressures on the authority, but that directors were confident that measures were in place or being introduced to reduce all the risks. A more detailed action and control plan would be developed for the risks that were marked as red and worsening.

In discussing the report, Members:

- Approved of the suggestion to develop a more detailed action and control plan and proposed the inclusion of the relevant committee that was responsible for each risk, in order to assist in tackling the risks while increasing transparency.
- Suggested that it would be helpful for the report to identify significant changes and look at the deeper causes. The Service Director of Community and Safety acknowledged the concerns and agreed that as well as risk register update every six months, the Committee would receive a more detailed one on the higher risks in between these.
- Considered the effect that Think Communities would have on the risks, noting that it allowed for a better understanding of the causes, problems and potential solutions, as well as allowing for a quicker and more targeted response. It was agreed that, over time, this would be reflected in the risk register.

It was resolved unanimously to:

Note and comment on the People & Communities Risk Register.

## **180. FINANCE AND PERFORMANCE REPORT – OUTTURN 2018-19**

The Committee received the May 2019-20 Finance and Performance report for People and Communities Services. It was noted that it was the first report to include the Cultural and Community Services, which had brought an extra £4.7m to the budget.

It was drawn to the Committee's attention that they did not have the delegated authority to approve the changes to the capital programme budgets from the Business Plan, as requested in the recommendations, and therefore they were asked to recommend the approval of the changes to the General Purposes Committee.

In discussing the report, Members:

- Requested a further report on the capital spend of the Cultural and Community Services and how it worked in the long term, given that it was a new and area of work for the committee. It was noted that in order to provide effective oversight of the capital projects in the future, it was necessary to become familiar with them.
- Observed that the term 'looked after children' was no longer used by the authority and its services, with a preference to refer to 'children in care'. It was also noted that while exceeding the budget on young people was bad for the authority, it was beneficial for children and young people.

It was resolved unanimously to:

- a) Review and comment on the report; and
- b) Recommend the changes to the capital programme budgets from the Business Plan as shown in Section 2.2 of this report to the General Purposes Committee.



## 181. COMMUNITY CHAMPIONS ORAL UPDATES

The Committee noted brief oral updates provided by the following Councillors:

- Councillor Costello, who drew attention to discussions over opening a fifth Sue's Essentials in Sawtry, a meeting she had attended of the Connect to Work group which helped to tackle some of the struggles faced by adults with learning disabilities in finding work, and a meeting she had attended with the manager of Switch Now in St Neots. A written update was also provided and is attached as **Appendix 1** to the minutes.
- Councillor Every, who drew attention to the search for a new community nurse through the Innovate and Cultivate Fund, building a network of community providers across the district and the Youth Policy in East Cambridgeshire going to consultation. A written update was also provided and is attached as **Appendix 2** to the minutes.
- Councillor Richards, who noted the sanitary provision that had been made available in Cambridge and across the County through libraries and schools, while calling for more progress to be made on establishing a hub for third party reporting of hate crimes.

## 182. COMMUNITIES AND PARTNERSHIP COMMITTEE – AGENDA PLAN, TRAINING PLAN AND APPOINTMENTS TO OUTSIDE BODIES AND COUNCIL CHAMPIONS

Committee was informed that the reserve date in August would be taken up by a Committee meeting and workshop. It was agreed that a brief report on the Innovate and Cultivate Fund projects approved by the Committee would be presented at that meeting.

It was resolved to:

- a) Review the agenda plan attached at Appendix 1;
- b) Agree the following appointments:
  - Councillor Lina Nieto as the representative on The Library Presents
  - Councillor Barbara Ashwood to replace Councillor Dupre on the Innovate and Cultivate Fund Bid Assessment Panel, with Councillor A Taylor acting as the Liberal Democrat substitute and Councillor Costello as the Conservative substitute
  - Councillors Cuffley, Richards, A Taylor and S Taylor as the representatives on the County Advisory Group on Archives and Local Studies; and
- c) Note the removal of the Libraries Steering Group from the list of internal advisory groups.

