

CAMBRIDGESHIRE COUNTY COUNCIL

NOTICE OF MEETING

The meeting of the County Council will be held at Shire Hall, Castle Hill, Cambridge on Tuesday, 16th October 2018 at 10.30a.m.

A G E N D A

Prayers led by the Right Reverend Monsignor Eugene Canon Harkness, Rector and Parish Priest of the Church of our Lady of The Assumption and The English Martyrs

Apologies for Absence

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| 1. | Minutes – 17th July 2018
(available at County Council meeting 17/07/2018) | (previously
circulated) |
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| 2. | Chairman's Announcements | (oral) |
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| 3. | Report of the County Returning Officer | (oral) |
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To report that Councillor Mark Goldsack was elected to fill the vacancy in the Soham Electoral Division in the by-election held on 4th October 2018.

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| 4. | Declarations of Interests | (oral) |
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[Guidance for Councillors on declaring interests is available at <http://tinyurl.com/cc-c-conduct-code>]

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

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| 6. | Petitions | (oral) |
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To receive petitions from the public in accordance with Council Procedure Rule 9.4.

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| 7. | Item for Determination from General Purposes Committee | (oral) |
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Cambridgeshire County Council and Peterborough City Council Shared Services - Joint Working Agreement and Protocols

To consider the following recommendation arising from the General Purposes Committee meeting on 20th September

2018 (minute 107 refers):

To recommend to Full Council to agree the principles set out in the Joint Working Agreement and Protocols.

Note: a copy of the report discussed by the General Purposes Committee and the minutes of the meeting are available via the following link: [General Purposes Committee meeting 20/09/2018](#)

8. Reports of the Constitution and Ethics Committee
 - (a) Monitoring Officer (pages 7 to 33)
 - (b) Council - Public Question Time (pages 34 to 40)
 - (c) Transfer of Delegated Responsibility for the Council's Whistleblowing Policy (pages 41 to 43)
9. Appointment of Monitoring Officer (to follow)
10. Audit and Accounts Committee Annual Report 2017-18 (pages 44 to 50)
11. Pension Fund Committee Annual Report 2017-18 (pages 51 to 58)
12. Cambridgeshire Local Pension Fund Board Annual Report 2017/18 (pages 59 to 79)
13. Appointments to Outside Organisations (page 80)
14. Motions submitted under Council Procedure Rule 10 (oral)

(a) Motion from Councillor Susan van de Ven

This Council notes:

- the economically damaging effects of Brexit on local residents and businesses, and on its own financial position;
- the poor progress made by government in planning for withdrawal from the European Union;
- the significant risk of a particularly damaging 'no-deal Brexit'; and
- the refusal of the Prime Minister to support giving the British public the final say on any deal.

The Council's own current business planning cites risks arising from Brexit including

- the effect of a national economic downturn

- workforce recruitment and retention issues

Local small, medium and large Cambridgeshire businesses face these same risks and pressures.

Any further rise in cost of living arising from a national economic downturn will inevitably fall to Cambridgeshire residents, in turn bringing further pressures on this Council, which is already facing significant financial challenge in delivering essential public services to the people it is meant to serve.

Therefore, this Council supports the growing People's Vote campaign, whereby the British people would vote in a referendum on the specific terms of Brexit, including an option to remain in the European Union, in order to have a say in what they deem to be in their own and Britain's best interests now and for the next generation.

[The Acting Monitoring Officer advises that the motion relates to a matter for the Council to determine and that the motion is therefore in order as drafted]

(b) Motion from Councillor Lorna Dupre

This council notes:

- the risks to public health posed by poor air quality;
- the success of Clean Air Day 2018 in increasing awareness of air pollution, with 203 supporter organisations, five campaign partners and thousands of volunteers across the country taking part; and
- the involvement of 2000 organisations including hospitals, schools and local authorities in 550 events nationwide on the day.

This council welcomes the activities recently undertaken or planned by this authority in conjunction with partner councils and other public bodies to address air pollution more collaboratively, including the development of communication resources, training and learning events, guidance for communities on air quality monitoring, and collaborative working.

This council therefore resolves to work with its partner councils and other public bodies towards promoting a programme of active participation across Cambridgeshire in next year's Clean Air Day on Thursday 20 June 2019.

[The Acting Monitoring Officer advises that the motion

relates to a matter for the Council to determine and that the motion is therefore in order as drafted]

(c) Motion from Councillor Tom Sanderson

This Council notes that:

- a. when the new A14 is completed, the current A14 will be de-trunked and become the responsibility of the County Council;
- b. the removal of the A14 viaduct in Huntingdon will entail modifications to the existing road layout; and
- c. when all the work is completed, the County Council will take on responsibility for maintenance, road safety and traffic flow

This Council further notes that:

- a. there are already major traffic jams along Hinchingsbrooke Park Road and Brampton Road leading into the town and the railway station;
- b. this stretch of road is the only exit for all the traffic from over 1,000 houses, a large hospital, a large secondary school, the police and fire headquarters and the ambulance headquarters and is also the main feeder road into Huntingdon for several large and growing villages to the west; and
- c. local residents and councillors are concerned that the modifications proposed by Highways England may exacerbate what is already a very unsatisfactory situation.

This Council requests the Chief Executive write to Highways England to ask it to engage constructively and sympathetically with the County Council and local Councillors to reach a solution which takes into consideration the widespread concerns of local residents, the changing financial circumstances of the county council and reaches a solution which will make the situation better not worse.

[The Acting Monitoring Officer advises that the motion relates to a matter for the Council to determine and that the motion is therefore in order as drafted]

(d) Motion from Councillor Claire Richards

The Council notes that the Children and Young People Committee at its meeting on 11 September 2018:

- a) noted the content of a report detailing information to enable Members to consider whether adopting a scheme whereby care leavers who are the responsibility of Cambridgeshire County Council are exempted from paying Council Tax would be an effective way of ensuring the Council is providing the best form of support to care leavers while making best use of available resources. The report also provided an update on numbers of unaccompanied asylum seeking young people in Cambridgeshire. (Link to report <https://cmis.cambridgeshire.gov.uk/ccclive/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/830/Committee/4/SelectedTab/Documents/Default.aspx>)
- b) approved the recommendation that adopting a scheme that exempts care leavers from paying Council Tax would not be appropriate in the absence of any national arrangements in this area;
- c) supported the Director of Children's Services writing to Central Government to support the development of a properly funded national scheme of Council Tax relief that supports all young people living independently;
- d) supported the Director of Children's Services writing to Eastern Region colleagues and Central Government to request assistance in relation to provision of support to Unaccompanied Asylum Seeking Children and Care Leavers in Cambridgeshire.

Given that the Government has identified best practice in 'local authorities' as providing 'additional support to care leavers, including using existing freedoms, which includes exemptions discounts to support vulnerable groups, such as Care Leavers, to meet their Council Tax payments, I call on the Council to:

- (i) work with non unitary and unitary authorities who exempt or who are in the process of exempting care leavers from paying council tax so that the County Council can adopt best practice in this context.
- (ii) join those non unitary and unitary authorities in leading the way nationally on exempting care leavers from paying council tax.

[The Acting Monitoring Officer advises that the motion relates to a matter for the Council to determine and that the motion is therefore in order as drafted]

15. Questions:

(a) **Cambridgeshire and Peterborough Combined Authority and Overview and Scrutiny Committee** (pages 81 to 125)
(Council Procedure Rule 9.1)


(b) **Questions on Fire Authority Issues** (pages 126 to 127)

Report of the Cambridgeshire and Peterborough Fire Authority

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

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

Dated 8th October 2018



Fiona McMillan
Acting Monitoring Officer

The County Council is committed to open government and members of the public are welcome to attend this meeting. It supports the principle of transparency and encourages filming, recording and taking photographs at meetings that are open to the public. It also welcomes the use of social networking and micro-blogging websites (such as Twitter and Facebook) to communicate with people about what is happening, as it happens. These arrangements operate in accordance with a protocol agreed by the Chairman of the Council and political Group Leaders which can be accessed via the following link or made available on request:
<http://tinyurl.com/ccf-film-record>

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

For more information about this meeting, including access arrangements and facilities for people with disabilities, please contact Michelle Rowe at the County Council's Democratic Services on Cambridge (01223) 699180 or by email at: michelle.rowe@cambridgeshire.gov.uk

MONITORING OFFICER

To: Full Council

Meeting Date: 16th October 2018

From: Chief Executive

Purpose: To consider proposed changes to the Constitution following the proposal to appoint a shared post of Director of Governance and Legal Services for Cambridgeshire and Peterborough.

Recommendation: That Full Council:

- a) approve the following amendments to the Council's Constitution, as recommended by the Constitution and Ethics Committee, and set out in Appendices 1 to 3.
- b) authorise the Deputy Monitoring Officer, in consultation with the Chairman of the Constitution and Ethics Committee, to make any other minor or consequential amendments to the Constitution necessary for, or incidental to, the implementation of these proposals.

<i>Officer contact:</i>		<i>Member contact:</i>	
Name:	Michelle Rowe	Name:	Councillor Mac McGuire
Post:	Democratic Services Manager	Chairman:	Constitution and Ethics Committee
Email:	michelle.rowe@cambridgeshire.gov.uk	Email:	mac.mcguire@cambridgeshire.gov.uk
Tel:	01223 699180	Tel:	01223 706398 (office)

1. Background

- 1.1 At Cambridgeshire, the role of Director Legal and Democratic Services, and Monitoring Officer function has been provided by the Executive Director of LGSS Law until recently. The role became part of LGSS in 2010, and subsequently in 2015 LGSS Law Ltd was formed.
- 1.2 The postholder left LGSS Law Ltd earlier this year and since then the management of Democratic Services has been retained within LGSS, and an interim Executive Director appointed at LGSS Law Ltd.
- 1.3 The current Constitution lays down that the Council has designated the post of LGSS: Director of Law and Governance to be Monitoring Officer and Solicitor to the Council (Article 11, Officers); the Monitoring Officer function is included in the LGSS Joint Committee Scheme of Delegation (Part 3D).
- 1.4 Only Full Council can confirm the appointment of the Monitoring Officer (Part 3A, Allocation of Responsibility for Functions).

2. Staffing and Appeals Committee

- 2.1 At its meeting on 4 September 2018, the Staffing and Appeals Committee considered a report setting out a proposal to establish a shared post of Director of Governance and Legal Services for Cambridgeshire and Peterborough, and subject to agreement, to agree the recruitment process to be followed.
- 2.2 Following the agreement between Peterborough City Council and Cambridgeshire County Council (CCC) to share several senior roles across the senior and corporate leadership teams, these vacancies now offer an opportunity to consider a further shared post, and saving, to both authorities.
- 2.3 Sharing management of services is not an end in itself, but one of a number of means by which Councils can achieve their strategic ambitions.
- 2.4 The principles that have underlined all sharing considerations to date are as follows:
 - Removing duplication of effort;
 - Bringing together arrangements which are similar between both Councils to create added value;
 - Exploiting expenditure that exists in both organisations;
 - Creating a positive impact on key partners such as Health, Probation and Police by dealing with joint agendas of Cambridgeshire and Peterborough in single, rather than duplicate meetings;
 - Creating career development opportunities for officers working across both;
 - Utilising the expertise that already exists in both councils to best effect.
- 2.5 It is now proposed to create a further shared role across Cambridgeshire and Peterborough, specifically the Director of Legal and Governance, who will be the Monitoring Officer for both councils.
- 2.6 The role of Monitoring Officer is a statutory appointment under the provisions of Section 5 of the Local Government and Housing Act 1989, which means that any appointment must be confirmed by Full Council.

- 2.7 At its meeting, the Committee confirmed that a new shared Director of Governance and Legal Services post be advertised externally and internally, and agreed the appointments process to be followed.

3. Proposed changes to the Constitution

- 3.1 The proposal to establish a shared post of Director of Governance and Legal Services for Cambridgeshire and Peterborough will require changes to the Council's Constitution. The Constitution and Ethics Committee considered and agreed to recommend the following proposed changes to the Constitution to full Council at its meeting on 27th September 2018 (*additions are shown in bold and deletions in strikethrough*):

- (i) **Appendix 1** – Part 2 – Articles, Article 11 – Officer
- (ii) **Appendix 2** - Part 3D – Responsibility For Functions – Scheme of Delegation to Officers, The LGSS Joint Committee Scheme of Delegation – Shared Services and Delegated Functions
- (iii) **Appendix 3** - Part 3D – Responsibility For Functions – Scheme of Delegation to Officers

Source Documents	Location
Council's Constitution	http://tinyurl.com/Constitution-CCC
Staffing and Appeals Committee – 4 September 2018	Staffing and Appeals Committee meeting 04/09/2018
Constitution and Ethics Committee – 27 September 2018	Constitution and Ethics Committee meeting 27/09/2018



Appendix 1

ARTICLE 11 – OFFICERS

TERMINOLOGY

In this Article the use of the word ‘officers’ means all employees and persons engaged by the Council to carry out its functions and includes those engaged under short-term, agency or other contract for services.

11.01 Management Structure

- (a) **General.** The Council may engage such staff (referred to as officers) as it considers necessary to carry out its functions.
- (b) **Chief Officers.** The Council shall engage persons for the following posts, who shall be designated Chief Officers:

Post	Functions and areas of responsibility
Chief Executive (and Head of Paid Service)	Overall corporate management and operational responsibility (including overall management responsibility for all officers). Provision of professional advice to all parties in the decision making process. Together with the Monitoring Officer, responsibility for a system of record keeping for all the Council’s decisions. Representing the Council on partnership and external bodies (as required by statute or the Council).
Chief Finance Officer	Section 151 duties; budgetary planning, monitoring and reporting; strategic asset management; facilities management; buildings compliance; transformation; programme and project management
LGSS: Director of Finance	Schools finance; financial closedown and Statement of Accounts; financial transactions, audit, pensions
LGSS: Director of People, Transformation and Transactions	Workforce Strategy and Policy; Strategic HR; Workforce Development (not including elected member development); Business Transformation; Transactional Services; Revenues and Benefits
LGSS: Director of Law and Governance	Legal Services and Democratic Services.
LGSS: Director of IT Services	Strategy; Operations; Applications Services; Networks and Telephony
LGSS: Director of Business Services, Systems and Change	Insurance and Procurement Democratic Services
Director: Corporate and Customer Services	Business Intelligence, Communications & Information, Customer Services, Emergency Planning, IT & Digital Services



Post	Functions and areas of responsibility
Executive Director: People and Communities	Children's social care (including child protection, safeguarding and looked after children); children's enhanced and preventative services (including youth services and children centres; learning; school effectiveness; school organisation and place planning, special educational needs; strategy and commissioning; adult social care learning disability services; physical disability services, adult safeguarding; older people's services; mental health.
Executive Director: Place and Economy	Environment policy, trading standards, highways, passenger transport, planning and sustainable infrastructure, adult and community learning, culture, libraries, coroner and registration.
Director of Public Health	Responsibility for exercising the Council's powers and duties to improve and protect the health of the people in the Council's area, particularly, but not limited to, those under Section 30, Health and Social Care Act 2012 and Section 2B, NHS Act.

(c) **Statutory Officers - Head of Paid Service, Monitoring Officer, Chief Finance Officer (Section 151 Officer) and Proper Officer**

There is a legal requirement to allocate some specific responsibilities to officers and the Council has designated the following posts:

Post	Designation
Chief Executive	Head of Paid Service
Director of Governance and Legal Services	Monitoring Officer and Solicitor to the Council
LGSS: Director of Law and Governance	Monitoring Officer and Solicitor to the Council
Chief Finance Officer	Section 151 Officer
As defined in the Constitution or designated by the Chief Executive	Proper Officer The term 'Proper Officer' is used in many different statutes. Therefore it is appropriate for different officers to fulfil this role depending on the context. As such, unless otherwise stated in the Constitution, the Proper Officer shall in each case be the person nominated by the Chief Executive for that particular purpose.



Such posts will have the functions described in Article 11.02–11.04 below.

- (d) **Structure.** The Head of Paid Service shall determine, subject to Council approval, and publicise a description of the overall departmental structure of the Council showing the management structure and deployment of officers. This is set out at Part 7 of this Constitution.

11.02 **Functions of the Head of Paid Service**

- (a) **Discharge of Functions by the Council.** The Head of Paid Service shall report to Full Council, or an appropriate committee, on the manner in which the discharge of the Council's functions is co-ordinated, the number and grade of officers required for the discharge of functions and the organisation of officers.
- (b) **Restrictions on Functions.** The Head of Paid Service may not be the Monitoring Officer but may hold the post of Chief Finance Officer (Section 151 Officer) if a qualified accountant.
- (c) **Exemptions from Political Restrictions:** The Head of Paid Service will be responsible for considering applications from officers for exemption from political restriction in respect of the post held by that officer.

11.03 **Functions of the Monitoring Officer**

- (a) **Maintaining the Constitution.** The Monitoring Officer will maintain an up-to-date version of the Constitution and will ensure that it is widely available for consultation by members, staff and the public.
- (b) **Ensuring Lawfulness and Fairness of Decision-Making.** After consulting with the Head of Paid Service and Section 151 Officer, the Monitoring Officer will report to the Council if he/she considers that any proposal, decision or omission would give rise to unlawfulness or if any decision or omission has given rise to maladministration. Such a report will have the effect of stopping the proposal or decision being implemented until the report has been considered.
- (c) **Providing Advice.** To act as the Solicitor to the Council and in consultation with the Head of Paid Service and the Chief Finance Officer, to provide advice on the scope of powers and authority for the Council to take decisions, maladministration, probity and governance issues, to all Councillors and to support and advise Councillors and officers in their respective roles.
- (d) **Supporting the Constitution and Ethics Committee.** The Monitoring Officer will contribute to the promotion and maintenance of high standards of conduct through provision of support to the Constitution and Ethics Committee. This will include making arrangements for the hearing of allegations against Members concerning breaches of the Code of Conduct.



The Monitoring Officer shall also support the Constitution and Ethics Committee in ensuring the Council's Constitution is fit for purpose and in this role, shall keep it under review and make recommendations as to how it might be amended to better achieve the purposes set out in Article 1 or in response to changes in law.

- (e) **Conducting Assessments.** In the case of allegations that a Councillor has breached the Members' Code of Conduct, the Monitoring Officer and the Council's Independent Person shall conduct an initial assessment of complaint and make a decision as to whether the complaint warrants investigation or any other action.
- (f) **Conducting Investigations.** Where allegations of breaches of the Members' Code of Conduct are referred for investigation, the Monitoring Officer shall make arrangements for the conduct of such investigations and report the findings to the Constitution and Ethics Committee.
- (g) **Proper Officer for Access to Information.** The Monitoring Officer shall ensure that decisions of the Council and its committees, together with the reasons for those decisions, and relevant officer reports and background papers are made publicly available as soon as possible.
- (h) **Advising whether Decisions are within the Budget and Policy Framework.** The Monitoring Officer will advise whether decisions of the Council and its committees are in accordance with the Budget and Policy Framework.
- (i) **Providing Advice.** The Monitoring Officer shall provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and Budget and Policy Framework issues to all Councillors.
- (j) **Qualified Person.** The Monitoring Officer shall determine whether information should be exempt from disclosure under the provisions of Section 36 of the Freedom of Information Act 2000.
- (k) **Restrictions on Posts.** The Monitoring Officer cannot be the Chief Finance Officer (Section 151 Officer) or the Head of Paid Service.



11.04 **Functions of the Chief Finance Officer (Section 151 Officer)**

- (a) **Ensuring Lawfulness and Financial Prudence of Decision Making.** After consulting with the Head of Paid Service and the Monitoring Officer, the Chief Finance Officer will report to the Council or its committees and to the Council's external auditor if he/she considers that any proposal, decision or course of action will involve incurring unlawful expenditure, or is unlawful and is likely to cause a loss or deficiency or if the Council is about to enter an item of account unlawfully.
- (b) **Administration of Financial Affairs.** The Chief Finance Officer shall have responsibility for the administration of the financial affairs of the Council.
- (c) **Contributing to Corporate Management.** The Chief Finance Officer will contribute to the corporate management of the Council, in particular through the provision of professional financial advice.
- (d) **Providing Advice.** In consultation with the Monitoring Officer, the Chief Finance Officer will provide advice on the scope of powers and authority to take decisions regarding financial matters, financial maladministration, financial impropriety, probity and Budget and Policy Framework issues to all Councillors and will support and advise Councillors and officers in their respective roles.
- (e) **Give Financial Information.** The Chief Finance Officer will provide financial information to the media, members of the public and the community.
- (f) **Restriction on Post.** The Chief Finance Officer cannot be the Monitoring Officer but may hold the post of Head of Paid Service.

11.05 **Duty to Provide Sufficient Resources to the Monitoring Officer and Chief Finance Officer**

The Council shall provide the Monitoring Officer and Chief Finance Officer with such officers, accommodation and other resources as are in their opinion sufficient to allow their duties to be performed.

11.06 **Conduct**

Officers will comply with the Officers' Code of Conduct and the Protocol on Member/Officer Relations set out in Part 5 of this Constitution.

11.07 **Employment**

The recruitment, selection and dismissal of officers will comply with the Officer Employment Procedure Rules set out in Part 4 of this Constitution.



Appendix 2

Extract from Part 3D - SCHEME OF DELEGATION TO OFFICERS

1. Introduction

This section describes the extent and nature of the authority delegated to officers to undertake functions on behalf of Cambridgeshire County Council. The delegations are made by either the Full Council or one of its committees.

