

**COMMUNITIES AND PARTNERSHIP COMMITTEE: MINUTES**

**Date:** Thursday 10th October 2019

**Time:** 10:00am – 12:55pm

**Venue:** Cambridgeshire Archives, Ely

**Present:** Councillors S Criswell (Chairman),  
A Costello, L Every, J French, M Goldsack, L Nieto, C Richards, and  
S Taylor

**Apologies:** Councillors B Ashwood and A Taylor

**192. APOLOGIES & DECLARATIONS OF INTEREST**

The Chairman informed the Committee that Councillor Cuffley was unwell and had stepped down from his role on the Committee, including serving as Vice-Chairman. Noting the support that he had received from Councillor Cuffley since the Committee's formation, the Chairman wished him a full and speedy recovery along with the rest of the Committee members. Councillor Goldsack was subsequently welcomed as a new Member of the Committee by the Chairman.

Apologies were received from Councillors Barbara Ashwood and Amanda Taylor.

No declarations of interest were made.

**193. MINUTES 8TH AUGUST 2019 & MINUTES ACTION LOG**

While presenting the Committee's Action Log, the Service Director of Community and Safety informed Members that a report on the review of domestic abuse resource and outreach provision (Minute 146) was likely to be presented at the Committee's November or December meeting.

Members were told that the Prevent board had been formally asked to consider the proposed widening of membership (Minute 157), but had decided it would not be the appropriate forum for Faith leads to attend, given the sensitive/restricted operational matters discussed by the group. The Community Safety Officers Group had proposed developing a Community Advisory Group (CAG) for each district area to discuss key (not operationally sensitive) information for Prevent and other key areas, such as hate crime. Such provision of a two-way platform for community-based discussion and joint working had been endorsed and the development of CAGs would be incorporated into the Think Communities Development.

It was clarified by Members that the CAGs would usually involve faith leaders, staff from voluntary organisations, representatives of young people, local government officers, health workers and police officers, among others, although this would vary according to the area and issues involved. One Member expressed concern that the CAGs were duplicating the work already carried out by Community Safety Boards, although it was

suggested that the CAGs would involve a greater community voice than the Safety Boards and that any duplication would be identified and avoided.

Attention was drawn to the Cambridgeshire Local Councils Conference, which was to be held on 8th November at the Marriott Hotel in Huntingdon and would serve as the platform to launch the Think Communities approach with parish councils.

It was resolved unanimously to:

Approve the minutes of the meeting on 8th August 2019 as a correct record and to note the action log.

#### **194. PETITIONS AND PUBLIC QUESTIONS**

No petitions or public questions were received.

#### **195. CIVIC / LIBRARIES PARTNERSHIP PROJECT UPDATE**

The Committee received its first update on the partnership project between Civic and the Libraries (the Future Libraries Initiative) and the Chairman noted that such updates would replace the work of the Libraries Steering Group since it had been disbanded. Members were informed that initial conversations with potential project funders were underway and had so far been encouraging, which had led to bids being prepared. Attention was drawn to the internal working groups detailed in section 4 of the report, as well as ongoing work with partners such as the BBC. It was noted that the project strongly aligned to the Think Communities and Cambs 2020 philosophies, with libraries at the centre of the approach and serving as the default location for services.

While discussing the report, Members:

- Noted the importance of the Libraries Vision document that would be presented to the Committee at its meeting on 12th December 2019, as it would clearly express the ambition to further extend the remit of libraries.
- Established that discussions were being held with organisations, such as Cambridgeshire Music, to maximise the use of library buildings outside of peak hours. It was acknowledged that libraries were not seen as 'silent' spaces and that there were already a significant number of noisier activities and events in libraries, such as Storytime, Make a Noise in Libraries and arts events.
- Acknowledged that the seven prototype libraries would include a range of library types and sizes, including a small, community-run library in Brampton and a large, new library in Northstowe. It was reiterated that the scheme was intended to cover the whole County within three years.
- Considered the evolving role of librarians and the fact that they were continuously required to train for and perform additional functions. The Assistant Director of Cultural & Community Services acknowledged the changes, noting that staff had already received training in many new areas and would continue to receive further training throughout their careers. Members were informed that librarians were essentially trained to elicit what people needed help with and then how to help them

or find the information required. The Neighbourhood Cares scheme in Soham, which had inspired an increased level of community thinking, was given as an example of library staff becoming integrated and embracing the model.