Chairman  
8th August 2019

**Community Champion of Community Activity Update**

<b>Community Champion:</b>	Councillor Adela Costello
<b>Place:</b>	Huntingdonshire
<b>Date:</b>	4th July 2019

**UPDATE**

- **Discussions held to launch Essentials by Sue in Sawtry in September. Caresco, the local library, youth club and school to be involved. The project is now happening in St. Ives.**
- **Monthly article in the local newspaper highlighting the work of the council plus the continued need to recruit foster carers and re-ablement workers.**
- **Discussion with WI about providing knitwear and blankets for Food Banks this winter.**

**NEW CONTACTS, PROJECTS AND PRIORITIES**

- *A meeting was held with the Community Development Worker for Huntingdonshire to discuss the possibility of planning Dementia Friendly Towns. St. Ives is already one.*
- *Attended the Connect to Work group for adults with learning disabilities and heard some sad stories of the difficulties they face in finding paid employment. It would be interesting to discover how many adults with learning disabilities enable local charities to continue.*
- *Met with the manager of the Switch Now group which enables adults with learning disabilities to enter paid employment with the assistance of a buddy. They have a good success rate and this should be modelled elsewhere.*

**COMMUNITY GOOD PRACTICE**

- *Joint working between Officers and Members of HDC and CCC including Library Staff and local community groups in establishing 'Essentials by Sue'.*
- *Supporting Time Bank co-ordinators in identifying new projects which will benefit local people such as gritting pavements in the winter months.*
- **Arranging meetings with local parish/town councillors and clerks to discuss issues in their areas.**

**Community Champion of Community Activity Update**

<b>Area Champion:</b>	Councillor Lis Every
<b>Place:</b>	East Cambridgeshire
<b>Date:</b>	4th July 2019

**NEW CONTACTS, PROJECTS AND PRIORITIES****Major Projects.**

- Local provision for Adult Skills in East Cambs being planned. Now a member of the Combined Authority on their Skills Committee.
- Strategic plan for Littleport on social prescribing moving forward. Now seeking matched funding to support a co-ordinator.
- New strategy being planned on turning Littleport into a Dementia town and working with stakeholders on how this can be achieved.
- Working with Tourism partners to link more closely with Cambridge in order to improve footfall encouraging growth, entrepreneurship and jobs
- ECDC Youth Strategy now agreed as policy. Draft strategy written. Consultation processes being planned.
- Supporting a group of young people in Ely and area on building a skate park, working on feasibility studies, sites etc.
- Planning for the pilot for a Local offer plan for our care leavers in Cambridge City well in hand. Obtaining 10 business mentors for the initial group of 10 students. Working with Cambridge Regional College.
- Part of the multi-agency Mental Health Task Group for children in care researching the level of support provided by local universities.
- Working on widening Eyes and Ears scheme at ECDC with an emphasis on support for mental health issues.

**UPDATE**

The following are still on going:

- Setting up a review of local Children's Centres' provision locally.
- Planning Sixth Form employability seminar with Ely Cathedral for July – a very successful event.
- ECDC Careers Event in Ely Cathedral - planning for next year – 5 November 2019
- Business Forum continues to work with local sectors; networking business lunches at Bishop Laney Sixth Form set up with sector representatives and focused Year 12 and 13 students: have held Media; Finance and Catering so far. Excellent networking events leading to work experience and understanding of the sector studied.
- Sanctuary Bid successful and working with applicant on the 'Get Moving' project.
- Working on Littleport becoming a Dementia town with local councillors;
- Working on the Hate Project with CSP at ECDC – working on local walk in centres and now Eyes and Ears Project from ECDC to be adopted across other areas;
- Discussions with VCAEC to extend car share scheme and attract volunteers outside Ely. Completely revamping provision and marketing strategy. Funding being sought.
- Continuing to work with City College, Peterborough to grow numbers on their courses in East Cambridgeshire
- Meeting with CCF to discuss a more successful approach to funding to fund preventative work – now planned for August.

## COMMUNITY GOOD PRACTICE

- Initial research has been undertaken to identify the organisations in existence, what they currently offer; how these services could overlap and determining a network strategy;
- Working with parish and district councillors to create capacity and information base supporting their work in their Parishes/Wards as required;
- Building network of community providers and champions across the District.
- Improve communication with County, District and Parish Councillors, particularly embracing social media.