The LGSS Joint Committee Scheme of Delegation - Shared Services and Delegated Functions

~~6.6 Monitoring Officer (CCC Only)~~

~~Each authority is responsible for designating a person as that authority's Monitoring Officer. CCC has designated LGSS Director of Law & Governance as their Monitoring Officer.~~

~~Monitoring Officer – Cambridgeshire County Council~~

Power or Duty	Delegation to Officer	Condition
To make such amendments to the CCC Constitution and related Documents, as may from time to time become necessary to reflect and take account of changes in legislation, guidance, Council Policy, decisions of the Council and any drafting changes or improvements. This shall not include any changes of substance.	Monitoring Officer (CCC)	In consultation with Group Leaders. Not to be exercised if any Group Leader objects to the proposed change.
The Monitoring Officer will maintain an up-to-date version of the Constitution and will ensure that it is widely available for consultation by members, staff and the public.	Monitoring Officer (CCC)	
In order to ensure lawfulness and fairness of decision-making and after consulting with the Head of Paid Service and Section 151 Officer, the Monitoring Officer will report to the Council if he/she considers that any proposal, decision or omission would give rise to unlawfulness or if any decision or omission has given rise to maladministration. Such a report will have the effect of stopping the proposal or decision being implemented until the report has been considered.	Monitoring Officer (CCC)	
To act as the Solicitor to the Council and in consultation with the Head of Paid Service and the Chief Finance Officer, to provide advice on the scope of powers and authority	Monitoring Officer (CCC)	



Power or Duty	Delegation to Officer	Condition
for the Council to take decisions, maladministration, probity and governance issues, to all Councillors and to support and advise Councillors and officers in their respective roles.		
To act as the Proper Officer for the purposes of the Local Government Act 2000 and regulations made there under, except where legislation or the Scheme of Delegation names another officer.	Monitoring Officer (CCC)	
In cases of dispute, to decide upon a Member's "need to know".	Monitoring Officer (CCC)	
The Monitoring Officer will contribute to the promotion and maintenance of high standards of conduct through provision of support to the Constitution and Ethics Committee. This will include making arrangements for the hearing of allegations against Members concerning breaches of the Code of Conduct. The Monitoring Officer shall also support the Constitution and Ethics Committee in ensuring the Council's Constitution is fit for purpose and in this role, shall keep it under review and make recommendations as to how it might be amended to better achieve the purposes set out in Article 1 or in response to changes in law.	Monitoring Officer (CCC)	
In the case of allegations that a Councillor has breached the Members' Code of Conduct, the Monitoring Officer and the Council's Independent Person shall conduct an initial assessment of complaint and make a decision as to whether the complaint warrants investigation or any other action.	Monitoring Officer (CCC)	
Where allegations of breaches of the Members' Code of Conduct are referred for investigation, the Monitoring Officer shall make arrangements for the conduct of such investigations and report the findings to the Constitution and Ethics Committee.	Monitoring Officer (CCC)	
The Monitoring Officer shall act as the Proper Officer for Access to Information and shall ensure that decisions of the Council and its committees, together with the reasons for those decisions, and relevant officer reports and background papers are made publicly available as soon as possible.	Monitoring Officer (CCC)	



Power or Duty	Delegation to Officer	Condition
The Monitoring Officer will advise whether decisions of the Council and its committees are in accordance with the Budget and Policy Framework.	Monitoring Officer (CCC)	
The Monitoring Officer will advise whether decisions of the Council and its committees are in accordance with the Budget and Policy Framework.	Monitoring Officer (CCC)	
The Monitoring Officer shall provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and Budget and Policy Framework issues to all Councillors.	Monitoring Officer (CCC)	
The Monitoring Officer shall determine whether information should be exempt from disclosure under the provisions of Section 36 of the Freedom of Information Act 2000.	Monitoring Officer (CCC)	
To agree procedures for the conduct of all appeals heard by the CCC Service Appeals Sub-Committee.	Monitoring Officer (CCC)	
To agree procedures for the conduct of CCC Education Admission and Exclusion Appeals and the selection and appointment of members to CCC appeals panels.	Monitoring Officer (CCC)	

Northamptonshire County Council and Milton Keynes Council have not delegated any Monitoring Officer powers to any LGSS Officer.



Appendix 3

Extract of Part 3D - SCHEME OF DELEGATION TO OFFICERS

1. Introduction

This section describes the extent and nature of the authority delegated to officers to undertake functions on behalf of Cambridgeshire County Council. The delegations are made by either the Full Council or one of its committees.

2. General Principles

The Chief Executive and the Chief Officers, where they consider it necessary and expedient, may authorise officers within their respective service Directorates to undertake functions on their behalf. If such authorisations are made, the relevant Chief Officer shall prepare and maintain a written schedule of authorisations to be available for inspection by the Monitoring Officer and published on the Council's website.

Where an officer listed in this Scheme of Delegation is absent for any period, the Chief Executive may nominate in writing another officer to act in his/her place during their absence and shall make a record of all such nominations.

The Chairman/woman of the relevant committee may request an officer not to exercise their delegated power in any particular case and, if so, a report will be taken to the next available meeting of this committee for consideration.

Chief Officers shall agree with the Chairman/woman and Vice-Chairman/woman of the relevant committee the nature and level of information the committee requires regarding the exercise of officers' delegated powers.

Chief Officers shall exercise their delegated powers in accordance with any requirements of the Chief Executive.

General Delegation

The Chief Executive and Chief Officers/Directors are authorised to discharge all the functions of the authority within their areas of responsibility as defined below and subject to the General Conditions and Limitations set out below.

Conditions Relating to the Exercise of Delegated Authority

The exercise of functions delegated to officers under this scheme must comply with:

- i) any legal requirement or restriction
- ii) any relevant provision in the Council's Constitution
- iii) the Council's policy framework and any other plans and strategies approved by the Council
- iv) the relevant in-year budget
- v) the relevant officers' code of conduct
- vi) the Council's Financial and Contract Procedure Rules
- vii) the requirements of the Openness of Local Government Bodies Regulations 2014 and any supporting guidance
- viii) all other relevant policies, procedures, protocols and provisions.



Limitations to the Exercise of Delegated Powers

Officers in the exercise of functions delegated by this scheme may not:

- i) make Key Decisions as defined in the relevant Council's Constitution unless it is specifically delegated to the officer. An officer making a Key Decision specifically delegated to him/her shall first consult with the Chairman/woman and Vice-Chairman/woman of the relevant committee before exercising such delegation.
- ii) change or contravene policies or strategies approved by the Council or its committees or joint committees in the absence of specific delegated authority to do so
- iii) create or approve new policies or strategies, in the absence of specific delegated authority to do so
- iv) take decisions to withdraw public services, in the absence of specific delegated authority to do so
- v) take decisions to significantly modify public services without consulting the appropriate committee chairman/woman and vice-chairman/woman before exercising the delegated power.

Consultation

Where an officer takes a decision under delegated authority on a matter which has significant policy, service or operational implications or is known to be politically sensitive, the officer shall first consult with the appropriate committee chairman/woman and vice-chairman/woman before exercising the delegated powers.

When exercising delegated powers, officers shall ensure that local Members are kept informed of matters affecting their divisions.

3. Specific Delegations

CHIEF EXECUTIVE:

To act as Head of Paid Service for the purposes of the Local Government and Housing Act 1989.

To exercise in cases of urgency, those functions delegated to the Executive Directors, Corporate/Service Directors or Heads of Service and in cases of emergency all powers of the Council.

To act as controller in war and to exercise all the powers of local government in the event of circumstances arising in which the County Council, or the committee to which emergency powers have been delegated, is unable to act.

To take all operational decisions necessary to secure the provision of services and/or the discharge of statutory functions, including the power to enter into contracts, in accordance with approved policies and Financial Regulations across the County Council.



CHIEF EXECUTIVE:

In accordance with the Procedure for taking urgent decisions contained in Part 4.4(a) of the Constitution to make any decision normally reserved to committee or another officer. To hold to account Executive and Corporate Directors for the performance of their departments.

To place items of business on agendas for formal member meetings.

Authority for the approval of pay, terms and conditions of service and training of employees except for approving the annual Senior Officer Pay Policy Statement which is reserved to the Full Council.

Authority to determine the number, grade, title and nature of staff employed within the County Council.

ALL EXECUTIVE DIRECTORS AND DIRECTORS INCLUDING THE CHIEF FINANCE OFFICER / SECTION 151 OFFICER:

1. To make applications for planning permission in pursuance of Regulation 3 of the Town and Country Planning General Regulations 1992.
2. To incur expenditure in emergencies under Section 138 of the Local Government Act 1972.
3. To make all staff appointments below the level of Service or Corporate Director and to determine the remuneration and conditions of service of each post within any guidance or instructions issued by the LGSS: Director of HR and OD.
4. To dispense with any provision of the Contract Regulations, but only in accordance with the detailed requirements for Exemptions set out in the Procurement Rules and/or Scheme of Financial Management up to a fixed sum (A7 below) or up to the EU threshold, and in consultation with the relevant committee Chairman/woman and Vice-Chairman/woman.
5. To approve, with the agreement of the Chief Finance Officer, new revenue or capital schemes by Trading Units at no net cost to the Council.
6. To exercise corresponding powers and duties as already delegated to officers of the Council within the Scheme of Delegation where these or similar powers and duties are included in revised Acts, Orders or Regulations.
7. To take all operational decisions necessary to secure the provision of services and/or discharge of statutory functions, including the power to enter into contracts, in accordance with approved policies and Financial Regulations or the purpose of this Scheme of Delegation, this shall include the power to authorise the sealing of contract documents including plans and schedules in the absence of specific committee authority.



ALL EXECUTIVE DIRECTORS AND DIRECTORS INCLUDING THE CHIEF FINANCE OFFICER / SECTION 151 OFFICER:

8. Authority to determine the number, grade, title and nature of staff within their Directorate and all other terms and conditions.

Subject to budget and in consultation with the Director of HR.

9. To hold officers to account for the performance of their service areas

10. The following table identifies the finance limits of delegated powers that Full Council has issued to all Executive and Corporate Directors for specific finance-related decisions.

	£
A1 Capital virement	250,000
A2 Revenue virement (including operational savings)	160,000
A3 Debt write-off	5,000
A4 Loans to other persons or organisations	5,000
A5 Property transaction - capital value	500,000
A6 Property transaction - annual rental	150,000
A7 Loans and expenditure from Funds	300,000

CHIEF FINANCE OFFICER / SECTION 151 OFFICER

	Delegation	Condition
1.	Authority to approve any changes to the Scheme of Financial Management as may be necessary from time to time to reflect and take account of changes in legislation, guidance, Council policy, decisions of the Council and any drafting changes or improvements. This shall not include any changes of substance.	In consultation with the Chairman/ woman of the General Purposes Committee (GPC). Not to be exercised if the Chairman/woman of the GPC objects to the proposed change.
2.	The management of trust funds on behalf of CCC.	
3.	The Treasury Management function including the management of debt and the borrowing and investment of money (excluding the Superannuation Fund).	
4.	Approval of CCC's banking facilities; arrangements for the signing and security of cheques, etc.	
5.	Capital financing determinations under the Local Government and Housing Act 1989 where these may be made by an officer.	



	Delegation	Condition
6.	Approval of supplementary estimates of expenditure under Section 138 of the Local Government Act 1972 (emergencies or disasters affecting.	
7.	To approve any detailed schemes of local financial management.	
8.	To approve the implementation of local financial systems.	
9.	Responsibility for the proper administration of the Pensions Service to safeguard the financial position of the Pension Fund (LGPS) in consultation with the Chairman (or Vice-Chairman if the Chairman is not available) of the Pension Fund Committee where possible.	
10.	To write off bad or irrecoverable debts or deficiencies relating to stores or property up to a maximum amount set out in the Council's constitution or unlimited if the debtor is bankrupt/insolvent; unable to be traced; in prison and has no means to pay; or there is no, or uncertain liability.	
11.	To make loans in furtherance of service objectives to other persons or organisations up to a maximum amount set out in the Council's constitution.	
12.	To approve loans and expenditure financed from the Invest to Transform Fund, Partnership Fund, Capital Financing Fund and Environmental Fund subject to certain financial limits set out in the Council's constitution.	
13.	To determine requests for CCC to act as co-guarantor for leases held by voluntary organisations and charities, in consultation with the appropriate Committee Chairman/ woman (or in his/her absence the Vice-Chairman/woman).	
14.	To authorise, in consultation with the Executive Director: People and Communities, schools to plan for a deficit budget to finance exceptional purchases/ projects.	
15.	To review and increase financial limits on an annual basis, taking account of inflation, subject to consultation with the appropriate Committee Chairman/woman (or in his/her absence the Vice-Chairman/woman).	
16.	To sign off grant claims.	



EXECUTIVE DIRECTOR: PEOPLE AND COMMUNITIES

The exercise of the responsibilities set out below is delegated by the County Council:

- (a) To be the designated Director of Children Services in accordance with Section 18(1) of the Children's Act 2004
- (b) Taking all operational decisions necessary to secure the provision of services and/or discharge of statutory functions, including the power to enter into contracts, in accordance with the approved policies and Financial Procedure Rules in relation to the following areas:

Adult Social Care

- Safeguarding
- Mental Health
- Disability
- Older People
- Residential services
- Day Services
- IT systems
- Partnership and Planning

Children's Social Care

- Education
- Special educational needs and disability
- Safeguarding and protection
- Children's social care
- Youth services
- Early Years
- IT systems
- Partnership and Planning

- (c) Approving school governor appointments for which the Council has responsibility and reporting these decisions quarterly to the Children and Young People's Committee
- (d) Holding officers to account for the performance of their service areas



EXECUTIVE DIRECTOR: PLACE AND ECONOMY

The exercise of the responsibilities set out below is delegated by the County Council:

- (a) Taking all operational decisions necessary to secure the provision of services and/or discharge of statutory functions, including the power to enter into contracts, in accordance with the approved policies and Financial Procedure Rules in relation to the following areas:

- Major infrastructure Delivery
- Waste Disposal
- Growth and Economy
- Transport and infrastructure Policy and Funding
- Highway
- Assets and Commissioning
- Traffic and Road Safety
- Policy Co-ordination
- Trading Standards
- Archaeology and Conservation
- Strategic Planning
- Libraries, Archives and Information
- Registration and Coroners Services
- Planning
- Cultural and Parking Services

- (b) Holding officers to account for the performance of their service areas

DIRECTOR OF PUBLIC HEALTH

The exercise of the responsibilities set out below is delegated by the County Council:

Public Health Services	Delegated to:
Responsible person for ensuring that the Council complies with statutory requirements relating to complaints made to the Council about its public health functions and, where necessary, action is taken in light of the outcome of such complaints. Part 4, Regulation 22(1)(a), The NHS Bodies and Local Authorities (Partnership Arrangements, Care Trusts, Public Health and Local Healthwatch) Regulations 2012.	Chief Executive
Responsibility for preparing an annual report on the health of the people of Cambridgeshire under Section 31, Health and Social Care Act 2012.	Director of Public Health



Public Health Services	Delegated to:
Responsibility for preparing an annual health protection report to the Health and Wellbeing Board to cover a summary of relevant activity and the multi-agency health protection plans in place, establish how the various health protection responsibilities are discharged, and identify their relationship to the Joint Strategic Needs Assessment and Health and Wellbeing Strategy priorities.	Director of Public Health
Responsibility for exercising the Council's powers and duties to improve the health of the people in the Council's area under Section 30, Health and Social Care Act 2012 and Section 2B, NHS Act 2006. In exercising this duty, the steps that may be taken include: a) providing information and advice; b) providing services or facilities designed to promote healthy living (whether by helping individuals to address behaviour that is detrimental to health or in any other way); c) providing services or facilities for the prevention, diagnosis or treatment of illness; d) providing financial incentives to encourage individuals to adopt healthier lifestyles; e) providing assistance (including financial assistance) to help individuals to minimise any risks to health arising from their accommodation or environment; f) providing or participating in the provision of training for persons working or seeking to work in the field of health improvement; and g) making available the services of any person or any facilities.	Director of Public Health
Responsibility for exercising the Council's powers and duties that relate to planning for, or responding to, emergencies involving a risk to public health. Under Section 30, Health and Social Care Act 2012 and Section 73A, NHS Act 2006.	Director of Public Health
Responsibility for exercising the Council's powers and duties that relate to arrangements for assessing etc risks posed by certain offenders. (Section 30, Health and Social Care Act 2012. Section 325, Criminal Justice Act 2003)	Director of Public Health
Power to conduct, commission or assist the conduct of research for any purpose connected with the exercise of the Council's functions in relation to the health service and to obtain data, information or advice from persons with professional expertise pursuant to conducting such research. (Section 17, Health and Social Care Act 2012. Section 5, NHS Act 2006.)	Director of Public Health



Public Health Services	Delegated to:
<p>Power to discharge those functions of the Council arising from the requirement that a licensing authority, when determining and publishing a licensing statement pursuant to section 5(3)(bb) (statement of licensing policy) of the Licensing Act 2003, must consult an authority with responsibility for public health.</p> <p>(Section 5(3)(bb) (statement of licensing policy) of the Licensing Act 2003,)</p>	<p>Director of Public Health</p>
<p>In relation to the Licensing Act 2003:</p> <ul style="list-style-type: none">• authority to make representations on behalf of the Council to a licensing authority in relation to the determination of an application for, or a variation or minor variation of, a premises licence.• authority to make representations on behalf of the Council to a licensing authority in relation to the determination of an application for a provisional statement.• authority to make an application or representations on behalf of the Council to a licensing authority for and/or in relation to the review of a premises licence.• authority to make representations on behalf of the Council to a licensing authority in relation to the summary review of a premises licence.• authority to make representations on behalf of the Council to a licensing authority in relation to the determination of an application for, or a variation or minor variation of, a club premises certificate.• authority to make an application or representations on behalf of the Council to a licensing authority for and/or in relation to the review of a club premises certificate.• authority to make representations on behalf of the Council to a licensing authority in relation to the inspection of premises prior to the grant of a club premises certificate.• authority to make representations on behalf of the Council to a licensing authority in relation to the review of a club premises licence following a closure order.• authority to make representations on behalf of the Council to a licensing authority in relation to the determination of an application for an early morning alcohol restriction order. <p>(Sections 18, 35 and 41B and Sections 31, 51, 52, 53, 53C, 72, 85, 86B, 87(d), 88, 89, 96, 167(e) and 172B(f) of the Licensing Act 2003)</p>	<p>Director of Public Health</p>



Public Health Services	Delegated to:
<p>Responsibility for exercising the Council's powers and duties to provide, or secure the provision of, oral health promotion programmes to the extent that the Council considers appropriate.</p> <p>Responsibility for exercising the Council's powers and duties to provide, or secure the provision of oral health surveys to facilitate:</p> <ul style="list-style-type: none"> • The assessment and monitoring of oral health needs; • The planning and evaluation of oral health promotion programmes; • The planning and evaluation of the arrangements for the provision of dental services as part of the health services; and • Where there are water fluoridation programmes affecting Cambridgeshire, the monitoring and reporting of the effect of water fluoridation programmes. <p>(The NHS Bodies and Local Authorities (Partnership Arrangements, Care Trusts, Public Health and Local Healthwatch) Regulations 2012 and Section 87 (1) of the Water Industry Act 1991.)</p>	<p>Director of Public Health</p>
<p>Responsibility for exercising the Council's powers and duties to respond to oral health surveys conducted or commissioned by the Secretary of State under paragraph 13(1) of Schedule 1 to the National Health Service Act 2006 where the survey is conducted within Cambridgeshire.</p> <p>(The NHS Bodies and Local Authorities (Partnership Arrangements, Care Trusts, Public Health and Local Healthwatch) Regulations 2012)</p>	<p>Director of Public Health</p>
<p>Responsibility for exercising the Council's powers and duties relating to the making of, and consultation on, water fluoridation proposals to the Secretary of State.</p> <p>(Section 36, Health and Social Care Act 2012 and Section 88B, Water Industry Act 1988)</p>	<p>Director of Public Health</p>
<p>Responsibility for exercising the Council's powers and duties to provide for the medical inspection at appropriate intervals of pupils in attendance at schools maintained by the Council as local education authority and for the medical treatment of such pupils.</p>	
<p>Responsibility for exercising the Council's powers and duties to provide for the medical inspection or treatment of:</p> <ol style="list-style-type: none"> a) senior pupils in attendance at any educational establishment, other than a school, which is maintained by the Council and at which full-time further education is provided (subject to the prior agreement of the governing body of the establishment); or b) any child or young person who, in pursuance of section 19 or 319 of the Education Act 1996 (c. 56), is receiving primary or secondary education otherwise than at a school. 	