- Clarified that the community engagement phase of the project would present opportunities to engage with minority groups and that all voices needed to be heard during the early design stages.
- Commended the work carried out by over 900 library volunteers, noting the importance of their contribution and the fact that eleven libraries were completely run by volunteers. It was suggested that an event to recognise their work would be positive and align with the focus and desire to develop a vision. One Member suggested that involvement at an event such as the Ely Hero Awards would integrate them into the community and provide an ideal level of recognition. **Action required**

It was resolved unanimously to:

Note the report.

## **196. CAMBRIDGESHIRE REGISTRATION SERVICE ANNUAL REPORT**

The Committee received the annual report of the Cambridgeshire Registration Service. The Registration Service Manager informed Members that despite the service being recognised as one of the best in the country by customers, government and its peers, it constantly strove to make improvements. She drew attention to the current challenges, which included the relocation of the three main sites, a planned staffing re-structure and forthcoming changes to marital law and ceremonies. The work of volunteers was recognised, particularly those responsible for Camdex, the online index, but also by some of the ushers assisting at ceremonies. The Service Director of Community and Safety informed Members that it had been agreed to establish a small project team, led by himself and the Chairman, to carry out a review and examine all parts of the service, which would lead to a report that would come back to the Committee within the next year. It was also noted that the service acted as a point of contact to other services across the County

While discussing the report, Members queried how many records were stored online and how many were stored on paper. The Registration Service Manager confirmed that although there were over 1.6 million records online, the index data for which could be viewed for free through Camdex, the service was legally required to store records in paper format, a copy of which could be requested for a fee. It was noted that there were proposals for changes, such as the computer entry becoming the legal record instead of the signed register page, but such changes would first require legislation.

It was resolved unanimously to:

- a) Note the work of the Registration Service; and
- b) Support the service moving forward with required legislative and structure changes.

## **197. SOCIAL PRESCRIBING – LIFE CHANCES FUND PROJECT**

The Committee received a report in which it was asked to consider whether the Council should continue its commitment to the Life Chances Fund project. Noting that social investment generally focussed on high-risk projects, small cohorts and significant changes, it was suggested to Members that social prescribing did not align very well with the funding scheme. While it was acknowledged that there was interest in the project from social investors, as well as the government, it had proven difficult to establish a set of cohorts from which clearly defined direct savings could be attributed and forecasted for a social prescribing scheme. Such clarity was necessary in order to determine whether the Council would be able to generate sufficient direct savings to repay the investment made by the social investor (should the project be successful), and attention was drawn to the proposed list in Table 2 of the report. Members were informed that the Cambridgeshire & Peterborough Clinical Commissioning group have already withdrawn and Peterborough City Council had now chosen not to continue with the project, and they were assured that if it was decided for the County Council not to continue with the project either, social prescribing and social impact bonds would both continue, only down separate paths.

While discussing the report, Members:

- Suggested that social prescribing was about community resilience and therefore it would be preferable to make a saving and reinvest it, rather than risk giving the funds back to any social investor.
- Expressed concern over the level of risk that the Council would be undertaking, as well as the fact that the Committee was being asked to make the decision having never been consulted on involvement in the project when it began. Members also observed the inherent difficulty in measuring impacts.
- Proposed a higher level of involvement in social prescribing for Community Champions, in order to help encourage and develop what had already been established.
- Agreed to receive a report on the current social prescribing landscape at the Committee meeting on 21st November 2019.

It was resolved unanimously:

For the County Council not to continue with the Life Chances Fund project.

## **198. RECOMMISSIONING OF VOLUNTARY AND COMMUNITY SECTOR INFRASTRUCTURE SUPPORT SERVICES ACROSS CAMBRIDGESHIRE AND PETERBOROUGH**

The Committee received a report on the arrangements for the planned recommissioning of voluntary and community sector Infrastructure Support Services, including a proposal for a joint approach on the tender process with Peterborough City Council. Attention was drawn to section 2.2 of the report, which included the findings from local surveys, considerations of national best practice and the current needs of the services in both Councils. It was also noted that discussions were being held with Staffordshire County

Council in order to share and learn from similar experiences. Members were informed that there was a proposal to split the tender in two lots in order to encourage the participation of smaller organisations. The Committee was reminded that given the long timescale due to the value of the contract exceeding £500k, a temporary extension to the current grant agreement with Support Cambridgeshire would be necessary, as laid out in section 2.6 of the report.