Public Health Services	Delegated to:
<p>Responsibility for exercising the Council's powers and duties to provide for the medical inspection or treatment of pupils in attendance at any educational establishment which is not maintained by a local education authority by arrangement with the proprietor of that establishment.</p> <p>(Section 17, Health and Social Care Act 2012 and Section 5, NHS Act 2006.)</p>	
<p>Responsibility for exercising the Council's powers and duties to provide for the weighing and measuring of pupils in attendance at any school which is maintained by the authority and, by arrangement with the proprietor, at any school which is not maintained by the Council.</p> <p>(Section 17, Health and Social Care Act 2012, Section 5, NHS Act 2006. Part 2, Regulation 3 of The Local Authorities (Public Health Functions and Entry to Premises by Local Healthwatch Representatives) Regulations 2012 (DRAFT).)</p>	Director of Public Health
<p>Responsibility for exercising the Council's powers and duties to provide, or make arrangements for the provision of, health checks to eligible persons within the Council's area, pursuant to the requirements set out in the legislation below.</p> <p>(Section 2B, National Health Service Act 2006. Part 2, Regulations 4 and 5 of The Local Authorities (Public Health Functions and Entry to Premises by Local Healthwatch Representatives) Regulations 2012 (DRAFT).)</p>	Director of Public Health
<p>Responsibility for exercising the Council's powers and duties to provide, or make arrangements for the provision of, open access sexual health services within the Council's area, including:</p> <ul style="list-style-type: none">a) contraceptive services; andb) services related to the prevention and treatment of sexually transmitted infections. <p>pursuant to the requirements set out in the legislation referred to below</p> <p>(Section 2B and Schedule 1 (para. 8), National Health Service Act 2006. Part 2, Regulation 6 of The Local Authorities (Public Health Functions and Entry to Premises by Local Healthwatch Representatives) Regulations 2012 (DRAFT).)</p>	Director of Public Health



Public Health Services	Delegated to:
<p>Responsibility for exercising the Council's powers and duties to provide, or make arrangements for the provision of, a public health advice service to any clinical commissioning group whose area falls wholly or partly within the Council's area.</p> <p>(Section 2A and 2B, National Health Service Act 2006. Part 2, Regulation 7 of The Local Authorities (Public Health Functions and Entry to Premises by Local Healthwatch Representatives) Regulations 2012 (DRAFT).)</p>	Director of Public Health
<p>Responsibility for reviewing the range of matters to be covered by any such public health advice service, having had regard to the needs of the people in the Council's area and in agreement with the clinical commissioning group(s) to which the service is provided.</p> <p>(Section 2A and 2B, National Health Service Act 2006. Part 2, Regulation 7 of The Local Authorities (Public Health Functions and Entry to Premises by Local Healthwatch Representatives) Regulations 2012 (DRAFT).)</p>	Director of Public Health
<p>Responsibility for exercising the Council's powers and duties relating to independent mental health advocate services.</p> <p>(Section 130, Mental Health Act 1983 and Section 43, Health and Social Care Act 2012.)</p>	Director of Public Health
<p>Responsibility for exercising the Council's powers and duties relating to the provision of direct payments for healthcare.</p> <p>(Section 12A, NHS Act 2006 and Schedule 4, Part 1, Health and Social Care Act 2012.)</p>	Director of Public Health
<p>Responsibility for exercising the Council's powers and duties relating to independent mental capacity advocates.</p> <p>(Section 35, Mental Capacity Act 2005 and Schedule 4, Part 1, Health and Social Care Act 2012.)</p>	Director of Public Health



Public Health Services	Delegated to:
<p>Statutory functions of the Director of Public Health relating to protecting the health of the local population</p> <p>Responsibility for exercising the Council's powers and duties to provide information and advice to responsible persons and relevant bodies within, or which exercise functions relating to, the Council's area, with a view to promoting the preparation of appropriate local health protection arrangements.</p> <p>(Section 2A and 2B, National Health Service Act 2006. Part 2, Regulation 8 of The Local Authorities (Public Health Functions and Entry to Premises by Local Healthwatch Representatives) Regulations 2012 (DRAFT).)</p>	Director of Public Health
<p>Statutory functions of the Director of Public Health relating to charges in respect of the Council's functions under Section 2B of the NHS Act 2006</p> <p>Responsibility for exercising the Council's powers and duties to make and recover charges in respect of:</p> <ul style="list-style-type: none">a) providing information and advice;b) providing services and facilities designed to promote healthy living;c) providing or participating in the provision of training for persons working or seeking to work in the field of health improvement; andd) making available the services of any person or facilities. <p>Subject to the restrictions set out in the legislation referred to below</p> <p>(Section 2B, National Health Service Act 2006 and Part 3, Regulation 9 of The Local Authorities (Public Health Functions and Entry to Premises by Local Healthwatch Representatives) Regulations 2012 (DRAFT).</p>	Director of Public Health
<p>Statutory functions relating to joint working with the prison service under Section 249 of the NHS Act 2006.</p> <p>Responsibility for exercising the Council's powers and duties to enter into prescribed arrangements with the prison service insofar as those arrangements relate to securing and maintaining the health of prisoners.</p> <p>(Section 249, National Health Service Act 2006 and Section 29, Health and Social Care Act 2012.)</p>	Director of Public Health



DIRECTOR: CORPORATE AND CUSTOMER SERVICES

The exercise of the responsibilities set out below is delegated by the County Council:

(a) Taking all operational decisions necessary to secure the provision of services and/or discharge of statutory functions, including the power to enter into contracts, in accordance with the approved policies and Financial Procedure Rules in relation to the following areas:

- Chief Executive's Support team, including support for Lord Lieutenant, Chairman/woman and Director
- Communications and Information, including press and media, council-wide campaigns, council brand and website
- Customer Services, including the Contact Centre and corporate reception sites
- IT and Digital Service, including council-wide strategy and support for all business systems
- Emergency and Business Continuity Planning
- Business Intelligence, including Information Governance, Information Management, Records Management, Research, and Management & Performance Information

(b) Holding officers to account for the performance of their service areas

DIRECTOR OF GOVERNANCE AND LEGAL SERVICES

The exercise of the responsibilities set out below is delegated by the County Council:

Monitoring Officer - Cambridgeshire County Council

Power or Duty	Condition
To make such amendments to the CCC Constitution and related Documents, as may from time to time become necessary to reflect and take account of changes in legislation, guidance, Council Policy, decisions of the Council and any drafting changes or improvements. This shall not include any changes of substance.	In consultation with Group Leaders. Not to be exercised if any Group Leader objects to the proposed change.
The Monitoring Officer will maintain an up-to- date version of the Constitution and will ensure that it is widely available for consultation by members, staff and the public.	



In order to ensure lawfulness and fairness of decision-making and after consulting with the Head of Paid Service and Section 151 Officer, the Monitoring Officer will report to the Council if he/she considers that any proposal, decision or omission would give rise to unlawfulness or if any decision or omission has given rise to maladministration. Such a report will have the effect of stopping the proposal or decision being implemented until the report has been considered.	
To act as the Solicitor to the Council and in consultation with the Head of Paid Service and the Chief Finance Officer, to provide advice on the scope of powers and authority for the Council to take decisions, maladministration, probity and governance issues, to all Councillors and to support and advise Councillors and officers in their respective roles.	
To act as the Proper Officer for the purposes of the Local Government Act 2000 and regulations made there under, except where legislation or the Scheme of Delegation names another officer.	
In cases of dispute, to decide upon a Member's "need to know".	
The Monitoring Officer will contribute to the promotion and maintenance of high standards of conduct through provision of support to the Constitution and Ethics Committee. This will include making arrangements for the hearing of allegations against Members concerning breaches of the Code of Conduct. The Monitoring Officer shall also support the Constitution and Ethics Committee in ensuring the Council's Constitution is fit for purpose and in this role, shall keep it under review and make recommendations as to how it might be amended to better achieve the purposes set out in Article 1 or in response to changes in law.	
In the case of allegations that a Councillor has breached the Members' Code of Conduct, the Monitoring Officer and the Council's Independent Person shall conduct an initial assessment of complaint and make a decision as to whether the complaint warrants investigation or any other action.	
Where allegations of breaches of the Members' Code of Conduct are referred for investigation, the Monitoring Officer shall make arrangements for the conduct of such investigations and report the findings to the Constitution and Ethics Committee.	
The Monitoring Officer shall act as the Proper Officer for Access to Information and shall ensure that decisions of the Council and its committees, together with the reasons for those decisions, and	



relevant officer reports and background papers are made publicly available as soon as possible.	
The Monitoring Officer will advise whether decisions of the Council and its committees are in accordance with the Budget and Policy Framework.	
The Monitoring Officer shall provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and Budget and Policy Framework issues to all Councillors.	
The Monitoring Officer shall determine whether information should be exempt from disclosure under the provisions of Section 36 of the Freedom of Information Act 2000.	
To agree procedures for the conduct of all appeals heard by the Council's Service Appeals Sub-Committee.	
To agree procedures for the conduct of Council's Education Admission and Exclusion Appeals and the selection and appointment of members to Council's appeals panels.	

COUNCIL – PUBLIC QUESTION TIME

To: Full Council

Meeting Date: 16th October 2018

From: Acting Monitoring Officer

Purpose: To consider proposed changes to rules relating to public questions to Council and Committees/Sub-Committees.

Recommendation: That Full Council:

- a) approve the following amendments to the Council's Constitution, as recommended by the Constitution and Ethics Committee, and set out in Appendices 1 and 2.
- b) authorise the Acting Monitoring Officer, in consultation with the Chairman of the Constitution and Ethics Committee, to make any other minor or consequential amendments to the Constitution necessary for, or incidental to, the implementation of these proposals.

<i>Officer contact:</i>		<i>Member contact:</i>	
Name:	Fiona McMillan	Name:	Councillor Mac McGuire
Post:	Acting Monitoring Officer	Chairman:	Constitution and Ethics Committee
Email:	fiona.mcmillan@peterborough.gov.uk	Email:	mac.mcguire@cambridgeshire.gov.uk
Tel:	01733 452361 (office)	Tel:	01223 706398 (office)

1. Background

- 1.1 Section 9.3 of the Council's Procedure Rules, as contained within the Constitution, provide an opportunity for up to four members of the public to ask questions at meetings of the County Council, excluding extraordinary or special meetings of the Council and the first annual meeting of a new Council, to the Leader of the Council and the Chairman/woman of any Committee.

Repeat Questions

- 1.2 Neither Section 9.3 of the Council's Procedure Rules, nor Section 9.1 of the Procedure Rules for Committee and Sub-Committee meetings provide any restrictions on repeat questions.
- 1.3 The Petitions Scheme, set out in Section 9.4 of the Council's Constitution, makes clear that petitions will not normally be considered within six months of another petition on the same matter having been considered by a committee of the Council.

Number of Questions Exceeding Limit Set for Council

- 1.4 There are occasions when the number of requests from the public to ask questions exceeds the set limit of four. One such occasion was the Council meeting of 17 October 2017 where twelve questions were submitted in relation to the item on Children's Centres. In that instance, the Chairman exercised her discretion and allowed the limit to be exceeded.

1.5 Scope of Public Questions

The Council Procedure rules do not provide any grounds for the Monitoring Officer to accept or reject a public question.

2. Proposed Change to Constitution

- 2.1 At its meeting on 27th September 2018, the Constitution and Ethics Committee considered and agreed to recommend the proposed changes to the Council's Constitution to full Council, as set out below and in **Appendices 1 and 2**.

Repeat Questions

- 2.2 Many Councils have restrictions relating to repeat questions within in a specific timeframe. It is therefore proposed to add the following to the Council Procedure Rules:

A question which is substantially the same as a question which has been put at a meeting of the Council in the past six months will not be allowed.

The wording, as amended for Committees and Sub-Committees, will also be added to that procedure.

Number of Questions Exceeding Limit Set for Council

- 2.3 It is proposed to amend the Constitution to confirm that if more than four members of the public apply to speak, questioners will be invited to defer their question to the next meeting.

It is also proposed that the Council adopt the provision for excess speakers as detailed in Section 9.2 of the Procedure Rules for Committee and Sub-Committee meetings:

“the Democratic Services Officer will ensure that all steps are taken to inform the “unsuccessful” speakers in advance and a written reply will be sent within ten working days after the meeting.”

The discretion available to the Chairman/woman to exceed the limit in exceptional circumstances remains unchanged. It is proposed to add the following wording to Council Procedure Rules:

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

Scope of Public Questions

- 2.4 There may be occasions when it is not appropriate to accept a public question. It is therefore proposed to add the following wording to the Council Procedure Rules:

If the Monitoring Officer considers a question:

- *is not about a matter for which the local authority has a responsibility or which affects the County;*
- *is illegal, improper, defamatory, frivolous or offensive; or*
- *requires the disclosure of confidential or exempt information.*

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

Source Documents	Location
Council's Constitution	http://tinyurl.com/Constitution-CCC
Constitution and Ethics Committee – 27 September 2018	Constitution and Ethics Committee meeting 27/09/2018



Appendix 1

EXTRACT OF COUNCIL PROCEDURE RULES

These rules are designed to ensure meetings of the Full Council run smoothly and are conducted properly.

9.3 Public Question Time

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

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

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

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

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

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

If the Monitoring Officer considers a question:

- **is not about a matter for which the local authority has a responsibility or which affects the County;**
- **is illegal, improper, defamatory, frivolous or offensive; or**
- **requires the disclosure of confidential or exempt information.**

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

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



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

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

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

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

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

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



Appendix 2

EXTRACT OF PROCEDURE RULES FOR COMMITTEE AND SUB-COMMITTEE MEETINGS

9. PUBLIC SPEAKING AT COUNTY COUNCIL COMMITTEES

9.1 Public Speaking at County Council Committee Meetings

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

Speakers will usually only be permitted to speak once in any debate and speeches will usually be time limited to three minutes. Permission to speak may be refused in circumstances where this is not conducive to the orderly conduct of council business including where it is likely, in the opinion of the Chairman/woman, that defamatory, vexatious, discriminatory or offensive language will be used.

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

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

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

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

9.2 Participating in a Committee Meeting

If registered to speak, members of the public should arrive at the venue (usually Shire Hall) at least 15 minutes before the start of the meeting and report to the Democratic Services Officer present. The register of speakers will be kept by Democratic Services and provided to the Chairman/woman in advance of the



meeting. No more than three speakers will normally be permitted per subject at a meeting (subject to the Chairman/woman's discretion). Only one question or comment may be allowed per speaker.

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

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

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

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

- * *For the purposes of this guide a "member of the public" is defined simply as anyone who lives or works in Cambridgeshire or is affected by a decision made in Cambridgeshire.*
- ** *This procedure does not apply to meetings of Full Council and Planning Committee as these meetings have their own procedures.*

TRANSFER OF DELEGATED RESPONSIBILITY FOR THE COUNCIL'S WHISTLEBLOWING POLICY

To: Full Council

Meeting Date: 16 October 2018

From: Acting Monitoring Officer

Purpose: To consider the transfer of its current constitutional responsibility for the council's whistleblowing policy to the council's Audit & Accounts Committee.

Recommendation: That Full Council:

- a) amend the Constitution to pass the delegated responsibility for the Council's whistleblowing policy and oversight from the Constitution & Ethics Committee to the Council's Audit & Accounts Committee.
- b) authorise the Acting Monitoring Officer, in consultation with the Chairman of the Constitution and Ethics Committee, to make any other minor or consequential amendments to the Constitution necessary for, or incidental to, the implementation of these proposals.

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

- 1.1 There is currently an overlap in the Council's constitution regarding responsibility for whistleblowing reports and oversights of the whistleblowing policy.
- 1.2 The Constitution and Ethics Committee has '**Authority to approve any changes regarding the Council's Whistle-Blowing policy and arrangements**' (Part 3B-8) whilst the Audit and Accounts Committee's delegated authority includes (following revision last July, Part 3B-7) '**To maintain an overview of the Council's Constitution in respect of contract procedure rules, financial regulations, codes of conduct etc.**' and '**To monitor council policies on "raising concerns at work" and anti-fraud and anti-corruption policies, including the Council's complaints process**'.
- 1.3 In 2017 revisions to the Whistleblowing Policy were required and it was sent to the Audit and Accounts Committee along with revised draft Anti-Fraud and Corruption and Anti-Money Laundering policies. In July 2017 the General Purposes Committee approved the revised Anti-Fraud and Corruption and Anti-Money Laundering policies and in September 2017 the Constitution and Ethics Committee approved the revised Whistleblowing Policy, noting that it had been 'endorsed'.
- 1.4 The Chief Internal Auditor presented the annual Whistleblowing Report to the Audit and Accounts Committee on 29 May 2018 and the report includes the statement that "as part of the new policy, Internal Audit is due to produce an annual report to the Audit and Accounts Committee" ([Link to Audit & Accounts report](#)). This report aims to identify any patterns of concern and assess the effectiveness of the policy.
- 1.5 It appears there is an overlap between the remit of two committees on 'raising concerns at work' and 'whistleblowing'. Internal Audit hold the council's whistleblowing records and the Chief Internal Auditor is responsible for the policy so it would seem logical for reports to be made to Audit & Accounts Committee instead of Constitution & Ethics Committee. This will reflect the new policy and procedures and the current working practice and avoid an overlap of roles in future.

2. MAIN ISSUES

- 2.1 At its meeting on 27th September 2018, the Constitution and Ethics Committee considered and agreed to recommend to full Council the following change to the Constitution:

to delete the delegated authority in Part 3B Responsibility for Functions in the constitution relating to the Constitution and Ethics Committee's in relation to "Authority to remove any changes regarding the Council's Whistle-blowing policy and arrangements".

- 2.2 The delegation can then be added to the delegated authority for Audit & Accounts Committee in section 2.4 after "to monitor council policies on "raising concerns at work".

Source Documents	Location
<p>Council's Constitution</p> <p>Constitution and Ethics Committee – 27 September 2018</p>	<p>http://tinyurl.com/Constitution-CCC</p> <p>Constitution and Ethics Committee meeting 27/09/2018</p>

AUDIT AND ACCOUNTS COMMITTEE ANNUAL REPORT 2017 – 18

To: **Full Council**

Date: **16th October 2018**

From: **Councillor Mike Shellens,
Chairman of the Audit & Accounts Committee**

Purpose: **To present the Audit & Accounts Committee Annual Report 2017/18.
The Audit and Accounts Committee issues an annual report to
Council, detailing their activities during the year.**

Recommendation: **Council is requested to consider the report.**

<i>Officer contact:</i>		<i>Member contact:</i>	
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Audit and Accounts Committee

Annual Report

1. Introduction

- 1.1 The Audit and Accounts Committee exists to provide independent assurance on the adequacy of the Council's risk management framework, the internal control environment and the integrity of the financial reporting and annual governance processes. Audit and Accounts Committees within Local Authorities are necessary to satisfy the wider statutory requirements for sound financial management.
- 1.2 The Audit and Accounts Committee plays a vital role in ensuring that the residents of Cambridgeshire County Council are getting good-quality services and value for money, i.e. economy, efficiency and effectiveness.
- 1.3 The Audit and Accounts Committee has seven members and met six times in 2017/18. All meetings have been held in public.
- 1.4 The Committee has been structured around the following responsibilities:
 - Considering and approving the Annual Statement of Accounts;
 - Ensuring that the financial management of the Council is adequate and effective;
 - Ensuring that the Council has a sound system of internal control, which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk;
 - Reviewing annually the Council's system of internal control and agreeing an Annual Governance Statement;
 - Ensuring that the Council has an adequate and effective Internal Audit function.
- 1.5 In its role of overseeing the work of Internal Audit the Committee was advised that in 2017/18, Internal Audit carried out 55 audit reviews including reviews of policies and compliance, embedded assurance work, risk-based reviews and contracts reviews. Internal Audit also completed 54 investigations and 9 grant certifications, as well as providing advice and guidance on a wide range of topics including input to reviews of a wide range of IT security policies, support to the People & Communities Quality Governance and Practice Development team on the development of new thematic audit methodologies, and advice on new processes for the purchase of equipment by social funds in day centres.

- 1.6 Throughout the course of the year, 87 actions which were considered to be 'significant' or 'fundamental' were implemented by management. 1 'fundamental' and 22 'significant' actions were still outstanding at the end of the year. Of the outstanding actions, the delay in implementation of ERP Gold had created delays in implementing nine audit actions which were reliant on the new system. The fundamental action has now been implemented.

2. Proactive Work of the Committee

- 2.0 The following section provides a summary of the proactive work undertaken by the Committee over the last year. This aspect of the Committee's work is vital, and has assisted in improving the effectiveness of the Council's overall corporate governance arrangements.

2.1 Safe Recruitment in Schools

- 2.1.1 Safe recruitment in schools has continued to be a focus for the Committee in 2017/18, and the Committee regularly receives updates on the Council's work in this area. Schools The Education Directorate carries out regular safeguarding reviews in schools, which focus on safer recruitment, and Safeguarding and Safer Recruitment reports were provided to the Committee by the Council's Schools Intervention Service in July 2017, November 2017 and March 2018. These reports have shown an improvement over time in the findings of the reviews undertaken by the service's Education Advisers, and in the uptake of training provided by the service.
- 2.1.2 Assurance over safe recruitment practices was also provided by the Internal Audit team, which carried out a review of Payroll and Safe Recruitment in schools. This review included detailed compliance testing on safe recruitment at a sample of five schools, as well as reviewing the work of the Schools Intervention Service. Overall this resulted in a 'good' assurance opinion. Four out of the five schools tested also received a 'good' assurance opinion over their safe recruitment processes, with the remaining school being awarded 'satisfactory' assurance due to a single issue identified whereby a pre-existing DBS certificate was accepted from a candidate who was not registered on the DBS update service. Again, this represents an improvement from previous years findings.
- 2.1.3 The Committee will continue to monitor safe recruitment going forward. The reviews conducted by the Schools Intervention Service are likely to become

charged-for in the next academic year, as safeguarding is the responsibility of each school's governing body. Reviews would not be charged-for if undertaken due to concerns about the school, and a new RAG-rating system is being introduced to risk-assess schools for targeted safeguarding training and reviews. The Committee is expecting to receive further updates on these plans as they progress.

2.2 Risk Management and the Risk Register

- 2.2.1 In accordance with best practice, the Council operates a risk management approach at corporate and service levels, seeking to identify key risks which might prevent the Council's priorities, as stated in the Business Plan, from being successfully achieved. The role of this Committee is to provide independent assurance of the adequacy of the Council's risk management framework and the associated control environment.
- 2.2.2 During 2017/18, the Corporate Risk Register reports were incorporated into the Integrated Finance and Performance reports which are received by the Committee on a quarterly basis. This report now links finance, performance and risk information in one place, reducing the bureaucracy associated with taking separate reports through a range of management and Member meetings.
- 2.2.3 In 2017/18, the Internal Audit team co-ordinated an external Risk Management Health Check review by the Council's insurers, Zurich. An action plan was subsequently developed to respond to the findings, and the major development for 2018/19 will be to implement the recommendations.

2.3 Corporate Governance

- 2.3.1 The Council's Annual Governance statement is compiled on the basis of the findings of Internal Audit reviews throughout the year, assurance statements from executive and corporate directors, and input from senior management and members of the Committee. The 2017/18 Annual Governance Statement was reviewed by the Committee in May 2018, prior to final sign-off and inclusion in the Council's annual Statement of Accounts.

2.4 Council Finance and Statement of Accounts

- 2.4.1 Throughout 2017/18, the Committee has maintained its oversight of Council finances, reviewing the quarterly Integrated Resources and Performance Reports to assess progress in delivering the Council's Business Plan and review the status of the Council's Key Performance Indicators. The Committee

regularly inquires and follows-up on areas which have overspends or other issues.

- 2.4.2 The Committee reviewed and considered the final ISA 260 reports from External Audit, on the completion of their review of the County Council and Cambridgeshire Pension Fund Accounts for 2016/17. This audit resulted in an unmodified true and fair opinion on the Council and Pension Fund financial statements, issued on 12th October 2017. External Audit also issued an unmodified conclusion on the Council's arrangements for securing economy, efficiency and effectiveness in its use of resources.
- 2.4.3 The Committee also considered and approved the annual Statement of Accounts. This is an iterative process, and the 2017/18 accounts were subject to changes to the statutory deadlines for production and publication of the Statement Accounts introduced by the Audit & Accounts Regulations 2015. This required draft accounts to be published by 31st May (previously 30th June) and final audited accounts by 31st July (previously 30th September).
- 2.4.4 The Committee received reports on planning for the new closedown process in November 2017 and January 2018, detailing the revised timetable and audit procedures to be followed to enable the new statutory deadlines to be met. The deadline for draft accounts publication was met, with the draft accounts reviewed by the Committee on the 12th June, and the Statement of Accounts and External Audit completion report reviewed on the 30th July 2018, in time for the final statutory deadline.
- 2.4.5 An objection regarding the lawfulness of certain transactions included in the financial statements, and decisions made by the Council, was made in respect of the 2016/17 financial statements, and a subsequent objection was also raised to the 2017/18 financial statements. These objections remain under consideration by the County Council's External Auditors.

2.5 Community Transport Investigation

- 2.5.1 Throughout 2017/18, the Committee monitored the progress of the external investigation into concerns raised regarding several of the Council's Community Transport providers. The final report of the investigation was provided to the Audit & Accounts Committee meeting on the 31st July 2018, and the outcomes from this will continue to be a focus for the Committee in 2018/19.

2.6 Whistleblowing Policy

- 2.6.1 In 2017/18 a new Whistleblowing Policy was drafted by Internal Audit and reviewed by the Audit & Accounts Committee prior to final approval by the Constitution and Ethics Committee. Pro-active work to promote the new policy was undertaken by Internal Audit, including a poster campaign to raise awareness, distribution of leaflets in public areas, and publicity on the Council's intranet and internal newsletters.
- 2.6.2 The annual report on whistleblowing for 2017/18 was brought to the Committee by Internal Audit in May 2018, reporting on the implementation of the new policy, whistleblowing concerns raised, and the results of a staff survey. As a result further updates to the policy and further pro-active work to raise awareness is planned for 2018/19.

2.7 Children's Social Care

- 2.7.1 In 2017/18, the Committee has received regular updates on case load data within Children's Social Care. Having previously raised concerns regarding high caseloads in this area, regular reporting was introduced to enable the Committee to monitor the potential risk involved. In particular this has followed the outcomes from the Children's Change Programme.
- 2.7.2 The Committee also received a presentation on demand and demography planning in budgeting for Looked After Children, in March 2018.

3. The Committee's relationship with Internal Audit

- 3.1.1 A key part of the Committee's role is to both challenge and support the Internal Audit service. The Committee has supported a flexible approach from the Internal Audit team which ensures that planned coverage is continually assessed to direct audit resource towards areas of emerging risk, rather than a static plan agreed some months before. The Committee has taken a proactive role in this approach, both by suggesting pieces of work for Internal Audit, contributing ideas towards the detailed brief, and requesting updates from Internal Audit and Council services on implementation of actions.

4. Terms of Reference for the Committee

- 4.1 Having been fully reviewed and revised in 2016/17, the Terms of Reference for the Audit & Accounts Committee were reviewed by the Committee in May 2018, and retained with no changes.

5. Future Focus for the Committee

As set out above, the Committee will continue to follow up on progress in key focus areas from previous years, including safer recruitment in schools and monitoring the implementation of the Council's whistleblowing policy.

A particular focus for 2018/19 will be the outcomes of the external investigation into Community Transport, and the Committee will play a key role in monitoring the implementation of key actions that were agreed as part of the Council's response to the investigator's findings.

More broadly, the Council faces significant challenges and changes to the environment within which it operates. In March 2017, the Cambridgeshire and Peterborough Combined Authority was formed, and recent years have brought closer partnership working with colleagues at Peterborough City Council. The Council continues to seek to deliver savings and investment through its Transformation Programme, to meet the ongoing challenge of reduced budgets coupled with significant growth.

This Committee carries out its responsibilities by directing and monitoring the efforts of Internal Audit. In future, given the financial situation, there will be ever-increasing emphasis on enabling the Council to provide a higher level of service to our customers within a defined budget. In line with the approach being taken by Council services more generally, the Committee's role is increasingly shifting towards a focus on outcomes. Close partnership working with other local authorities will also require a reassessment of how assurance can be obtained on behalf of the audit committees at each authority.

Source Documents	Location
Reports and Minutes to the Audit and Accounts Committee	Room 117 Shire Hall

PENSION FUND COMMITTEE ANNUAL REPORT 2017-18

To: County Council

Date: 16 October 2018

From: Chairman of the Pension Fund Committee

Purpose: To report on the work of the Pension Fund Committee over the previous year.

Recommendation: It is recommended that Full Council note the content of the report.

<i>Officer contact:</i>		<i>Member contact</i>	
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1. Annual Reports to the Council

- 1.1 Some of the Council's committees report to the Council annually on their work to improve awareness of issues and to provide the Council with an opportunity to debate issues which might not otherwise be referred for discussion. It also allows the Council to exercise oversight of activity in a number of important areas and to emphasise the accountability of these committees to the Council.

2. Background

- 2.1 Part 3B of the Constitution states that the Pension Fund Committee has delegated responsibility for the following areas –
- Funding Strategy;
 - Investment Strategy;
 - Administration Strategy;
 - Communication Strategy;
 - Discretions;
 - Governance; and
 - Risk Management.
- 2.2 It is the responsibility of the Committee to ensure the development and maintenance of appropriate strategies, policies and procedures with on-going monitoring.
- 2.3 The information contained in sections 3, 4 and 5 of this report demonstrates the key decisions and approvals that have taken by the Pension Fund Committee during 2017/18 in line with the Constitution.

3. Key Governance Activities of the Pension Fund Committee

3.1 Approval of the Administration Strategy

- 3.1.1 The Local Government Pension Scheme Regulations 2013 provide that administering authorities may prepare, maintain and publish a written Statement setting out their policy concerning administration matters, and that the Administering Authority and its employing authorities must then have regard to that strategy when carrying out their functions.
- 3.1.2 The review separated the previously joint administration and communication strategies and was reviewed in advance of the Pension Fund Committee by the Cambridgeshire Local Pension Board as part of their role in supporting the work of the Committee.
- 3.1.3 A revised Administration Strategy was approved by the Pension Fund Committee on 29 June 2017.

3.2 Approval of the Anti-Fraud and Corruption Policy

- 3.2.1 The Administering Authority is responsible for putting in place policies to ensure the safeguarding of the Fund's assets. It is therefore appropriate for the Fund to have in place an Anti-Fraud and Corruption Policy.
- 3.2.2 The Administering Authority promotes a zero tolerance approach towards fraud, corruption and other malpractice for personal gain. Dishonesty, lack of integrity, avoidance of controls and failure to comply with agreed policies will not be tolerated. The prevention/detection of fraud/corruption and the protection of the public funds are everyone's responsibility.
- 3.2.3 The publication of the Anti-Fraud and Corruption Policy and regularly reinforcing that the Administering Authority operates a zero tolerance approach will help deter those considering perpetrating fraudulent activity.
- 3.2.4 The Policy was reviewed in advance of the Pension Fund Committee by the Cambridgeshire Local Pension Board as part of their role in supporting the work of the Committee.
- 3.2.5 The Anti-Fraud and Corruption Policy was approved by the Pension Fund Committee on 19 October 2017.

3.3 Approval of the Pension Fund Annual Business Plan and Medium Term Strategy

- 3.3.1 Each year the Pension Fund Committee agrees a Pension Fund Business Plan and Medium Term Strategy that sets out how the Fund's objectives and other key priorities for the year will be met.
- 3.3.2 The Strategy also details performance indicators for both the Fund and its employers and an estimate of the Fund account.
- 3.3.3 The Pension Fund Committee receives regular updates on how the Fund is meeting its objectives via the Business Plan Update report.
- 3.3.4 The Pension Fund Committee approved the Annual Business Plan and Medium Term Strategy on 29 March 2018

3.4 Approval of the Governance Policy and Compliance Statement

- 3.4.1 It has been a requirement for the Administering Authority to publish a Governance Policy and Compliance Statement since the Local Government Pension Scheme (Administration) Regulations 2008 came into force.
- 3.4.2 The Governance Policy and Compliance Statement incorporates a statement on how compliant the Administering Authority is against a set of best practice principles issued by the Department of Communities and Local Government (DCLG) in 2008. The compliance statement is intended to ensure transparency, accountability and stakeholder involvement.

3.4.3 The requirement for the Administering Authority to publish a Governance Policy and Compliance Statement remained in the Local Government Pension Scheme Regulations 2013 (under regulation 55) and the previous review was undertaken in May 2015.

3.4.4 The revised Governance Policy and Compliance Statement, to take into account the changes in governance structure as a result of the Government's instruction to pool assets, was approved by the Pension Committee on 19 October 2017.

3.5 Approval of the Payment of Employee and Employer Pension Contributions Policy

3.5.1 The aim of the policy is to ensure that employers are aware of their statutory obligations in regards to the payment of both employee and employer pension contributions to the Fund and it was first approved by the Pension Fund Committee in December 2015.

3.5.2 A revised Payment of Employee and Employer Contributions was first taken to the Pension Fund Committee on 19 October 2017, following some further amendments to the Policy it was subsequently approved 29 March 2018.

3.6 Approval of the Annual Report and Statement of Accounts

3.6.1 The Pension Fund's Statement of Accounts (SOA) form part of the County Council's Statement of Accounts and is covered by the external auditor's opinion on those accounts.

3.6.2 The Annual Report and Statement of Accounts have been subject to audit fieldwork by the County Council's external auditor. Whilst the external auditor performs a full audit of the Statement of Accounts, their work on the Annual Report is limited to a review to ensure compliance with guidance and consistency with the Statement of Accounts.

3.6.3 The Statement of Accounts are the financial representation of every activity that the Fund has been directly or indirectly involved with over the course of the financial year.

3.6.4 They are based on actual transactions accounted for within the Fund's financial ledger, information received from Fund Managers and the Fund's Custodian, and assumptions and estimations utilising the professional judgement of officers in order to give a true and fair statement of the Fund's financial position.

3.6.5 The Fund was valued at £2.969bn at the end of the financial year. This is an increase in Fund value from £2.854bn at 31 March 2017.

4. Key Investment Activities of the Pension Fund Committee

4.1 Decisions surrounding Asset Pooling

- 4.1.1 Following the Autumn Statement on 25 November 2015, DCLG published its criteria for Local Government Pension Scheme (LGPS) investment pooling, focusing on 4 elements: scale, strong governance, reduced costs and improved capacity to invest in infrastructure through pooling.
- 4.1.2 To deliver this agenda the Fund joined up with 10 other pension funds to form the ACCESS asset pool, establishing a Shadow Joint Governance Committee (SJGC) in April 2016 to steer the development of the pool. The initial work of the SJGC was to formulate how ACCESS would meet the four pooling criteria. A detailed proposal was submitted to Government on the 15 July 2016.
- 4.1.3 Work then focussed on putting in place the entity that will deliver the day to day operation of the pool, "The Operator". The options were to build or rent the Operator. The decision to rent, was approved unanimously, at the SJGC meeting of the 2 September 2017 and subsequently ratified by all the constituent Councils by November 2017.
- 4.1.4 A procurement exercise was undertaken to appoint an Operator for the ACCESS pool, with Link Fund Solutions being successful and commencing a contract from March 2018.
- 4.1.5 Concurrent with the Operator procurement, a Passive procurement was undertaken on behalf of the ACCESS funds with UBS being appointed in Q3 of the 2017-18 financial year. Approximately £11bn of pool assets were moved to UBS from existing passive mandates by March 2018, delivering an estimated £5m fee savings on a like for like basis.

4.2 Approval of the Investment Strategy Statement

- 4.2.1 The Local Government Pension Scheme (Management and Investment of Funds) Regulations 2016 ("the Regulations") came into force on 1 November 2016.
- 4.2.2 The Regulations set out the requirement for the preparation and publication of the Fund's Investment Strategy Statement by no later than 1 April 2017.
- 4.2.3 The Pension Fund Committee approved the Investment Strategy Statement at its meeting of 23 March 2017, however, it was recognised that the time available for consultation was limited due to the delay in the DCLG issuing guidance.
- 4.2.4 The key changes to the Investment Strategy Statement resulted from a series of Investment Information Days held during 2017/18 and from changes to the regional equity exposures arising from the Fund's decisions on the implementation of the new passive investment arrangements with UBS.

- 4.2.5 The draft changes to the Investment Strategy Statement were reviewed by the Investment Sub Committee at its meeting on 15 February 2018 and was approved at the Pension Fund Committee meeting of the 29 March 2018.

5. Service Activities of the Pension Fund Committee

5.1 Payroll Reconciliation

- 5.1.1 The Fund migrated its pensioner payroll from the County Council's Oracle payroll solution to Altair payroll and in January 2017 the Altair pensioner administration records were merged with the Altair pensioner payroll records. As a result of this significant migration of data a reconciliation was undertaken of the pre-merged pensioner payroll data against the pensioner administration record data.
- 5.1.2 Rectification of the underpayments of pension was completed in May 2018. The rectification of the overpayments commenced after the approval of the Overpayment of Pension Policy in May 2018.

5.2 Guaranteed Minimum Pension Reconciliation

- 5.2.1 Following the end of contracting-out on 6 April 2016, it was necessary for all pension schemes to reconcile their members' contracted out liability against that recorded by HMRC. HMRC are currently operating a reconciliation service in order for schemes to query and amend the data held until 31 December 2018. Failure to record the correct data for individual scheme members could result in schemes having to pay benefits in respect of members for which they do not have a liability.
- 5.2.2 Due to the number of member records in scope, a decision was made to out-source the reconciliation of the data to ITM Limited. The reconciliation stage was due to complete by 31 January 2018 but due to delays in HMRC responding to the queries it is now expected that the reconciliation stage of this project will complete by 31 December 2018 with no additional fees and within the budget agreed in the 2017/18 Annual Business Plan.

5.3 Ill Health Insurance Alternative

- 5.3.1 The Cambridgeshire Pension Fund had been using, since 2012-13, an insurance product to cover potentially significant ill-health strain costs.
- 5.3.2 The product provided coverage of actuarial strain costs associated with Tier 1 and Tier 2 ill-health retirements from active status. The LGPS Regulations provide for generous enhancements to ill-health benefits of 100% (Tier 1) and 25% (Tier 2) of the benefits that would otherwise be payable from pension age.
- 5.3.3 On 29 June 2017 the Pension Fund Committee received a report on the ill-health insurance product and agreed to an independent review of the alternative approaches to managing ill-health risk.

- 5.3.4 In October 2017, the Pension Fund Committee were provided with a report on viable options for managing ill health risk. The Committee agreed the self-assurance approach which came into effect from 1 April 2018.

5.4 Governance, Benefits and Actuarial Service tender

- 5.4.1 In June 2015 the Pension Fund Committee was informed that the Hymans Robertson contract for actuarial and benefit consultancy services would be retendered after the 2016 triennial valuation process had concluded.
- 5.4.2 On 29 June 2017 the Committee agreed to Officers undertaking a further competition exercise using the Lots 1 to 3 of the National Frameworks for respectively, Actuarial, Benefits and Governance Consultancy.
- 5.4.3 It was agreed that this exercise would be a joint procurement with the Northamptonshire Pension Fund with the suppliers being assessed separately for each of the three Lots. Committee Members were involved in the supplier interview stage of the procurement process.
- 5.4.4 The assessment process resulted in Hymans Robertson being the preferred supplier for Actuarial Consultancy and Aon Hewitt being the preferred supplier for Benefits and Governance Consultancy.
- 5.4.5 Both the Hymans Robertson and Aon Hewitt contracts commenced on 1 April 2018

5.5 General Data Protection Regulations

- 5.5.1 The General Data Protection Regulation is vehicle by which European Parliament, the Council of the European Union and the European Commission intend to strengthen and unify data protection for all individuals within the European Union.
- 5.5.2 The primary objectives of GDPR are to give control back to citizens over their personal data and to simplify the regulatory environment for international business by unifying the regulation within the EU.
- 5.5.3 Officers of the Fund have put in place the necessary documentation, including its own privacy notice, to demonstrate compliance with the Regulation.

5.6 Proof of Existence exercise

- 5.6.1 One of the key objectives of the fund is to continually monitor and manage risk and to mitigate risk where possible.
- 5.6.2 Figures released in January 2014 by the Department of Work and Pensions indicate that international pension fraud cost the UK taxpayer around £50m in 2012-13.
- 5.6.3 As at June 2017 Cambridgeshire Pension Fund had 271 pensioners that resided overseas. This equated to approximately 1.57% of the Fund's membership.

5.6.4 In line with the Fund's Anti-Fraud and Corruption Policy a proof of continue existence exercise was conducted on members of the Cambridgeshire Pension Fund that live overseas as they are not included in the biennial National Fraud Initiative conducted by the Cabinet Office.

5.6.5 Western Union Business Solutions (WUBS) were appointed to carry out this exercise. As at 30 April 2018, 270 pensioners had been verified with 1 member in the process of being investigated further by the council's internal audit team. Until contact has been established this single members' pension payments have been suspended to prevent any further potential overpayment in line with the Anti-Fraud and Corruption Policy.

5.7 Reports noted by the Pension Fund Committee

5.7.1 During the year the Pension Fund Committee have been presented with various reports in order to note the content. These mainly take the form of standing items such as the Business Plan Update, Governance Legislation Report, Employers Admissions and Cessations Report and Asset Pooling Updates. These reports demonstrate to the Committee that appropriate thought and consideration have been provided to the delegated areas under the Constitution and that the Committee can challenge data further and make recommendations where appropriate.

5.7.2 Every Pension Fund Committee report highlights risks associated with the proposal and appropriate mitigations. The reports determines whether the Cambridgeshire Pension Fund Risk Register needs updating or a new risk to be added. A full risk review is due to be carried out in 2018-19.

Source Documents	Location
Administration Strategy Anti-Fraud and Corruption Policy Governance Policy and Compliance Statement Annual Business Plan and Medium Term Strategy Annual Report and Statement of Accounts Investment Strategy Statement The Payment of Employee and Employer Pension Contributions Policy	LGSS Pensions Service, One Angel Square

CAMBRIDGESHIRE LOCAL PENSION BOARD ANNUAL REPORT 2017-18

To: County Council

Date: 16th October 2018

From: Chairman of the Cambridgeshire Local Pension Board

Purpose: To report on the work of the Cambridgeshire Local Pension Board over the previous year.

Recommendation: It is recommended that Full Council note the content of the report.

<i>Officer contact:</i>		<i>Member contact</i>	
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1. ANNUAL REPORTS TO THE COUNCIL

- 1.1 Some of the Council's committees report to the Council annually on their work to improve awareness of issues and to provide the Council with an opportunity to debate issues which might not otherwise be referred for discussion. It also allows the Council to exercise oversight of activity in a number of important areas and to emphasise the accountability of these committees to the Council.

2. BACKGROUND

- 2.1 The Local Government Pension Scheme (LGPS) for Cambridgeshire, which is administered by the County Council, provides pensions and related benefits for employees of the County Council, Peterborough and Cambridge City Council, the five District Councils, and other public sector employers and bodies admitted to the Fund within the county.
- 2.2 Information about the LGPS for Cambridgeshire is included in the Annual Report of the Cambridgeshire Pension Fund Committee attached at Agenda Item No.11.
- 2.3 The Public Services Pensions Act 2013 requires all Public Service Pension Schemes to establish a Local Pension Board to assist the Administering Authority (Cambridgeshire County Council) to:
- secure compliance with the LGPS regulations and other legislation relating to the governance and administration of the LGPS and also the requirements imposed by the Pensions Regulator in relation to the LGPS; and
 - ensure the effective and efficient governance and administration of the LGPS.

The Cambridgeshire Local Pension Board is in addition to the existing Cambridgeshire Pension Fund Committee. It is a non-decision making body and is designed to act as a critical friend to the existing Committee and Investment Sub-Committee.

- 2.4 The Cambridgeshire Local Pension Board comprises 3 scheme employer and 3 scheme member representatives and meets approximately 4 times a year.
- 2.5 The Annual Report for 2017-18 as attached in **Appendix 1** details the activities of the Pension Fund Board during that period.

3. CAMBRIDGESHIRE LOCAL PENSION BOARD REPORT 2017-18

- 3.1 A copy of the full Cambridgeshire Local Pension Board Report for 2017-18 is attached.

Source Documents	Location
Cambridgeshire Local Pension Fund Board agendas and minutes	https://cmis.cambridgeshire.gov.uk/ccc_live/Committees/tabid/62/ctl/ViewCMIS_CommitteeDetails/mid/381/id/18/Default.aspx

Cambridgeshire Pension Fund Board

Annual Report 2017-18

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Chairman's Foreword

I am delighted, as Chairman of the Cambridgeshire Pension Fund Board, to introduce the third Cambridgeshire Pension Fund Board Annual Report, for 2017-18. The Board was established in accordance with the Public Service Pensions Act 2013. Our task is to assist Cambridgeshire County Council by making sure it is administering the Local Government Pension Scheme effectively and efficiently, and is compliant with the law.