While discussing the report, Members:

- Clarified that the proposed extension did not amount to an overspend, as it was a cost that had already been budgeted for.
- Established that three organisations had joined together to submit the previous Support Cambridgeshire bid, working together in the tender process and subsequent implementation and delivery. Members clarified that those organisations would continue to operate separately regardless of the result of the new tender process.
- Noted that the delay would allow the Think Communities approach to become incorporated in to the contract.
- Expressed concern that Community Champions were not involved with the work carried out by Support Cambridgeshire, suggesting that there was a synergy in what they were doing. The Strengthening Communities Service Manager acknowledged that the relationship could have been stronger and informed Members that a meeting had been arranged between Support Cambridgeshire and Community Champions. It was also noted that other Members who did not perform Community Champion roles were largely uninformed of the work carried out by Support Cambridgeshire and it was argued that they too would benefit from developing a relationship. It was suggested that Members would appreciate a presentation on Support Cambridgeshire at a Member Seminar. **Action required**
- Confirmed that the Committee would have a further opportunity to consider the specifications of the tender and that therefore more could be included later, such as the mapping of community services to identify gaps.
- Considered whether the proposal to split the four-year contract in to a two-year contract, with an optional two-year extension following a review of the first two years, would prove counter-productive and an unnecessary burden. It was suggested that more confidence, commitment and support should be given when granting the contract in the first place, although it was acknowledged that such concerns would be looked at when the matter was considered by the commissioning group. It was also noted that the contract could include break clauses in case it became necessary to terminate for any reason, with the annual report to Committee providing an opportunity for review.
- Established that the procurement process had a mandatory consideration of social value and environmental impact, including the carbon footprint. Members requested further information on how such information was measured and proven. **Action required**

- Sought clarification on policies that protected contracted staff working for organisations such as Support Cambridgeshire, whose role required extensive car travel around the County. **Action required**

It was resolved unanimously to:

- a) Consider and approve the proposed approach to tender for voluntary and community sector Infrastructure Support Services jointly with Peterborough City Council;
- b) Comment on and approve the key features proposed for the specification, as described at sections 2.2.3 and 2.3; and
- c) Note the requirement for, and endorse, an extension to the current grant agreement with Support Cambridgeshire, to allow for adherence to procurement regulations, as described in section 2.6.

## **199. INNOVATE AND CULTIVATE FUND – RECOMMENDED CULTIVATE APPLICATIONS**

The Committee received a report which contained recommendations from the Innovate and Cultivate Fund Bid Assessment Panel for two projects in the Cultivate stream. The timebank project by Sutton Parish Council had originally sought £16k but the design phase had led to an agreement to reduce the request to £11k, with the Committee's attention drawn to the fact that if approved it would serve as a role model for similar seed projects in the future. Members were informed that approval of both projects would take the total amount of funding given past £1m, and it was also noted that five further applications in the Innovate stream had been put forward to the second stage, with the final selection to be presented to the Committee on 12th December 2019.

While discussing the recommended applications, Members:

- Observed the added value that was attributable to the Innovate and Cultivate Fund for applications which, although unsuccessful in attaining funding through the scheme, received further advice, as well as assistance in finding alternative support.
- Established that the General Purposes Committee had agreed to provide a further £1m to the Innovate and Cultivate Fund from the Transformation Fund on 22nd January 2019. Members were informed that there was no time limit set on the availability of funds, which allowed for greater flexibility in approving funding streams.

It was resolved unanimously to:

Agree to fund the following two applications through the Cultivate funding stream:

- Sutton Parish Council
- Papworth Trust

## **200. COMMUNITY CHAMPIONS ANNUAL REVIEW**

The Committee received an annual review that detailed the outputs and achievements of Community Champions between August 2018 and July 2019, as well as the priorities for the next year.