As Chairman, I am keen for the Board to continue to work hard to protect both the interests of the Pension Fund and its members. One example of this is the concern we felt when considering legislation relating to cohabiting partners. The requirement for a nomination form to be completed by a scheme member has been removed for payment of partner benefits for cohabiting partners since 2014. This has left a question mark over the rights of a cohabitee whose partner dies between 2008 and 2014 without having completed the nomination form. Although it is not possible to go against legislation, we expressed disquiet at the unsatisfactory nature of the situation for the pension fund and its members, and will be making this a permanent agenda item whilst the impact of *Elmes v Essex* is decided.

We also considered the problem of securing payment from employers who cannot be ejected from the scheme because of their admission status. As a result, we proposed that legal advice be obtained as to what actions are available to pension funds to deal with such employers.

I welcome comments and feedback on the Local Government Pension Scheme from both employers and members, and encourage them to raise any issues of concern directly with me.

I am confident that the dedication and commitment of the Board members will continue into 2018-19 in order to assist Cambridgeshire County Council in maintaining the high standards of the administration of the Fund.

Councillor Simon King
Chairman of Cambridgeshire Local Pension Board

Background

The Public Services Pensions Act 2013 requires all Public Service Pension Schemes to establish a Local Pension Board to assist the Administering Authority (Cambridgeshire County Council) to:

- secure compliance with the Local Government Pension Scheme (LGPS) regulations and other legislation relating to the governance and administration of the LGPS and also the requirements imposed by the Pensions Regulator in relation to the LGPS; and
- ensure the effective and efficient governance and administration of the LGPS.

The Cambridgeshire Local Pension Board is in addition to the existing Cambridgeshire Pension Fund Committee. It is a non-decision making body and is designed to act as a critical friend to the existing Committee and Investment Sub-Committee.

The Local Government Pension Scheme (Amendment) (Governance) Regulations 2015 relating to the creation and ongoing operation of the local pension boards were laid before Parliament on 28th January 2015 and came into force on 20th February 2015.

The Cambridgeshire Local Pension Board was established by Cambridgeshire County Council (the administering authority) at its full Council meeting on 24th March 2015. The first meeting of the Board was held on 16th July 2015.

Role and Remit

The role and remit of the Cambridgeshire Local Pension Board is to assist Cambridgeshire County Council (the administering authority) by making sure it is administering the Local Government Pension Scheme effectively and efficiently and, in doing so, is complying with relevant laws and regulations. The Board does this by reviewing the policies and practices that Cambridgeshire County Council has adopted and checking them against the applicable regulations, as well as comparing them to examples of best practice elsewhere.

Governance Compliance Statement

Each Administering Authority must have in place a Governance Compliance Statement that sets out whether it delegates its functions, or part of its functions, under the Regulations to a committee, a sub-committee or an officer of the authority. Where the Administering Authority does delegate its functions, the statement must include:

- the terms, structure and operational procedures of the delegation;
- the frequency of any committee or sub-committee meetings;
- whether such a committee or sub-committee includes representatives of scheme employers or members, and if so, whether those representatives have voting rights;
- the extent to which a delegation, or the absences of a delegation, complies with guidance given by the Secretary of State and, to the extent that it does not so comply, the reasons for not complying; and
- details of the terms, structure and operational procedures relating to the Local Pension Board.

Constitution and Membership

Cambridgeshire County Council approved the terms of reference for the Cambridgeshire Local Pension Board on the basis that the Board is a stand-alone authority. With the assistance of the Local Pension Board, it has also approved standing orders for the Board. A copy of both documents is available at the following link



<https://cmis.cambridgeshire.gov.uk/ccclive/Documents/PublicDocuments.aspx>
(see Part 3B - Responsibility for Functions, Committees of Council, Pension Fund Committee)

A Local Pension Board must include an equal number of employer and member representatives with a minimum requirement of no fewer than four in total. At its meeting on 24th March 2015, Cambridgeshire County Council agreed to establish a Local Pension Board with three employer representatives and three scheme member representatives. The term of appointment for all members is four years or until qualification for membership ceases.




The method of appointment is two employer representatives to be appointed by Cambridgeshire County Council Full Council and all other members to be appointed via an open and transparent selection process. An application pack containing the terms of reference and an outline of the knowledge and understanding and capacity requirements is available and advertised to employers and members within the Fund in a way that is compliant with the requirements set out in the Local Government Pension Scheme (LGPS) – Guidance on the Creation and Operation of Local Pension Boards in England and Wales whenever a new member is recruited. Following receipt of applications from potential representatives, a short listing and interview process involving the Council's Monitoring Officer or his representative determines that the representative has the required attributes to carry out the role effectively. At the request of the Board, the Monitoring Officer has agreed that the Chairman/woman and Vice-Chairman/woman of the Board can be involved in the interview process.

The membership of the Board is as set out overleaf:

Employer Representatives

		
Councillor Simon King Employer Representative	Councillor Ian Manning Employer Representative (replaced by Cllr Elisa Meschini, May 2018)	Councillor Denis Payne Employer Representative
Cambridgeshire County Council Conservative Group	Cambridgeshire County Council Liberal Democrat Group	Histon and Impington Parish Councillor
Simon.King@cambridgeshire.gov.uk	manning.ian@gmail.com elisa.meschini@cambridgeshire.gov.uk	cllr.denis.payne@gmail.com
Appointed: 23 May 2017	Appointed: 23 May 2017	Appointed: 3 February 2017

Scheme Member Representatives

		
David Brooks Scheme Member Representative	Barry O'Sullivan Scheme Member Representative	John Stokes Scheme Member Representative
Former Vice- Principal – Business of The Thomas Deacon Academy	Cambridgeshire County Council Customer Service Advisor	Former Senior Architectural Technologist
David.jf.brooks@talk21.com	Barry.O'Sullivan@cambridgeshire.gov.uk	johnjstokes@btinternet.com
Appointed: 21 October 2015	Appointed: 16 July 2015	Appointed: 16 July 2015

The Chairman/woman and Vice-Chairman/woman of the Board are elected by the Board on annual basis.

The current Chairman is Councillor Simon King and the Vice-Chairman is David Brooks.

The Board has met three times during the period of this Annual Report. The meeting scheduled for July had to been cancelled due to members' lack of availability. Unfortunately given the August holiday period, it was not possible to reschedule it before the October meeting.

The attendance record for members of the Board is detailed below:

Employer Representatives				Scheme Member Representatives		
Date	Cllr Simon King	Cllr Ian Manning	Cllr Denis Payne	David Brooks	Barry O'Sullivan	John Stokes
27 October 2017	Attended	Not in attendance	Attended	Attended	Attended	Attended
23 February 2018	Attended	Not in attendance	Attended	Attended	Attended	Apologies
20 April 2018	Attended	Apologies	Attended	Attended	Attended	Attended

Code of Conduct and Conflicts Policy

Cambridgeshire County Council (the Administering Authority) is required to prepare and approve a code of conduct for the Board to adopt. The code of conduct should set out the standards of behaviour expected of members, incorporating the 'Seven Principles of Public Life' (known as the Nolan Principles).

The elected and co-opted members of a local authority are governed by their local authority's code of conduct for councillors. This code is required of every local authority by the Localism Act 2011 and sets out the standards of behaviour expected of individuals in their capacity as councillors. In addition, there is a legal obligation for councillors to disclose, in a register maintained by the authority's monitoring officer, certain pecuniary interests, as defined in regulations made under the 2011 Act. Both of these requirements apply to any members of a Local Pension Board who are also councillors of a local authority. They do not apply to members of a Local Pension Board who are not Councillors unless they are specifically adopted in terms of reference or other policy document to apply to the other members of the Board.

The Cambridgeshire Local Pension Board has agreed formally, at its meeting on 21st October 2015, to adopt the Cambridgeshire County Council Code of Conduct for all members of the Board. A link to the completed code of conduct forms for County Councillor Board members is available below:

<https://cmis.cambridgeshire.gov.uk/ccclive/Councillors.aspx>

The code of conduct forms for non-County Councillor members are retained by the Democratic Services Officer, Ruth Yule, supporting the Board.

It is not anticipated that significant conflicts of interest will arise in the same way as would be the case if the Board was making decisions on a regular basis (compared, for example, to a Pensions Committee). However, officers will take steps to identify, monitor and manage conflicts effectively. At its meeting on 20 April 2018, the Board agreed a formal Pension Fund Conflicts of Interest Policy, under which a register of conflicts of interest will be maintained and published on the administering authority's website.

Knowledge and Understanding

In accordance with Section 248A of the Pensions Act 2004, every individual who is a member of a Local Pension Board must be conversant with:

- the rules of the Local Government Pension Scheme (LGPS)
- any document recording policy about the administration of the Fund which is for the time being adopted in relation to the Fund.

Each individual must have knowledge and understanding of the law relating to pensions and such other matters as may be prescribed.

Cambridgeshire County Council (the Administering Authority) is required to make appropriate training to Local Pension Board members to assist them in undertaking their role and where possible support all members of the Board in undertaking that training.

The Board approved the Knowledge and Understanding Policy Framework for Cambridgeshire Pension Fund Board Members which is available at the following link (*see item 7*):

<http://www2.cambridgeshire.gov.uk/CommitteeMinutes/Committees/Meeting.aspx?meetingID=1069>

The Pensions Regulator has provided an e-learning programme which has been developed to meet the needs of all members of public sector scheme pension boards, whether or not they have access to other learning. The majority of members of the Cambridgeshire Local Pension Board have already completed the Pension Regulator's Toolkit, which is a compulsory requirement under the Knowledge Management Policy. Members who have not completed the Toolkit have been contacted with a reminder and provided with a link as follows:

<http://www.thepensionsregulator.gov.uk/public-service-schemes/learn-about-managing-public-service-schemes.aspx>

The Local Pension Board is required to keep appropriate records of the learning activities of individual members and the Local Pension Board as a whole. This will assist members in demonstrating their compliance, if necessary, with the legal requirement and how they have mitigated risks associated with knowledge gaps. It is a statutory requirement to include details of the training undertaken by members of the Pension Fund Board in the Fund's Annual Report. In addition, this information may be required by other agencies such as the Pensions Regulator from time to time.

A schedule detailing the training undertaken by Cambridgeshire Local Pension Board members is detailed below:

Member	Event	Date
Cllr Simon King <i>[Appointed 23 May 2017]</i>	Statutory and non-statutory policies – training item Cross Pool Open Forum	23/2/2018 27/3/2018
Cllr Ian Manning <i>[Appointed 23 May 2017]</i>	None	
Cllr Denis Payne <i>[Appointed 3 February 2017]</i>	Completion of the Pension Regulator's Toolkit Training Needs Analysis Local Pension Board Two Years on Seminar Pension Information Day LGC Investment Summit Pension Information Day Pension Information Day Employers Forum Pension Information Day Statutory and non-statutory policies – training item	28/2/2017 7/3/2017 28/6/2017 5/7/2017 7-8/9/2017 6/10/2017 22/11/2017 29/11/2017 7/2/2018 23/2/2018
Barry O'Sullivan <i>[Appointed 16 July 2015]</i>	LGA Local Pension Board Training LGSS Joint Local Pension Board Training UBS First Steps UBS Second Steps LGSS Valuation Training Local Pension Board Seminar Pension Ombudsman Case Study - Training item Completion of the Pension Regulator's Toolkit LGC Investment Seminar Local Pension Board Two years on Seminar Pension Information Day Unison Eastern Regional pensions forum Pension Information Day Pension Information Day Training Needs Analysis	21/05/2015 1/09/2015 3/11/2015 3/11/2015 3/02/2016 29/6/2016 22/7/2016 November 2016 3/2/2017 28/6/2017 5/7/2017 22/9/2017 6/10/2017 22/11/2017 6/12/2017

	National LGPS Seminar Statutory and non-statutory policies – training item	10/1/2018 23/2/2018
John Stokes <i>[Appointed 16 July 2015]</i>	LGA Local Pension Board Training LGSS Joint Local Pension Board Training LGSS Pensions Liability Driven Investment & Passive Investment Training Day LGSS Valuation Training Completion of the Pension Regulator's Toolkit Pension Ombudsman Case Study - Training item Schroders Trustee Training LGC Investment Seminar Local Pension Board 2 Years on Seminar Pension Information Day LGC Investment Summit Pension Information Day Training Needs Analysis LAPFF Conference	21/05/2015 1/09/2015 27/10/2015 3/2/2016 22/6/2016 10/6/2016 2/3/2017 28/6/2017 5/7/2017 7-8/9/2017 6/10/2017 6/12/2017 6-8/12/2017
David Brooks <i>[Appointed 21 October 2015]</i>	Completion of the Pension Regulator's Toolkit Pension Ombudsman Case Study - Training item 14th Annual Trustee Conference Pension Information Day Training Needs Analysis Statutory and non-statutory policies – training item	17/2/2016 22/6/2016 29/6/2017 6/10/2017 6/12/2017 23/2/2018

A Local Pension Board is also required to prepare and keep updated a list of the core documents recording policy about the administration of the Fund and make sure that the list and documents (as well as the rules of the LGPS) are accessible to its members. The LGSS Pensions Team has prepared such a list for Cambridgeshire Local Pension Board members, which is available at the following link:

<http://pensions.cambridgeshire.gov.uk/index.php/governance2/key-documents>

At its meeting in January 2017, the Board approved the Cambridgeshire Pension Fund Training Strategy 2016. The Strategy is based on a training credits concept reflecting a mix of training from e-learning to training days which recognises people's commitments. The Training Strategy is currently under review and is due to be delivered at the October 2018 meeting.

Reporting Breaches of the Law to the Pensions Regulator Policy

In accordance with section 70 of the Pensions Act 2004, certain individuals must report to the Pensions Regulator as soon as reasonably practicable where that individual has reasonable cause to believe that:

- a duty which is relevant to the administration of the LGPS, and is imposed by or by virtue of an enactment or rule of law, has not been or is not being complied with; and
- the failure to comply is likely to be of material significance to the Regulator in the exercise of any its functions.

This obligation directly applies to each individual who is a member of the Local Pension Board. The Local Pension Board must therefore have effective arrangements in place to meet its duty to report breaches of law.

At its meeting on 21st October 2015, the Cambridgeshire Local Pension Board was informed that, in line with the Pensions Regulator's Code of Practice number 14 (Governance and administration of public service pension schemes), the Fund has developed a policy that sets out the mechanism for reporting breaches of the law.

The policy ensures that those with a responsibility to report breaches of the law are able to meet their legal obligations, by analysing situations effectively in order to make an informed decision on whether a breach has been made.

As the Cambridgeshire Pension Fund Board does not have decision making powers, the Board is not able to approve this policy. Instead it reviewed the Policy on 21st October 2015 before it was approved by the Pension Fund Committee at its meeting on 22nd October 2015. The Policy is due to be reviewed in the 2018/19 financial year.

A copy of the "Reporting Breaches of the Law to the Pensions Regulator Policy" is available at the following link:

<http://www2.cambridgeshire.gov.uk/CommitteeMinutes/Committees/Meeting.aspx?meetingID=1070>

Work Programme 2017-18

The Cambridgeshire Local Pension Fund Board has met three times in 2017-18, on 27th October 2017, 23rd February 2018 and 20th April 2018.

Board Meeting – 27th October 2017

This was the first meeting of the Board in the municipal year. The meeting scheduled for July had been cancelled due to members' lack of availability. Unfortunately given the August holiday period, it was not possible to reschedule it before this meeting.

At the meeting, the Board considered its Terms of Reference and Standing Orders. Members queried the rationale for a four-year term of appointment for Board members, given the length of time required for a member to become fully conversant with the range, knowledge and understanding required to do the job. They therefore welcomed the fact that they were free to stand for an additional term of office if they so wished.

The Board considered cohabiting partner's legislation and noted that the requirement for a nomination form to be completed by a scheme member had been removed for payment of partner benefits for cohabiting partners. This now left a question mark over the rights of a cohabitee whose partner died between 2008 and 2014 without having completed the nomination form. Whilst the Board had been informed that it was not possible to go against legislation, it did express disquiet at the unsatisfactory nature of the situation for both pension funds and their members.

Members were concerned to be informed that changes to exit payment reform would affect a large number of employees and could prevent them from receiving their full entitlement. It was noted that how the exit cap would work in practice was to be the subject of a consultation. Members asked to be kept informed on which funds in the ACCESS pool, and smaller funds retained locally, had or had not signed up to the Transparency Code.

The Board considered the problem of securing payment from a very small number of academies. It was proposed that legal advice be sought to understand what actions were available when dealing with late-paying employers who could not be ejected from the scheme because of their admission status.

Members also received an overview of the General Data Protection Regulation and a plan of action to ensure compliance with the regulation. Training will be provided to Board members in the longer term to help them judge how the requirements were being implemented.

The Board also considered reports on data quality, the revised Governance Policy and Governance Compliance Statement, the Cambridgeshire Pension Fund Anti-Fraud and Corruption Policy, and an update on the procurement of Actuarial, Benefits and Governance Consultancy and Governance Consultancy.

Board Meeting – 23rd February 2018

The Board examined a confidential analysis of late payment of employer and employee contributions. It was noted that two employers who had persistently been being paying late had been reported to the Pensions Regulator.

In considering the governance of the Local Government Pension Scheme and the impact of potential, new, amending and overriding legislation that would have an impact on the Scheme and on members' benefits, the Board noted the High Court judgement in the case of Elmes versus Essex. It was likely that the Pension Fund would be obliged to pay a pension to the partner of a deceased member who died without completing a nomination form between April 2008 and March 2014 providing the eligibility criteria could be met.

The Board has a role in ensuring that the Pension Fund has policies and that they are up to date. As such, the Chairman has requested that a table be drawn up showing the policies, both statutory policies and those which are non-statutory but good practice, and that the table include the date when each policy is due for review. This will be included as a standard item on policy monitoring.

Members also received an update on the work to achieve compliance with the General Data Protection Regulation, a report on the effectiveness of an exercise to obtain proof of existence from pensioners resident overseas, the results of the procurement exercise for the supply of Actuarial, Benefits and Governance Consultancy Services, and an update on Asset Pooling.

Board Meeting – 20th April 2018

The Board reviewed a draft of its annual report (this document) and made a number of suggestions for improvement. As noted above, it considered and approved the Cambridgeshire Pension Fund Conflicts of Interest Policy.

As part of its ongoing monitoring of scheme governance and relevant legislation, the Board noted that there was no further information on the Elmes versus Essex case, and asked to receive an update at its next meeting. In confidential session, the Board also considered the Pension Fund's annual business plan and medium term strategy.

The Board received reports on the findings of Internal Audit work during 2017-18, and on feedback from members obtained in a recent survey of the Board's effectiveness. In discussion, it was commented that the real test of the effectiveness of the survey would be whether, in the next annual survey, improvement could be demonstrated in the areas identified for improvement in the 2017-18 survey.

Members also received the usual updates on payment of employer and employee contributions, arrangements for complying with General Data Protection Regulation, and a confidential briefing on progress on the asset pooling project, under which the Cambridgeshire fund was working together with ten other pension funds in a pool.

Work Programme 2018-19

The Cambridgeshire Local Pension Board maintains a work programme (agenda plan) which is considered at every meeting. The Work Programme for 2018-19 is as set out below:

6 July 2018

- Pension Fund Committee minutes
- Administration Report (every meeting)
- Business Plan Update (every meeting)
- Governance and Compliance (every meeting, and including policy monitoring and General Data Protection Regulation update)
- Asset Pooling (every meeting)
- Overpayments of Pension Policy
- Overseas Pensioners Proof of Existence Exercise – update
- Reporting Breaches of the Law Policy
- Communication Plan

19 October 2018

- Pension Fund Committee minutes
- Administration Report (every meeting)
- Business Plan Update (every meeting)
- Governance and Compliance (every meeting, and including policy monitoring)
- Asset Pooling update (every meeting)
- Data Improvement Plan
- Annual Report and Statement of Accounts
- Training Strategy
- Valuation Update
- Cash Management Strategy

15 February 2019

- Pension Fund Committee minutes
- Administration Report (every meeting)
- Business Plan Update (every meeting)
- Governance and Compliance (every meeting, and including policy monitoring)
- Asset Pooling update (every meeting)
- Valuation Update
- Admitted Bodies, Scheme Employers and Bulk Transfer Policy
- Risk Register
- Risk Strategy

3 May 2019

- Pension Fund Committee minutes
- Administration Report (every meeting)
- Business Plan Update (every meeting)
- Governance and Compliance (every meeting, and including policy monitoring)
- Asset Pooling update (every meeting)
- Pension Fund Business Plan and Medium Term Strategy

Key Officers supporting the Local Pension Board

Head of Pensions	Mark Whitby MWhitby@northamptonshire.gov.uk 07990 556197
Governance & Regulations Manager	Joanne Walton JWalton@northamptonshire.gov.uk 07342 065329
Governance Officer	Michelle Oakensen MOakensen@northamptonshire.gov.uk 07824 866138
Democratic Services Manager	Michelle Rowe michelle.rowe@cambridgeshire.gov.uk 01223 699180
Democratic Services Officer	Ruth Yule (to June 2018) Rob Sanderson (from July 2018) rob.sanderson@cambridgeshire.gov.uk 01223 699181

CAMBRIDGESHIRE COUNTY COUNCIL **APPOINTMENTS TO OUTSIDE BODIES: COUNTY COUNCIL APPOINTMENTS**

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS
Cambridgeshire and Peterborough Fire Authority	3	13	Councillor Linda Harford replaces former Councillor Paul Raynes	Democratic Services Room 117 Shire Hall Cambridge CB3 0AP

Agenda Item No.15(a)

Cambridgeshire & Peterborough Combined Authority

Reports from Constituent Council Representatives on the Combined Authority

Member representatives

Meeting	Dates of Meeting	Representative
Audit and Governance Committee	20 July 2018 28 September 2018	Councillor N Harrison
Overview and Scrutiny Committee	23 July 2018 24 September 2018	Councillor D Connor Councillor L Nethsingha
Combined Authority Board	25 July 2018 26 September 2018	Councillor S Count

The above meetings have taken place in July and September.

Audit and Governance Committee –Friday 20 July and 28 September 2018

The Audit and Governance Committee met on 20 July and 28 September 2018.
A summary of the committee's minutes is attached at **Appendix 1**.

Overview and Scrutiny Committee – Monday 23 July and 24 September 2018.

The Overview and Scrutiny Committee met on 23 July and 24 September 2018
A summary of the committee's minutes is attached at **Appendix 2**.

Board meetings – Wednesday 25 July and 26 September 2018

The Board met on Wednesday 25 July and 26 September 2018 and the decision summaries are attached at **Appendix 3**.

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



AUDIT & GOVERNANCE COMMITTEE - Decision Summary

Meeting: 20th July 2018

<http://cambridgeshirepeterborough-ca.gov.uk/meetings/audit-and-governance-committee-2/?date=2018-07-20>

Chair: John Pye (Chair and Independent Person)

Summary of decisions taken at this meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1.	Apologies and Declarations of Interests	<p>Apologies were received from Cllr Anne Hay, substituted by Cllr Will Sutton.</p> <p>No declarations of interest were made.</p> <p>The Chair thanked the outgoing members of the committee and welcomed the new members Cllr McGuire and Cllr Mason to the committee.</p>
2.	Appointment of Vice Chair	<p>Councillor Mac McGuire was nominated by Councillor Will Sutton and seconded by Councillor Nichola Harrison for the position of Vice Chairman.</p> <p>The Committee resolved to appoint Councillor Mac McGuire as Vice Chairman for the municipal year 2018/19.</p>
3.	Minutes of the meeting held on 26th March 2018	<p>The minutes of the meeting held on the 26th March 2018 were agreed as a correct record.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
4.	Combined Authority Board Update	<p>The Chairman invited the Interim Chief Finance Officer, Rachel Musson to provide the committee with an overview of the Combined Authority activities.</p> <p>The Interim Chief Finance Officer highlighted the following points:-</p> <ul style="list-style-type: none"> • The Combined Authority had undertaken a large piece of work in creating a new organisational staffing structure with the inclusion of the former Greater Cambridgeshire Greater Peterborough staff. A number of staff had been matched to posts while others were now going through an interview process to ensure that all the roles within the new structure were covered. • The Chief Finance Officer position was still being recruited. • Overall staffing level is now circa 60 members of staff with a staffing budget of circa £5m. The increased cost was largely covered by different income streams, although some streams such as the Mayoral Capacity Fund are only guaranteed for two years and so this is reflected in staff contracts. • A key piece of work within the Medium Term Financial Plan development, was the integration of former LEP and Combined Authority work, which was currently underway. • There had been some costs to the Combined Authority due to taking on the LEP; payments that had to be made to ensure voluntary liquidation. However, there had been large funding streams to which the Combined Authority would be able to benefit from in the future, in terms of coordinating all work by the Business Board and Cambridgeshire and Peterborough Combined Authority. • The new Business Board, which would take on the role of the local enterprise partnership was being recruited in September, this Business Board was a separate legal entity to the Combined Authority Board and it was important to note that the Business Board had different areas of responsibility. A piece of work on how to bring the two separate geographical areas, covered by each organisation, together was being carried out.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<ul style="list-style-type: none"> • There would be a separate Code of Conduct for members of the Business Board. • The Committee were advised that the officers would be taking a paper to the Board next week to propose introducing a committee structure for the Combined Authority which would see a Transport Committee, Housing Committee and a Skills Committee introduced to consider decisions in these areas. <p>It was requested that a report be brought to the September meeting outlining the structure and governance arrangements for the LEP functions and the Business Board, including the role of the Audit & Governance Committee. The Committee also asked for a development session prior to the next meeting on these topics.</p>
5.	Report from the Informal Audit & Governance Committee Meeting	<p>The Committee received and noted the report which provided an update on the items that were discussed at the informal workshop held on 22nd May 2018.</p> <p>The Committee discussed the necessity to hold the review of the draft accounts as an informal meeting and whether it would be better to have a public meeting.</p> <p>Officers advised there may be practical issues around statutory deadlines but would look into organising a date in May for a public meeting.</p> <p>The Committee members agreed that, subject to the practicalities, they would like to hold the review of the draft accounts in public next May.</p>
6.	Annual Audit Report	<p>The Committee considered their draft Annual Audit report and the accompanying self-assessment analysis and approved the report for submission to the Combined Authority Board.</p> <p>The following points were raised regarding the self-assessment analysis:</p> <ul style="list-style-type: none"> • The Committee felt that the self-assessment form should be turned into an action sheet with time-frames and should be reviewed by the committee on a quarterly basis. • The Combined Authority was a new concept, quite different from standard local government and therefore it was expected that there should be some question marks within the self-assessment responses

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<ul style="list-style-type: none"> • The challenge for the committee would be holding the ambiguity of a new organisation to account while helping it to develop. • The newness of the Audit and Governance Committee for the Combined Authority meant that it was still developing its role, unlike the well-established committees in local authorities. • The Committee discussed the need for substitutes on the committee to be involved with training and discussed whether the training sessions should be mandatory; some members felt that this would meet with resistance. <p>The Committee agreed that it was up to the individual member to ensure their substitute was aware of issues for the committee; officers advised that substitutes were copied into all correspondence.</p> <p>The Committee endorsed the value of having development sessions at each meeting. It was agreed that where possible the development sessions should be held immediately after the public meeting to help with attendance levels. Development sessions before a meeting would only usually occur when the development topic informed an item on the agenda. Diary planning would assume a 3-hour period, from 10am until 1pm – 2 hrs for the meeting and 1 hr for development.</p>
7.	Constitution Review – Audit and Governance Committee	<p>The Committee received the report which requested the committee to review its terms of reference within the Combined Authority constitution and suggest any changes they would like to put forward as a recommendation to the Board.</p> <p>The Committee discussed how its role was to ensure processes were put in place and were working effectively.</p> <p>The Committee needed to develop a better understanding of the business being undertaken and requested that a workshop be arranged for committee members to meet with the directors once all posts had been recruited to.</p> <p>The Committee requested that officers provide a glossary of the terms used within the Terms of References and a register of when policies would be reviewed over the municipal year.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>The Committee requested that a development session be arranged to explore and clarify the committee's role and procedures.</p> <p>The Committee requested that Combined Authority agree that the Committee's role in relation to the new Business Board be added to the Terms of Reference.</p>
8.	Annual Financial Report 2017/18	<p>The Committee received the report from the Interim Chief Finance Officer which requested that the committee approve the audited Statement of Accounts 2017/18 and approve the Annual Governance Statement 2017/18.</p> <p>The following points were discussed:</p> <ul style="list-style-type: none"> • The accounts had been reviewed by the external auditors and they had no concerns. • Some members advised that the layout of the accounts were quite confusing; there were two tables which showed movement of reserves, but they displayed different numbers. • Officers explained that one of the tables was included within the narrative which was meant to help provide some clarity. • The money that had been allocated for housing was earmarked and therefore could not be spent on other projects. • The amount of £92,517 referenced within the accounts were grant payments that had been received. • The grants that had been received were given on the provision of certain conditions being met by the Combined Authority, if these were not spent appropriately they would be returned. • The Internal Auditor advised that the Governance statement should be signed by the Chief Executive and the Mayor not the Audit Chairman. • <p>The Committee approved the audited Statement of Accounts 2017/18 and the Annual Governance Statement 2017/18 as included within the Statement of Accounts.</p>
9.	External Audit - Audit Results Report	<p>The Committee received the report which introduced the audit results report prepared for the Audit and Governance Committee by Ernst & Young LLP (EY).</p> <p>The External Auditors congratulated the team for producing the accounts within the new time-frame.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>The External Auditors felt that the audit had been smooth and, although the accounts were a bit more complicated than originally expected, they were happy with the presentation provided of the grant funding.</p> <p>Arrangements had been put in place in regard to governance. They had had some areas of concern around governance initially, but they had noted that that arrangements were due to be put in place and that the activity was being dealt with appropriately in the interim.</p> <p>The External Auditors advised that the initial fee charged had been based on a national tender process and had been estimated at £35k, however the work carried out had been far more significant especially around the analysis of value for money. The new fee represented the amount of extra work that had been provided.</p> <p>With the widening scope of the Combined Authority by taking on the LEP, the risk that represented and the wider value for money (VFM) implications would mean a reconsideration of the fee.</p> <p>The role of external auditors was to check that VFM processes were in place and that they were soundly based; external audit did not currently have a mandate to advise whether or not those arrangements would lead to VFM.</p> <p>The Chair advised that it was for the Audit and Governance Committee to take a view on the effectiveness of both the Treasury Management Strategy and the Combined Authority's overall VFM approach and arrangements.</p> <p>The Committee noted the Annual results report for the year ended 31 March 2018 and endorsed the external auditors remarks that the finance team had done incredibly well to prepare the accounts in the new, foreshortened timeframe.</p>
10.	Review of Investment Strategy & Risk Appetite	<p>The Committee received an oral update from the Interim Chief Finance Officer which provided information on the status of the investment strategy and the risk appetite for the Combined Authority.</p> <p>The Combined Authority had engaged CBRE and would be working with them over the</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>summer to develop an investment strategy and develop the organisational risk appetite with the view that a report would be brought to the Board in October. This was a key piece of work to help identify how the organisation would fund projects over the foreseeable future.</p> <p>There was currently enough money in the bank to fund projects that were already in hand but in the fourth year the larger projects, such as the University of Peterborough and the Mass Rapid Transport would mean that the Combined Authority would need to consider what funding options might be available and what strategic investment partners may look like.</p> <p>There could be opportunities for external investment as well as government investment. Following the piece of work being done by CBRE there would be a much clearer picture and there would be a model that could be built upon – the work would be ongoing and dynamic over the years.</p> <p>The Committee requested that the report to be taken to the Board in October be brought to the November Audit and Governance Committee meeting.</p>
11.	Internal Audit Annual Report	<p>The Committee received and noted the report from the Internal Auditor, Steve Crabtree which provided assurance to the Audit and Governance Committee that activities undertaken across the Combined Authority were managed, monitored and delivered in accordance with set governance, controls and risk management frameworks. The report provided notice of the Annual Audit Report and Opinion.</p> <p>The report had provided reasonable assurance as many policies were still being put in place, but they needed to be embedded and the internal auditor would be following these up.</p>
12.	Internal Audit – Progress Report	<p>The Committee received and noted the report which provided detail of the progress made in delivering the approved Audit Plan for 2018 / 2019.</p> <p>The Internal Auditor would be reviewing the Business Board in the next quarter.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>The East Cambridgeshire Trading Company Loan Facility would also be reviewed.</p> <p>The Internal Auditor wanted to make the Committee aware that there were a lot of changes coming up, including the addition of the Adult Education budget which would need to be looked at going forward.</p> <p>A quick risk assessment had been carried out in relation to contracts and projects, but further work would be done later in the year as they were new projects and contracts upcoming.</p> <p>The Internal Auditor reassured the committee that they had examined the processes for appointing consultants and they were found to be appropriate.</p> <p>The Committee noted the report.</p>
13.	Work Programme	<p>The Committee received the report which provided the draft work programme for Audit and Governance Committee for the remainder of the 2018/19 municipal year.</p> <p>The Committee agreed to add the following to the work programme:</p> <p>A new paper for the September meeting. This would set out the governance arrangements for the LEP functions within the Combined Authority, and the composition and role of the Business Board; the report would also describe the role of the Audit & Governance Committee in relation to these new arrangements.</p> <p>The report taken to the Board in October regarding the Investment Strategy would come to the November meeting.</p>
14.	Date of Next Meeting	<p>The Committee agreed the next meeting shall be held on September 28th at Cambridgeshire County Council.</p>

AUDIT & GOVERNANCE COMMITTEE - Decision Summary

Meeting: 28th September 2018

<http://cambridgeshirepeterborough-ca.gov.uk/meetings/audit-and-governance-committee/?date=2018-09-28>

Chair: John Pye (Chair and Independent Person)

Summary of decisions taken at this meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1.	Apologies and Declarations of Interests	<p>Apologies were received from Cllr Anne Hay, substituted by Cllr Will Sutton and apologies from Cllr Chris Morris, substituted by Cllr Alan Sharp.</p> <p>Apologies received from Cllr Mac McGuire.</p> <p>No declarations of interest were made.</p>
2.	Minutes of the meeting held on 20th July 2018	The minutes of the meeting held on the 20 th July 2018 were agreed as a correct record.
3.	Combined Authority Board Update	<p>The Chairman invited the Interim Chief Finance Officer, Karl Fenlon to provide the committee with an overview of the Combined Authority activities.</p> <p>The following points were made:-</p> <ul style="list-style-type: none"> •There had been a lot of change at the Combined Authority, with the resignation of the Chief Executive Officer, appointment of new directors and new interim Chief Executives. •It had been recognised that there had been many interim members of staff and this was something the Combined Authority wanted to work on and get more permanent staff members appointed.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<ul style="list-style-type: none"> •There was a new management team and a new interim staff structure which would allow the organisation to move forward, thinking carefully about how the organisation should operate in a new, fresh, innovative way. •There was work to be done on the Medium term Financial Plan to make it clearer in regard to the capital and revenue streams. •The new Business Board had been appointed this week which was a significant step forward. •In response to a questions and concerns raised about the internal review the committee were advised that the review was to help the organisation look forward. A lot of time had been spent trying to ensure that the correct compliance and governance arrangements were in place and moving forward the review would ensure that the right processes were in place and that the organisation had a structure that was appropriate for the future. •Officers felt that there were strong arrangements in place currently with the Board meeting monthly which was more than many other councils. The O&S committee met regularly and reviewed the Boards agenda each month and had exercised its power of call in on two occasions. All governance arrangements that had been put in place had been brought to the Audit and Governance Committee for approval. •Part of the new interim CEO's roles would be to carry out the review and officers would feedback to the Board that the Audit Committee would like to be part of the review. •Governance structure was looked at as part of the internal audit and they had found that the processes in place were reasonable but that lots of areas needed to be embedded. •The Committee discussed that if they had concerns around governance arrangements they should request that internal audit investigate these concerns. <p>The Interim Chief Executive Officer agreed that they would report back to the Audit and Governance Chair and the Overview and scrutiny Chair on the progress of the internal</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>review and then if the two Chair's felt further action was required the matter would be brought back to the relevant committee.</p> <p>The Committee requested that a vigorous look at the governance areas previously flagged by the internal auditor be investigated for the committee to gain assurance and that a report be brought back to the November meeting.</p>
4.	External Audit - Annual Audit Letter	The Committee received and noted the report from the external auditor which outlined the annual audit letter.
5.	Treasury Management Mid Year Update	The Committee received the report which requested that the committee review the current performance against the prudential indicators included within the Treasury Management Strategy.
		<p>The Committee requested that an update and a copy of the Medium Term Financial Plan approved by the Board in October be brought to the November meeting.</p> <p>The Committee agreed to note the emerging investment and capital strategy.</p>
6.	Corporate Risk Register Review	<p>The Committee received the report from the Assurance Manager which asked the committee to review the Combined Authority Corporate Risk Register and suggest any changes they would like to put forward as a recommendation to the Board.</p> <p>The Committee requested that the Risk Register become a standing item on the agenda and that a better copy of the risk register would be produced for future meetings.</p> <p>The Committee requested that they receive a copy of the Business Board Risk register at each meeting as well.</p> <p>The Committee agreed to note the risk register.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		The Committee agreed to take items 7 and 8 together.
7 & 8.	Interim Governance Review of Business Board & Briefing on Governance of the Business Board	<p>The Committee received the reports from the Assurance Manager and the Deputy Section 151 Officer which outlined the governance arrangements that had been put in place since the Combined Authority took over the LEP and the new governance arrangements put in place for the Business Board.</p> <p>The Committee requested that an update of the governance for the Business Board be brought to the March meeting, in particular to consider how declarations of interest and member code of conduct was being dealt with.</p> <p>The Committee noted the reports.</p>
9.	Internal Audit – Progress Report	The Committee received and noted the report which provided detail of the progress made in delivering the approved Audit Plan for 2018 / 2019.
10.	Adult Education Budget	<p>The Committee received the report from the Skills Programme Manager which informed the Audit and Governance Committee of the AEB Devolution Programme.</p> <p>The Committee agreed to:</p> <ul style="list-style-type: none"> a) note the Readiness Conditions submitted to the Department for Education in May 2018. b) note that the AEB Programme will be identified on the CPCA Risk Register c) note the inclusion of the AEB Programme audit on the CPCA Internal Audit plan d) note the timelines for delivery of the AEB Programme going forward.
11.	Recruitment Processes	<p>The Committee received the report from the Interim Chief Finance Officer which outlined the recruitment process followed for the appointment of Director for Strategy and Planning.</p> <p>The Committee requested that an information paper be brought to the next meeting to</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>outline the new staffing structure and roles.</p> <p>The Committee requested that the Combined Authority follow best HR practice in regard to shortlisting practices in future.</p> <p>The Committee noted the report.</p>
12.	Work Programme	The Committee received the report which provided the draft work programme for Audit and Governance Committee for the remainder of the 2018/19 municipal year.
13.	Date of Next Meeting	The Committee agreed the next meeting shall be held on November 30 th at East Cambs District Council.



Overview and Scrutiny Committee - Decision Summary

Meeting: 23rd July 2018

<http://cambridgeshirepeterborough-ca.gov.uk/meetings/overview-and-scrutiny-committee-2/?date=2018-07-23>

Chair: Cllr Lucy Nethsingha

Summary of decisions taken at this meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1.	Apologies	<p>Apologies received from Cllr Bradley, no substitute, Cllr Chamberlain, no substitute, Cllr Connor, no substitute. Cllr Allen, Cllr Heylings substituted.</p> <p>There was currently a vacancy at Peterborough City Council.</p> <p>The Committee raised concerns around the quorum for the Combined Authority meetings as the attendance had come close to being inquorate and the committee agreed if it happened again then the committee would write to the Combined Authority officers and to the local MP's to highlight there may be issues with the 2/3rds attendance provision set out in the Order.</p>
2.	Declaration of Interests	<p>There were no declarations of interest.</p>
3.	Minutes	<p>The minutes of the meeting held on the 1st June 2018 were agreed as a correct record subject to the following amendments:-</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>Under point 5.2 second paragraph that the sentence be amended to state that it was 'important to take out viability issues and stop national developers controlling the housing market.'</p> <p>Under point 5.2 eleventh paragraph that the word 'considered' be replaced with 'retained'.</p>
4.	Community Land Trust Presentation	<p>The Committee received a presentation from the Director for Housing and Development. The following points were raised during the discussion:-</p> <ul style="list-style-type: none"> • The Director for Housing and Development advised that they were trying to get the message out that the Combined Authority was open for business; anybody could submit and applications from private organisations as well as from the constituent councils were welcome. • In response to a question about bias in the preparation of bids and in approving them, the Director advised that it was up to the Combined Authority teams to assess if there could be any bias and the ability of a team to do this would be based on resourcing and experience. • Another question was raised about whether the Combined Authority had the necessary resources to challenge bias from those submitting bids and was advised that at this time the resources were not well known enough for the Director to comment. • In relation to a question on risk, the committee were advised that all developers would take a risk assessment in terms of cost and revenue; all development had risk associated with it with different developers taking different approaches to managing risk. • Recruitment was ongoing to install the team to undertake appraisals; the appraisals that had been received to date had been dealt with by current staff. • Work was being done by consultants to identify areas of need for affordable housing in Cambridgeshire and Peterborough which should produce some information in the next few months.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<ul style="list-style-type: none"> • In response to question about whether the Combined Authority was being proactive in trying to get schemes the Director advised that they were looking to engage and encourage bids from numerous sources. Some had been received but an acceleration to the process was needed. • The Director stated that he was confident that the team being put in place at the Combined Authority could take on the role for assessing incoming appraisals and that an independent project appraisal panel would not be necessary and could cause delays to the process which required acceleration. • In response to a question on the Northstowe development the Housing Director advised that the Combined Authority would be looking to support the project by helping with any funding gaps but these would not be known until April/May 2019 when the financial matrix from the developers would be provided but the final decision would rest with Housing England. • The Committee were advised that there was a top down housing strategy coming to the Board in September which would build upon and provide further information on the affordable housing strategy. The Housing Director was aware of the need for transparency around this area. • The Committee were concerned that need and geography were not being considered and that there was little clarity on what exactly was being delivered by the Combined Authority, the Committee were also concerned around the current level of resources for the department. • The Committee agreed to ask the Board at the meeting on Wednesday if officers could provide a briefing document that would outline the criteria that would be used for analysing the need for affordable housing across the Combined Authority area and how bids were being assessed.
5.	Medium Term Financial Plan	<p>The Committee received the report from the Interim Finance Director. The following points were made:</p> <ul style="list-style-type: none"> • The Committee were advised that this was a draft Medium Term Financial Plan and