While discussing the report, Members:

- Noted that the October monthly Community Champions oral update had been incorporated into the annual review.
- Clarified that the Community Champion appointed to each district was chosen based on the ruling party in the relevant district council. It was on this basis that South Cambridgeshire did not have a Community Champion appointed, due to the Liberal Democrats opposing the role. Some Members expressed concern that as a result residents of South Cambridgeshire missed the benefits received by the rest of the County.

It was resolved to:

- a) Consider the outputs and achievements of the Community Champions from August 2018 to July 2019; and
- b) Agree priorities for the Community Champions to focus on for the coming 12 months.

## **201. DELIVERY PLAN AND PERFORMANCE REPORT – APRIL TO JUNE 2019**

The Committee received a delivery plan and performance report for the period between April and June 2019. Members were informed that it was the first time that the performance report had been presented separately from the finance and performance report, with the intention being to give it greater visibility. Attention was drawn to the Committee's key priorities laid out in paragraph 1.2, for which evidence on meeting the objectives had been included throughout the report. While presenting the report, the Head of Business Intelligence noted the need to improve the collection of data from partners, as access to data on a day-to-day level was necessary in order to provide the highest quality of support. Members were also requested to consider the new performance indicators that had been proposed, particularly relating to the adult skills sector.

While discussing the report, Members:

- Established that the Cambridgeshire Public Service Board received similar updates and had expressed strong support for the Think Communities approach. Members were informed that the new Chairwoman of the Board, Dorothy Gregson, came from the police service and therefore provided a higher level of independence than had previously been the case.
- Considered the difficulties in the collection and comparison of data by multiple partners that used different boundaries and recognised the importance of incorporating the new boundaries of the Primary Care Networks and presenting data at a lower super output area (LSOA) scale. It was noted that LSOA's were often smaller than individual wards and therefore the data was more informative.

- Clarified that the information would be presented by Cambridge Insight, a collaboration by various data agencies, thus ensuring that all the information was available in one place.
- Queried whether the increasingly high level of domestic abuse recorded in Cambridge City, as well as the high repeat rate, was indicative of improvements in the reporting process. While it was noted that the indicator might prove more useful if it was given as a per-head figure, given the varying population levels across the areas, the Head of Business Intelligence agreed to investigate. **Action required**
- Sought clarification on how services would incorporate the data into their delivery and react to the findings. The Director of Community and Safety acknowledged the challenge in embedding the effective use of intelligence across services, but informed Members that it was one of the Think Communities highest priorities. Neighbourhood projects in Soham were given as an example of how successful officers could prove to be when given the right tools and information. The Assistant Director of Housing, Communities & Youth observed that work had also been carried out alongside district councils in order to develop a joint understanding.
- Established that the Cambridge Insight website provided data on a district and ward level and that such data was open source and available to everybody. It was noted that presenting information on this level was of particular use to applicants to the Innovate and Cultivate Fund, as well as Parish Councils. Members requested a link to the website that presented ward data be sent to all County Councillors, along with a Member Seminar. **Actions required**
- Observed the possibility of commercialising the innovative research technique, although it was noted that Cambridgeshire Insight was funded by and worked with additional partners to the Council. Members were also informed that there was a large amount of dialogue between Councils in order to learn from each other's experiences.

It was resolved unanimously to:

- a) Note and comment on key areas of work during quarter 1, including performance outcomes, and make any comments or suggestions for further service delivery;
- b) Consider and approve the proposed new key performance indicators for the Cambridgeshire Skills service, as described in section 2.6; and
- c) Agree to receive a full report during this municipal year on progress being made with the Wisbech 2020 programme.

## 202. PEOPLE AND COMMUNITIES RISK REGISTER

The Committee received a report that highlighted the key strategic risks across the People & Communities directorate.

While discussing the report, Members:



- Queried why passenger transport (risk 22) was included, given that responsibility had transferred to the Cambridgeshire and Peterborough Combined Authority, while acknowledging that risks associated to transport were of great importance and interest to the Committee. The Assistant Director of Cultural and Community Services noted the irregularity and suggested that it had been carried over from the previous version of the risk register.
- Established that a risk relating to the Think Communities work would be included, although it had still not been developed.

It was resolved unanimously to:

Note and comment on the People & Communities risk register.