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>to note that the figures involved were constantly changing.</p> <ul style="list-style-type: none"> Members of the committee raised concern that there was no differentiation between the capital figures and the revenue figures and were advised by officers that this would be amended. The Committee queried why the East Cambridgeshire Loan Trust amount was included in the Medium Term Financial Plan and were advised that when the plan was originally produced its design was an attempt to capture all funding and cash flows. The officers advised they recognised that this was a loan and that it should be rectified in the final plan. The Committee advised that an extra column should be included that would highlight future years expenditure. The Committee requested that the costs for bus schemes especially from April 2019 onwards needed to be shown within the cash flow figures. Electric charging points were not detailed in the Medium Term Financial Plan; officers advised they would check with the relevant director on this item. Currently the Combined Authority did not know what its borrowing needs would be in the future which was why it was not included within the Medium Term Financial Plan. The Mayor and officers were currently meeting with potential investors and the meetings were going well; over the next few weeks officers would be working on developing the Investment Strategy to figure out where income streams could be found. The Committee requested that the final draft of the Medium Term Financial Plan could be sent to members as early as possible to have time to provide feedback before the Board met on the 26th September. The finance for the Mayoral Interim Transport Plan had not been agreed; however,

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>the financial implications would not fall on the Combined Authority.</p> <ul style="list-style-type: none"> To date there were no specific requests for funding for CLT– once an application for CLT had been received it would be considered on a case by case basis – there were currently no applications. <p>The points and comments raised by the committee on the MTF Plan would be considered and changed for the report going to the Board in September.</p>
6.	Review of the Combined Authority Board Agenda	<p>The Committee reviewed the agenda due to come to the Board on Wednesday 25th July 2018.</p> <p>The Committee discussed the following items:</p> <p><u>Constitution - Committee System</u></p> <p>Members were concerned that the structure outlined in the report included the Overview and Scrutiny Committee and the Audit and Governance Committee with the new proposed committees and requested that it was made clear that these were separate committees and carried out separate roles to those of the new committees.</p> <p>The Committee were advised that once the proposed system had been agreed by the Board, the constitutional arrangements would then be put in place.</p> <p>Members felt that the membership outlined within the report lacked some consistency and should be reconsidered; especially in regard to substitute members.</p> <p>Some members felt that the system as a hybrid of both committees and portfolio holders was confusing and would not be practical.</p> <p>The Committee were advised that the new committees for Housing, Skills and Transport would manage the strategy once it had been approved by the Board.</p> <p>Some members felt that the current system at the Combined Authority was not working and therefore it was reasonable to implement an alternative and welcomed the inclusion of a review in six months' time to monitor the new systems effectiveness.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p><u>Mayoral Transport Strategy</u></p> <p>Members raised concerns around the temporary approach for the Park Ride developments and the lack of buildings in the proposals, especially toilet facilities. Members raised some concerns around partnership working with local authorities and the GCP and highlighted that many council's local plans relied upon the transport schemes.</p> <p>The Committee welcomed the change of perspective on the use of buses & Park and Rides but were concerned that this would need to be reflected in the budget.</p> <p>Cambridgeshire and Peterborough Independent Economic Review (CPIER) Progress Update</p> <p>A member raised the point that while natural capital was included within the report that it needed further development in the economic modelling to take into account the degradation of the land.</p> <p>The Committee agreed that the review needed to consider the impact of Brexit within the report.</p> <p>The Committee agreed that they would ask the following question at the Combined Authority Board meeting:</p> <ul style="list-style-type: none"> ➤ Item 1.6 – Constitution – Committee Structure <ol style="list-style-type: none"> 1) The Committee requested that the O&S Committee is represented in the new structure as separate to these new committees. 2) The O&S Committee had concerns around the consistency in the terms of reference for each of the new committees proposed. 3) Would the new committees have a role in developing strategy in the areas they cover? <ul style="list-style-type: none"> ➤ Item 2.1 - Delivering the Mayoral Transport Strategy <ol style="list-style-type: none"> 1) The Committee welcomed the positive view and change of perspective on the use of buses & P&R however they had concerns around the proposal that some P&R be temporary in their nature and that there would be no buildings and a lack of toilet provision included on these sites? 2) The Committee had some concerns around partnership working and that many

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>council's local plans relied upon the transport schemes – could there be more clarity around the relationships between the Combined Authority and their relevant partners in these schemes?</p> <ul style="list-style-type: none"> ➤ Item 3.1 - Cambridgeshire and Peterborough Independent Economic Review (CPIER) Progress Update <p>1) The committee requested that soil depletion should be taken into consideration when considering the long term outlook for agricultural industries in the north of the County. 2) The Committee requested that the impact of Brexit be included within the final report.</p> <ul style="list-style-type: none"> ➤ Item 3.3 – Affordable Housing <p>1) Please could the Board request that officers provide a briefing document that outlines the criteria that will be used for analysing the need for affordable housing across the Combined Authority area and the how bids are being assessed.</p>
7.	Member Update on Activity of Combined Authority	<p>Cllr Mike Sargeant provided a short update on the Task and Finish Group for Mass Rapid Transport and advised that the group were still waiting to receive a CV for the consultant for members to consider.</p> <p>Officers agreed to chase this and report back to the group members.</p> <p>No other member updates were received.</p>
8.	Reconsider the Amendment to Standing Orders for the Overview & Scrutiny Committee – Public Question Scheme	<p>The Committee received the report which asked the Committee to consider whether they would like to adopt a Public Question scheme.</p> <p>The Committee members felt that it was important to give the public question scheme a trial.</p> <p>Some members were concerned it could be used for making political points. The Committee were advised that any questions received would be assessed by the Monitoring Officer to ensure they were relevant to the committee.</p> <p>The Committee agreed they would like to introduce a question time scheme.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		The Committee agreed to recommend to the Combined Authority Board that the Constitution (Chapter 8 - Overview and Scrutiny procedure rules) be amended to include an overview and scrutiny question time scheme as set out in Appendix 1b of the report.
9.	Overview & Scrutiny Budget Proposal	<p>The Committee received the report which provided the Committee with an opportunity to discuss whether they would like to recommend to the Combined Authority Board that a budget be allocated for the Overview and Scrutiny Committee to help support their work programme.</p> <p>Members felt that an amount similar to that already proposed for the Task and Finish group would be sufficient for the committee's needs and that if over the year it was not required then it would be returned.</p> <p>The Committee agreed there should be a budget proposal taken to the next Board meeting to request an amount of 20k for the Overview and Scrutiny Committee to be made available for their work programme over the course of the year.</p>
10.	Combined Authority Forward Plan	<p>The Committee discussed the Forward Plan for the Combined Authority Board.</p> <p>The Committee felt that the Forward Plan was only useful for looking ahead for two meetings and it would be helpful if the Committee could get a better idea of what other reports were upcoming, even if these reports changed over time.</p> <p>Cllr Sargeant raised the point that the most recent Forward Plan was published after the Committee met and requested that this be looked at by officers to enable the committee to review the most up to date plan at the meeting.</p> <p>Cllr Gehring felt that the committee needed to be more proactive when considering items on the Forward Plan.</p> <p>The Chair advised that if members had any items from the Forward Plan they would like to add to the Committee's work programme to email her or the Scrutiny Officer and it would be considered.</p> <p>The Committee agreed they would ask the following questions at the Board meeting on Wednesday:</p> <ul style="list-style-type: none"> ➤ Item 1.5 - Forward Plan

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>1) The publication date of the Forward Plan is after the date the O&S Committee meet which makes it difficult for members to consider upcoming items, could an earlier publication date be considered?</p> <p>2) Currently the Forward Plan only lists reports coming to the Board for the next couple of months – could other upcoming reports be added to the Forward Plan, even if the exact date cannot be included?</p>
11.	Overview and Scrutiny Work Programme Report	<p>The Committee received the report which provided the Committee with the draft work programme for the Overview & Scrutiny Committee for the 2018/19 municipal year and asked them for comments and suggestions.</p> <p>The Committee requested that an update on the Skills Strategy be brought to the October meeting.</p> <p>The Committee requested that they receive a presentation on Land Value Capture at their November meeting.</p> <p>The Committee requested that a report on how the Combined Authority was working with investors and Investment Strategy Update be brought to the November meeting.</p> <p>The Committee requested that a representative from the Community Land Trust company be invited to the September meeting to give a presentation.</p>
12.	Date of Next Meeting	The next meeting would be held on the 24 th September 2018 at Cambridgeshire County Council

Appendix 2

Overview and Scrutiny Committee - Decision Summary

Meeting: 24th September 2018

<http://cambridgeshirepeterborough-ca.gov.uk/meetings/overview-and-scrutiny-committee-4/?date=2018-09-24>

Chair: Cllr Lucy Nethsingha

Summary of decisions taken at this meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1.	Apologies	Apologies received from: Cllr Bradley, substituted by Cllr Julia Huffer; Cllr Grenville Chamberlain, substituted by Cllr Peter Topping.
2.	Declaration of Interests	There were no declarations of interest.
3.	Minutes	The minutes of the meeting held on the 23rd July 2018 were agreed as a correct record. Under matters arising Cllr Murphy raised a concern around information that the Chief Finance Officer had agreed to send over to him at the last meeting regarding financing for a housing project in Peterborough and he had not received this – officers agreed to look into and contact Cllr Murphy directly.
4.	Mayor in Attendance	The Committee welcomed the Mayor for the Combined Authority to the meeting and thanked him for attending to answer some questions from the committee about the staffing arrangements at the Combined Authority. The following points were discussed: <ul style="list-style-type: none">• The Committee members asked the Mayor questions around the resignation of the Chief Executive Officer (CEO), what processes had been followed, what advice had been given. The Mayor responded by saying that the CEO had resigned and therefore there had been no process to follow. Advice had been provided by legal

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>officers and an agreement on a severance amount had been made to allow for the CEO to leave at the end of September and this would enable the Combined Authority to immediately start the recruitment process for a new CEO.</p> <ul style="list-style-type: none"> • The amount that had been paid to the CEO was what he was entitled to and the amount would be released when it was appropriate to do so. • The Chair asked the Mayor if the resignation of the Chief Executive Officer had been requested and the Mayor responded that the Chief Executive Officer had resigned. • In response to a question about the interim arrangements being brought to the Board the Mayor advised that there had been an informal cabinet meeting in August where all members of the Board were informed of the situation and it was agreed following a democratic vote that the continuity of Kim Sawyer's experience at the Combined Authority and John Hill's extensive experience in local government made this the best option as an interim arrangement. • In response to a question on the recruitment process for the interim Chief Finance Officer the Mayor advised that the appointment had been made by the CEO who had the delegated power to make interim appointments. The preference would have been to appoint a permanent CFO but the candidate for the CFO role withdrew at the last minute so there was a need for a quick appointment, which was why an interim appointment was made by the CEO at the time. • In response to a question about staff appointments being made from the East Cambridgeshire area the Mayor stated that this was purely coincidental as all staff were appointed based on their skills and ability to do the job requirements. • In response to a question about the review being undertaken the Mayor advised that there had been an external audit which had stated that the Combined Authority was not failing, however with the resignation of the CEO it was felt that this was an appropriate time to have a review of the structure at the Combined Authority; this review would be reported to the Board. • The management of the Business Board would be covered by the interim Chief Executives as the Combined Authority was the accountable body for the Business Board. • In response to a question about a possible conflict of interest for the interim Chief Executives, the Mayor stated that John Hill was an experienced officer with an exemplary record who could be trusted to act appropriately in these situations. The Combined Authority by its nature had used and continued to use staff from constituent councils.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<ul style="list-style-type: none"> • In response to concerns that the members raised regarding the constant revolving members of staff and the need for permanent staff at the Combined Authority the Mayor responded that he agreed that permanent staff were needed and that it had taken longer than he would have liked but it was important to get the right people. There were now three permanent directors in place for Housing; Business and Skills and Spatial Planning. • In response to questions around work streams and delivery of projects the Mayor advised that the new committee system would give clear indication on the streams of work and would enable the Combined Authority to be more open and transparent. • In response to a question around project delivery and having sight of the different stages for each project, the Mayor advised that project information would become available when it was appropriate for it to come into the public domain and that the new committee system would enable the members to have greater sight of the stages for the ongoing projects for the Combined Authority. • The Committee were advised that the new staffing structure was being developed as part of the review and would be made available for members in the next six months. The interim staffing arrangements would be sent around to members after the Board had agreed the interim arrangements on the 26th September 2018.
5.	Community Land Trust Presentation	<p>The Committee received a presentation from Mr Stephen Hill from the Community Land Trusts Network. The following points were discussed:</p> <ul style="list-style-type: none"> • Members felt that the scale of the projects were too small to have a real impact on the issues in Cambridgeshire and Peterborough; however it was important to realise that although the numbers were small the impact on individual villages was great. • How can CLT be better integrated in local plans is being looked at. • Members queried how the schemes could become money multipliers and were advised that whatever public resource goes in stays in and that progressively over time the schemes would get better. • Members were advised that people would be able to get mortgages for these properties. • The East Cambridgeshire Community Land Trust had very clear political leadership and a commitment to provide resources. The setting up of Palace Green Homes had helped a lot with the successes. • CLT had found there was a particular role for it to play where people were originally

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>resistant to housing - each area has their own reasons for doing what they need in regard for CLT.</p> <p>The Committee thanked Stephen Hill for his presentation.</p>
6.	Recruitment Process for the Director of Strategy & Planning	<p>The Committee received the report from the Interim Chief Finance Officer which outlined the recruitment process followed by the Combined Authority. The following points were raised during the discussion:-</p> <ul style="list-style-type: none"> • The shortlisting process was an informal process that was not minuted. The responsibility for the informal process rested with the Head of Paid Service and the Employment Sub-Committee had the delegated power to make appointments. • Members felt it was not clear or transparent who had been involved in the shortlisting process; there was potentially a flaw in the system that allowed the process to be seen as broken. There were no formal minutes and no formal process for the shortlisting. • The provision for political balance on sub committees had been removed with agreement of the Board for the Employment Sub Committees but this would be reinstated by the changes to the constitution suggested for agreement at the Board meeting on Wednesday. <p>The Committee agreed that processes were not what they should have been and that the committee would continue to monitor this.</p> <p>The Committee noted the report.</p>
7.	Review of the Combined Authority Board Agenda	<p>The Committee reviewed the agenda due to come to the Board on Wednesday 26th September 2018. The Committee discussed the following items:</p> <p><u>Forward Plan</u></p> <p>The Board had agreed to provide more detail on the Forward Plan but this had not been the case.</p> <p>Officers advised that speculative items could be added to the Forward Plan but there was a possibility they would be removed.</p> <p>The Chair advised that there needed to be an understanding of what was happening and more clarity on which topics would be discussed by the Board and if they were deferred why this was so.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>The Committee were advised that the new Committee system should help to achieve this.</p> <p><u>Constitutional Arrangements</u> Members discussed the call-in procedures for the new committees and whether they had concerns. Most members felt the suggestion removed the chance of call in's being duplicated and that the committee could still scrutinise a topic even if it was not called in.</p> <p>Members were advised that the Mayor had the power to nominate members to sit on the new committees, but the Board had the power to appoint.</p> <p><u>Business Board</u> Members were advised that the funding for the Business Board was not affected and would remain as it currently was until 2020. The report asked for comment on the geography of the Business Board which if it was reduced in size may create an impact on funding in future.</p> <p>The new Business Board members were outlined in the Business Board papers.</p> <p><u>Appointment of the Interim Chief Finance officer and the Interim Chief Executive Arrangements</u> Members discussed their concerns around the constant stream of interim staff and felt this should fed back to the Board members. The members also felt that they should request further detail around the interim arrangements for the Chief executive role and how responsibilities would be shared and whether they would be part time or full time roles.</p> <p><u>Housing Strategy</u> Members were disappointed in the standard of the report and felt it was of poor quality. As the Board recommendation was to adopt the report they felt this should be highlighted to the Board members. The members referenced the £60m within the Housing Strategy that would be used for grants for social housing providers but were concerned about the claw back provisions which would mean that housing associations were not able to sign up to providing houses for the Combined Authority which felt like an unnecessary restriction. Officers agreed to look into this and report back to the committee.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>Members raised concerns around the effectiveness of additionality. They were not convinced that safeguards were in place to oversee implementation and felt this should be raised with the Board and that the committee should consider housing again, particularly additionality.</p> <p>The Committee felt it was important to seek assurances that the £100m was being allocated as government had intended them to be in the original devolution deal.</p> <p><u>Cambridgeshire & Peterborough Independent Economic Review</u></p> <p>The members felt that this was an excellent report and should be taken into account across the decision making of the Combined Authority and shouldn't just sit within the remit of the Business Board.</p> <p>The Committee agreed that the following questions and comments should be made by the Chair to the Board;</p> <p><u>Item 1.11 and 1.12 Appointment of Interim Chief Finance Officer and Interim Arrangements for Chief Executive.</u></p> <p>1) The Committee had concerns around the constant changing of interim staff appointments and wanted assurance that the appointment process for permanent staff was being set up so that in future the mistakes made during recent appointments were rectified.</p> <p>2) The Committee requested more clarity around the CEO interim arrangements; in particular how the responsibilities would be shared between the two members of staff and whether they would be part time or full time roles?</p> <p><u>Item 2.1 Housing Strategy</u></p> <p>1) The Committee would like to seek assurances that the £100m for housing is being allocated as government intended it to be under the devolution deal?</p> <p>2) The Committee expressed disappointment in the standard of the report as it was felt that reference to other areas were not relevant.</p> <p>3) Whether the CA was achieving additionality was not clear from the report and was a continuing concern for the committee.</p> <p><u>Item 3.3 Cambridgeshire & Peterborough Independent Economic Review</u></p> <p>1) The Committee felt that this was an excellent report and should be used and taken into</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		account across the whole decision making of the Combined Authority and not just be used within the remit of the Business Board.
8.	Member Update on Activity of Combined Authority	<p>Cllr Sargeant informed the Committee that the Task and Finish Group for the Mass Rapid Transport would be meeting after the close of the O&S meeting.</p> <p>The Committee agreed that members covering particular areas should attend the relevant committees once they were set up and report back to the Overview and Scrutiny Committee at future meetings.</p> <p>No other member updates were received.</p>
9.	Overview and Scrutiny – Call In Process	The Committee agreed that they would defer the report and requested that officers did further work on it before it came back to the committee.
10.	Combined Authority Forward Plan	The Committee had discussed the Forward Plan earlier in the meeting and had no further comments to make.
11.	Overview and Scrutiny Work Programme Report	<p>The Committee received the report which outlined the work programme for the committee for the municipal year 2018/19</p> <p>The Committee requested that a training session be arranged for the end of January or beginning of February to consider the new committee system.</p> <p>The Committee requested that a further housing paper be brought to the October meeting and that it should focus on the issue of additionality.</p> <p>The Committee requested that the Transport Plan be brought to the committee in January for them to consider and feed any recommendations to the Board.</p>
12.	Date of Next Meeting	The next meeting would be held on the 29 th October 2018 at Peterborough City Council.



CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY

Decision Statement

Meeting: 25th July 2018

Item	Topic	Decision
	Part 1 – Governance Items	
1.1	Announcements, Apologies and Declarations of Interest	Apologies received from Councillor C Roberts (Councillor A Bailey substituting), Councillor C Seaton (Councillor D Oliver substituting), Jason Ablewhite (Councillor R Bisby substituting), Jess Bawden (Sue Watkinson substituting) and Councillor K Reynolds (Councillor D Over substituting)
1.2	Minutes – 30 May 2018	It was resolved to approve the minutes of the meeting of 30th May 2018 as a correct record.
1.3	Petitions	None received.
1.4	Public Questions	One question was received. A summary of the question and response is published at the following link Cambridgeshire and Peterborough Combined Authority meeting 25/07/2018
1.5	Forward Plan	It was resolved to approve the Forward Plan of Executive Decisions dated to be published on 24th July 2018.

1.6	Review of Constitution – Committee Structure	<p>The Combined Authority is a dynamic organisation, which has considerably increased its scope and budget over the past 12 months. It operates within an equally dynamic economic environment. The recent Cambridgeshire and Peterborough Independent Economic interim report highlighted the fast rate of economic and employment growth in the region, and the importance of planning now to ensure that strong growth will be sustainable and more inclusive.</p> <p>The impact of working to deliver against the rapid pace of growth means that the Combined Authority will have an increasing level of business over the coming 12 months. It needs a responsive governance framework that allows for decision making outside of the monthly Board meeting. This report proposed a framework of decision making which will assist in delivering projects in a fast paced environment.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> (a) Agree the establishment of the following committees from 1 September and the terms of reference of each as set out in Appendix 1. <ul style="list-style-type: none"> (a) Transport Committee, (b) Skills Committee and (c) Housing and Communities Committee. (b) Note and agree the portfolios as set out in Appendix 2. (c) Agree the timetable of meetings for the above committees (Appendix 3). (d) That the Monitoring Officer be authorised to amend the constitution to take account of the Board’s decision and to bring a further report to the Board in September to confirm the changes to the constitution and the appointments to the committees.
1.7	Business Board Recommendations of its meeting on 25 June	It was resolved to note the Business Board Recommendations of its meeting on 25 June.
	Part 2 – Key Decisions	
2.1	Delivering the Mayoral Transport Strategy	The Cambridgeshire and Peterborough Combined Authority Order 2017 transferred the local transport planning powers to the Combined Authority and created the Cambridgeshire and Peterborough Combined Authority as the local transport authority for

		<p>the area.</p> <p>The Combined Authority at its meeting in May approved the Mayoral Interim Transport Strategy Statement and committed the Combined Authority to undertaking a review of the features and timeframes for all transport corridors to ascertain their alignment with the Mayoral Interim Transport Strategy Statement (MITSS). The review has identified significant opportunities across the transport programme to save money, accelerate delivery and remove interim solutions that divert public money away from delivery of the long-term transport ambitions.</p> <p>In particular, the review has identified that the projects A1307, A428 Cambridge to Cambourne and A10 and park and ride schemes can be delivered at lower cost by making some elements temporary and accelerating delivery of the Cambridge Autonomous Metro. This report set out the findings of that review and asked the Combined Authority Board to approve the actions arising.</p> <p>It was resolved to:</p> <ol style="list-style-type: none"> 1. Note the relationship between the CPIER, Non-Statutory Spatial Plan 2, Local Transport Plan and Local Industrial Strategy as captured in section 2.1-2.6; 2. Agree to fully support the implementation of the transport ambitions set out in the Mayoral Interim Transport Strategy Statement (MITSS); 3. Agree that there are two types of transport project; those projects that can be delivered within existing growth plans (type 1) and those that will enable and require growth beyond current plans (type 2); 4. Agree that the projects are categorised as set out in sections 2.12 to 2.13; 5. Agree that it should develop the appropriate mechanisms necessary to secure and accelerate the delivery of growth projects; 6. Agree the measures and protocols set-out in section 2.15 to ensure all CAM projects are integrated and coordinated; 7. Agree to develop proposals with the GCP for the park & ride elements of the projects
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		<p>(A1307, A428, A10) in order to achieve cost savings and enable quicker delivery.</p> <p>8. Note the opportunities that have been identified to accelerate the transport projects;</p> <p>9. Ask officers to assess the potential delivery models to ensure the opportunities to accelerate delivery are pursued and report back to the Board in September.</p> <p>10. That the Board confirms that the GCP schemes identified in para 2.14 (A10, A1307 and M11 Junction 11) support the early delivery of the CAM project and should be progressed, subject to recommendation 7; and that the continuing review of the A428 project be agreed and will conclude by the end of September as set out in para 2.16.</p>
	Part 3 – Non Key Decision	
3.1	Cambridgeshire and Peterborough Independent Economic Review (CPIER)	<p>The devolution deal made between Cambridgeshire and Peterborough, and Government, signalled a fundamental shift towards greater local leadership of the future growth that this area will experience, and the ways in which economic potential can be unlocked for the benefit of local communities. Across the Combined Authority and Business Board numerous programmes are underway to achieve this already, and these will be brought together in an overarching Local Industrial Strategy by the beginning of 2019.</p> <p>The Cambridgeshire and Peterborough Independent Economic Review (CPIER) provides world-class economic analysis and modelling to provide the foundation for our Local Industrial Strategy, the CPIER is the most in-depth economic study ever undertaken of the Cambridgeshire and Peterborough region.</p> <p>The findings of the Interim CPIER Report were reported to, and welcomed by the Board in May. This report provided an update on activity since May towards the final CPIER report due to be published in September, including a summary of the key points made by the Combined Authority in response to the Interim Report.</p> <p>The Combined Authority Board noted that the progress update was considered by the Business Board at its meeting on 23 July and their views and recommendations were reported orally at the meeting.</p> <p>It was resolved to:</p>

		<p>(a) Note recent progress towards the completion of the Review;</p> <p>(b) Note the response made by the Combined Authority to inform the final Review, alongside those responses made directly by constituent partners;</p> <p>(c) Note the views and recommendations of the Business Board (to be reported orally at the meeting);</p> <p>(d) Note the final tranche of funding provided to complete the Review, in preparation for the development of the Local Industrial Strategy.</p>
3.2	£70m Cambridge City Devolution Housing Programme	<p>The Combined Authority successfully secured £70million from the Government as part of the devolution deal to deliver 500 council homes. This report provided an update on the Cambridge City Devolution Housing Programme.</p> <p>It was resolved to:</p> <p>(a) Note the progress in the past 3 months of the programme.</p> <p>(b) Note the forward pipeline</p> <p>(c) Note the need to approve additional 2018/19 budget provision to fund the projected pipeline.</p>
3.3	£100m Affordable Housing Programme Update	<p>The Combined Authority successfully secured £100million from the Government as part of the devolution deal to deliver 2,000 affordable homes across Cambridgeshire and Peterborough. This report provided an update on the programme.</p> <p>It was resolved to:</p> <p>(a) Note the progress of the quick wins and housing scheme approvals agreed by the Board in March 2018.</p> <p>(b) Note the forward pipeline of affordable housing schemes, including emerging strategic sites.</p> <p>(c) Agree to receive further progress reports on a quarterly basis.</p>

3.4	Skills Strategy: Work Readiness and Careers Promotion Pilot (referral from the Business Board)	<p>This report updated member on progress on the Cambridgeshire and Peterborough Combined Authority Skills Strategy, and outlines an innovative programme designed to prepare school pupils for the workplace promote vocational and STEM related career pathways. This project forms the first suggested strand of the Skills Strategy which will be coming to the Board for approval in September 2018.</p> <p>Board Members were asked to consider the proposal, and to approve grant funding in principle for a three-year period, subject to the preparation of an appropriate business case and the passing of value for money tests.</p> <p>The Combined Authority Board noted that the Initiative was considered by the Business Board at its meeting on 23 July and its recommendations were noted.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Note the proposal for the creation of a work readiness and careers promotion pilot; b) Approve in principle the allocation of grant funding to a limit of £350,000 over three years to fund the pilot; c) Authorise the Chief Executive, in consultation with Chief Finance Officer, Director of Skills and the Portfolio Holder Fiscal to request the development of a full business case by the scheme promoters. The draw-down of funds to be dependent on passing appropriate value for money tests; d) Delegate to the Director of Skills to agree and approve a relevant funding agreement and programme reporting and delivery arrangements.
3.5	Devolution of the Adult Education Budget Readiness Conditions and Next Steps to Implementation (referral from Business Board)	<p>The report updated members on the progress of the devolution of the Adult Education Budget (AEB), and follows the report to the Combined Authority Board on 30th May 2018 approving the transfer of function to the Combined Authority and to the draft Order giving effect to the transfer.</p> <p>The report updated Members on the next steps to the devolution process for implementation in April 2019 and seeks approval to the draft Cambridgeshire and Peterborough Combined Authority AEB Skills Plan and to the interim Governance</p>

		<p>arrangements proposed to engage industry into the delivery of AEB. It also included the functions required to provide resource and capacity to manage the programme post 2019.</p> <p>The Combined Authority Board noted that this report was considered by the Business Board at its meeting on 23 July and their recommendations were reported orally.</p> <p>It was resolved:</p> <ul style="list-style-type: none"> (a) Note the Readiness Conditions for the Adult Education Budget (AEB) submitted to the Department for Education on the 18th May 2018 as set out in Appendix 1 and the next steps for the devolution process; (b) Comment on and approve the Cambridgeshire and Peterborough Combined Authority AEB Skills Plan, including the policies and actions set out in the plan (Appendix 2); (c) Agree that the Business Board take on the role of the Skills Board reporting into the Combined Authority's proposed Skills Committee, and the terms of reference set out in 4.2 of the plan be included in the Business Board's terms of reference; (d) Agree in principle that it is the Cambridgeshire and Peterborough Combined Authority's intention to fund ongoing system costs (including staffing) of AEB devolution from 2019 by allocating up to 4.9% of programme money for this purpose. (e) Note the amount of funding allocation and the mechanisms are yet to be determined until a full costing business case is developed and agreed by the Board at a future meeting.
	Part 4 – Date of Next Meeting	
4.1	Date of Next Meeting	It was resolved to note the date of the next meeting – Wednesday, 26 September 2018 Kreis Viersen, Shire Hall, Cambridge CB3 0AP

CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY-

Decision Summary

Meeting: 26th September 2018

<http://cambridgeshirepeterborough-ca.gov.uk/meetings/cambridgeshire-and-peterborough-combined-authority-board-4/?date=2018-09-26>

Item	Topic	Decision
	Part 1 – Governance Items	
1.1	Announcements, Apologies and Declarations of Interest	The Mayor introduced and welcomed Aamir Khalid who had been elected Chair of the Business Board at its meeting on 24 September 2018. Apologies were received from Councillor K Reynolds. Councillor Count declared a conflict of interest in relation to Agenda Item No.2.5, and explained that he would be acting in his capacity as Leader of Cambridgeshire County Council rather than Combined Authority Portfolio Holder for Investment and Finance in relation to this item.
1.2	Minutes – 25th July 2018	It was resolved to approve the minutes of the meeting of 25th July 2018 as a correct record.
1.3	Petitions	None received.
1.4	Public Questions	Two questions were received. A summary of the questions and responses is published at the following Cambridgeshire and Peterborough Combined Authority meeting 26/09/2018
1.5	Forward Plan	The Board approved the draft Forward Plan of Executive Decisions, which listed decisions up to 29 May 2019, dated to be published on 1 October 2018.
1.6	Membership of Combined Authority and Committees - Amendments	The Board was advised of amendments to its substitute membership and amendments to the membership of the Overview and Scrutiny Committee. It was resolved to: a) note the appointment by Cambridge City Council of Councillor Anna Smith as its

		<p>substitute member on the Combined Authority Board for the remainder of the municipal year 2018/2019.</p> <p>b) note the appointment by Cambridge City Council of Councillor Dave Baigent as one of its substitute members on the Overview and Scrutiny Committee for the remainder of the municipal year 2018/2019.</p> <p>c) note the appointment by Peterborough City Council of Councillor June Stokes as one of its members on the Overview and Scrutiny Committee for the remainder of the municipal year 2018/19.</p>
1.7	Review of Constitution – Committee Structure and Other Related Matters	<p>The Board was reminded that it agreed at a previous meeting to establish three committees. It therefore considered proposed amendments to the constitution to take account of this decision. It was resolved:</p> <p>a) to approve the amendments to the constitution as set out in Appendix 1 of the report and summarised below.</p> <p>b) to note and agree the Mayor's nominations to portfolios and the membership of the committees including the Chairs of committees as set out in Appendix 2.</p> <p>c) that the Overview & Scrutiny Committee be advised of the amendments to the constitution to include the Overview & Scrutiny Committee's rights to call in these executive committee decisions.</p> <p>d) that a 6 month review of the committee process be undertaken and brought back to the Combined Authority Board in March 2019.</p>
1.8	Audit and Governance Committee – Annual Report and Constitution Review	<p>The Board was asked to note the Audit and Governance Committee Annual Report. It was resolved to:</p> <p>a) note the Audit and Governance Committee Annual Report and provide any feedback to the Committee.</p> <p>b) request that the Chief Finance Officer for the Business Board update the Audit and Governance Committee's Terms of Reference to reflect their role in regard to the Business Board for approval by a future meeting of the Board upon the recommendations of the committee.</p>

1.9	Overview & Scrutiny Committee - Recommendations	<p>Councillor Nethsingha presented a report proposing a public question scheme for the Committee, and requesting a budget be allocated for the Overview and Scrutiny Committee to help support future work. It was resolved to:</p> <ul style="list-style-type: none"> a) agree that the Overview and Scrutiny Committee adopt a public question scheme as outlined in Appendix 2 of the report and that the constitution be amended accordingly. b) agree that an annual budget of £20k be available in the Combined Authority budget to support the work of the Overview and Scrutiny Committee; funds to be allocated subject to specific work programmes.
1.10	Government review of LEPs - Strengthened Local Enterprise Partnerships	<p>The Government had launched a review of LEPs across the UK on 24 July 2018 with a requirement to respond to the question of geography by 28 September 2018, and separately on governance and performance matters by 31 October 2018. The Board was asked to agree the draft response from the Business Board on the question of geography. It was resolved to:</p> <ul style="list-style-type: none"> a) act as the Accountable Body agree the draft response to Government from the Business Board as set out in Appendix A. b) agree the position on a coterminous boundary between the Local Enterprise Partnership area and Combined Authority area for submission to the Government. c) agree that any final insubstantial amendments that are required prior to submission of the response to Government.
1.11	Appointment of Interim Chief Finance Officer (s73)	<p>The Board considered a report on the process which had led to the appointment of Karl Fenlon as Interim Chief of Finance and was asked to appoint Mr Fenlon as interim s73 Chief Finance Officer. It was resolved to:</p> <p style="text-align: center;">appoint Karl Fenlon as interim s73 Chief Finance Officer to the Combined Authority</p>
1.12	Interim Arrangements for Chief Executive	<p>The Board was asked to consider interim management arrangements following the resignation of Martin Whiteley, Chief Executive, Cambridgeshire and Peterborough Combined Authority (CPCA). It was resolved to:</p> <ul style="list-style-type: none"> (i) appoint Kim Sawyer, Legal Counsel and Monitoring Officer, CPCA and John Hill,

		<p>Chief Executive, East Cambridgeshire District Council as interim Chief Executives of the CPCA until 31st March 2019 (or until the appointment of a permanent Chief Executive, whichever is the sooner).</p> <p>(ii) appoint Patrick Arran as the CPCA interim Monitoring Officer until 31st March 2019 (or until the appointment of a permanent Chief Executive, whichever is the sooner).</p>
	Part 2 – Combined Authority Matters	
2.1	Housing Strategy	<p>The Board considered a report which set out an innovative and bold strategy to address the shortage in housing in all tenures in the area as quickly as possible. It was resolved to:</p> <ul style="list-style-type: none"> a) agree the approach to delivering the Housing Strategy set out in the 31Ten report in Appendix 1 of the report. b) agree the concept of creating a revolving fund of monies from within the £100m programme for housing investment, to run within and beyond the 5 year programme.
2.2	Affordable Housing Programme- Cambridge City Council £70m 2018/2019 Budget	<p>The Board considered a report detailing the baseline and current forecast programme expenditure and a specific request for the budget approval for the financial year 2018/19 to enable payments to be made to Cambridge City Council in accordance with claims and monitoring processes. It was resolved to:</p> <ul style="list-style-type: none"> a) note the expenditure profile for 2018/19 financial year in respect of the Cambridge City Council £70 million, as part of the Authority's £170 million Affordable Housing Programme. b) approve the carry forward of 2017/18 approved budget of £387,041 to 2018/19. c) approve 2018/19 budget provision of £14,669,959, giving a 2018/19 total budget of £15,057,000 to enable the programme to proceed.
2.3	Public Service Reform: Health and Social Care Proposal	<p>The commitment by partners to progress health and care transformation was enshrined within the Devolution Deal. There was a need to take this commitment forward given that the area's health economy was one of the most challenged in the country. It was resolved</p>

		<p>to:</p> <ul style="list-style-type: none"> a) note the devolution deal commitment to, and the economic and administrative case for, taking action to implement new models of public service delivery. b) agree the proposal to design an innovative Cambridgeshire and Peterborough health and social care proposition based on further devolution which makes the case to Government for the further transfer of resources, decision-making and accountability relating to health and social care. c) agree the establishment of an independent Public Service Reform and Innovation Commission which will support, inform and challenge the development of the Cambridgeshire and Peterborough health and social care proposition. d) agree the commitment of up to £450,000 in 2018/19 from within the existing approved allocation for Public Sector Reform in the Medium Term Financial Plan (MTFP).
2.4	Soham Rail Station- Budget Update	<p>The Combined Authority had assumed responsibility for the Soham Rail station from the County Council in June, 2018. The Authority had already allocated £1.5m to the delivery of the current phase, and an additional £1.7m was required to continue with the completion of GRIP 3. It was resolved to:</p> <ul style="list-style-type: none"> a) approve a budget of £1.7m for GRIP Stage 3 for the acceleration and delivery of the Soham Rail Station. b) agree the DSA novation in principle and delegate to the Chief Finance Officer and Monitoring officer, in consultation with the Chair of the Transport Committee, to agree the terms of the novation. c) note that verbal commitments have taken place to progress this project at an accelerated pace and identify opportunities for early delivery. d) agree that an update will be provided to the CPCA Board, or other nominated meeting, prior to the end of GRIP Stage 3 to outline progress to date and identify the CPCA's requirements for the delivery of GRIP Stages 4 – 8.

		e) note how this work fits within the opportunities that have been identified to accelerate the transport projects; as reviewed in the July board.
2.5	Business Rate Pilot	<p>The Board received a report detailing the one year business rate retention pilot bid to the Ministry of Housing, Communities and Local Government. It was proposed that all councils would be compensated for their expected business rates for the year. It was resolved to:</p> <p>a) ratify the Cambridgeshire and Peterborough 2019-20 Business Rates pilot bid submitted to MHCLG on the 25th September 2018.</p>
	Part 3- Business Board matters	
3.1	Business Board Recommendations of the last meeting	The Board noted the recommendations of the meeting of the Business Board held on 23 July and received an oral update of the meeting held on 24 September 2018.
3.2	Membership of Business Board	<p>The Board considered a report detailing the membership of the Business Board, following a recruitment campaign and interview process for private sector members. It was resolved to note:</p> <p>a) note the appointments of private sector members of the Business Board as set out in paragraph 2.16 of the report.</p> <p>b) note the appointment of Aamir Khalid as Chair and Andy Neely as Vice Chair of the Business Board.</p> <p>c) approve the Business Board's nomination of Aamir Khalid as a member of the Combined Authority Board to represent the Business Board and Andy Neely as his substitute member.</p>
3.3	Cambridgeshire & Peterborough Independent Economic Review	<p>The Board was informed that the Cambridgeshire and Peterborough Independent Economic Review (CPIER) had been published and that it was going to be used as evidence for the Local Industrial Strategy. It was resolved to:</p> <p>a) welcome the publication of the Cambridgeshire and Peterborough Independent Economic Review (CPIER) as a major milestone in the development of our Local Industrial Strategy and all 14 recommendations contained within the CPIER report.</p>

		<p>In doing so it agreed that these recommendations would form the basis of work undertaken by the Combined Authority in the development of a tailored Local Industrial Strategy which would incorporate the development of Growth, Business Investment, Skills Development, Housing and Spatial Planning Strategies.</p> <p>b) provide any initial opinions on the findings of the CPIER, in advance of the upcoming engagement sessions.</p>
3.4	Growth Prospectus 2018/19-	<p>The Business Board had approved the Growth Prospectus on 24 September 2018. The provisional date for the launch would be 8 October 2018. It was resolved to:</p> <ul style="list-style-type: none"> a) agree the draft Growth Prospectus 2018/19 and the programmes contained therein, subject to final version to be signed off by Chief Executive (Acting). b) agree provisional allocations for each programme within the Prospectus, subject to review and cashflow within Growth Deal and Growing Places Fund budgets. c) agree processes for due diligence and appraisal, subject to review; and d) note that applications and business cases will be brought to the Business Board for consideration and recommendation to the Combined Authority, from November 2018 onwards.
	Part 4- Motion submitted under Committee Procedure Rule 14	
4.1	<p>Motion from Councillor Bridget Smith:</p> <p>That the Combined Authority urgently commissions an organisation with suitable expertise to conduct an independent, full organisational review to be reported to the Combined Authority Board and senior officers, and to then be published in full. The review to include: delivery objectives for 2018/2019;</p>	<p>The Board discussed the motion proposed by Councillor Smith and seconded by Councillor Herbert. On being put to the vote, the motion was lost.</p>

	governance, top to bottom staffing, operations and project delivery.	
	Part 5- Date of next meeting	
5.1	Date: Wednesday, 31 October 2018 Council Chamber, Peterborough City Council Town Hall; Bridge Street, Peterborough PE1 1HG	It was resolved to note the date of the next meeting.

CAMBRIDGESHIRE AND PETERBOROUGH FIRE AUTHORITY UPDATE

TO: Cambridgeshire County Council

FROM: Chairman, Cambridgeshire and Peterborough Fire Authority

DATE: 16 October 2018

1. HER MAJESTY'S INSPECTORATE OF CONSTABULARY AND FIRE AND RESCUE SERVICES

1.1 Council will be aware from our last report that the Authority had been proactively preparing for its inspection with a challenging period of data and resource intensive preparation work. The inspection was completed as scheduled in July 2018 and focussed on three key areas;

- **effectiveness** - how effective is the Service at keeping people safe and secure from fire and other risks,
- **efficiency** - how efficient is the Service at keeping people safe and secure from fire and other risks,
- **people** - how well does the Service promote its values and culture, train and skill its staff to ensure fairness and diversity and develop leadership and capability.

The initial feedback has been positive and the Authority now awaits the draft report and judgements due in October and December respectively.

2. FIRE AUTHORITY GOVERNANCE

2.1 Regretably, despite an expectation that there would be a response to the Authority claim for a Judicial Review (filed in May 2018) regarding the Police and Crime Commissioner (PCC) local business case before the High Court stopped sitting on 31 July 2018, at the time of writing, no response had been received. The first (paper) stage to determine whether the Authority obtains leave to proceed to a full Judicial Review is now likely to take place in October/November. If leave is granted, a final hearing could be in February/March 2019.

2.2 As Council will be aware, against this uncertain backdrop, the Service continues to work proactively to further collaboration opportunities with other blue light services and appropriate partners. Of particular note is the progress still being made to secure planning permission to develop a training facility at the existing police site in Monkswood.

2.3 In recognition of the complex and challenging governance landscape and its commitment to continuous improvement, at its meeting in June 2018 the Authority agreed to establish a 'task and finish' working group to review its

current arrangements. At the time of writing, the working group have had several meaningful meetings to discuss, amongst other considerations, membership size, committee structure, membership of outside bodies and engagement of the PCC in the governance activities of the Authority. It is expected a report of their findings will be presented at its next meeting in November 2018.

3. REPRESENTATIVE BODY CHANGE OF NAME

- 3.1 The Authority was advised in June 2018 that, with effect from 1 July 2018, the Retained Firefighters' Union or RFU would change its name to the Fire and Rescue Services Association. The RFU was established in 1976 to promote and protect the interests of retained firefighters across the United Kingdom whilst incorporating a no strike policy at the heart of the organisation. In the correspondence received they state *"The name change is an evolution rather than a revolution and ensures that the organisation is seen for what it is, a forward thinking, outward looking, progressive representative body that it always has been."*
- 3.2 The Authority has always valued this vital part of the Service and looks forward to continuing the positive working relationships it has with the local union officials and members to meet the challenges ahead.

BIBLIOGRAPHY

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