## 203. FINANCE MONITORING REPORT – AUGUST 2019

The Committee received the August 2019-20 finance monitoring report for the People & Communities directorate. Attention was drawn to the £2.9m overspend, much of which was attributable to care provision for adults and children's services, although it was noted that such figures had been expected. The Committee was informed that a further pressure had been taken on with the Coroners Service, while the Registration Service was forecast to return an underspend.

While discussing the report, Members:

- Expressed concern about the Coroners Service overspend and sought clarification on whether it would be a continual issue. The Assistant Director of Cultural and Community Services informed Members that the increasing complexity of cases and social trends were having an impact on the number of cases being referred to the service, while the cost of third-party contracts were increasing and extra temporary staff had been brought in to overcome the backlog of cases. Members suggested that the current level of 50% of cases being referred to the Coroner was unsustainable and that it was a high rate compared to other counties. The Service Director of Community and Safety assured the Committee that a thorough review of the service was being undertaken to determine how the budget should be based in the future.
- Noted that the Senior Coroner had informed them at the previous Committee meeting on 8th August 2019 that there was a significant extra cost for body storage due to the lack of storage facilities at the main hospitals. Members sought confirmation on whether the issue was being looked at and whether the Council held the responsibility to fund body storage in such circumstances. The Assistant Director of Cultural and Community Services acknowledged that the situation was similar across the country, but it was agreed to discuss solutions with partners in the health sector. The Service Director of Community and Safety agreed to clarify the Council's responsibilities with the legal team. **Actions required**

It was resolved to:

Review and comment on the report.

**204. SERVIC COMMITTEE REVIEW OF DRAFT REVENUE AND CAPITAL BUSINESS PLANNING PROPOSALS FOR 2020-21 TO 2024-25**

The Committee received a report that provided an overview of the draft Business Plan Revenue Proposals for services within the remit of the Committee, as well as an overview of the draft Capital Programme. Attention was drawn to the table in section 3.1 of the report, which indicated that £12.5m of savings were required further to the £24.5m already achieved. Although the Communities and Partnership Committee's budget was smaller than those of other committees, it was noted that its reach was significant and much work was carried out managing the demand of other committees.

While considering the report, Members discussed the adult skills courses that the Council had stopped subsidising, with one Member expressing concern that some had been cancelled as a result. The Chairman confirmed that whenever such issues were identified, the Council was attempting to help mitigate or overcome the problem, as was the Cambridgeshire and Peterborough Combined Authority. It was also noted that the changes in funding were a result of the new funding stream, which came from the Department for Education.

It was resolved unanimously to:

- a) Note the overview and context provided for the 2020-21 to 2024-25 Business Plan revenue proposals for the Service;
- b) Comment on the draft revenue proposals that are within the remit of the Communities and Partnership Committee for 2020-21 to 2024-25; and
- c) Comment on the draft capital proposals that are within the remit of the Communities and Partnership Committee for 2020-21 to 2029-30, set out in section 7.

**205. COMMUNITIES AND PARTNERSHIP COMMITTEE – AGENDA PLAN AND APPOINTMENTS – OCTOBER 2019**

Acknowledging that some changes would be made to the agenda plan following discussion of earlier items during the meeting, it was resolved unanimously to:

- a) Note its agenda plan attached at Appendix 1;
- b) Appoint Councillor Mark Goldsack as the County Council's Community Safety and Domestic Violence Champion;
- c) Appoint Councillor Barbara Ashwood to replace Councillor Amanda Taylor as the County Council representative to the Clay Farm Centre Advisory Group outside body; and
- d) Appointment Councillor Mark Goldsack to the following two internal advisory groups:

- (i) County Advisory Group on Archives and Local Studies; and
- (ii) Innovate and Cultivate Fund Bid Assessment Panel.

## **206. EXCLUSION OF PRESS AND PUBLIC**

It was resolved to:

Exclude the press and public from the meeting on the grounds that the following report contained exempt information under Paragraph 3 of Parts 1, 2, 3 and 4 of Schedule 12A of the Local Government Act 1972, as amended, and that it would not be in the public interest for this information to be disclosed: information relating to any individual, and information relating to the financial business or affairs of any particular person (including the authority holding that information).

## **207. CAMBS 2020 – COMMUNITY HUBS WORKSTREAM REVIEW**

The Committee received a report on the Cambs 2020 project.

It was resolved by majority to:

Agree the recommendations as set out in the report.

Chairman  
21st November 2019