

**COMMERCIAL & INVESTMENT COMMITTEE AGENDA PLAN, TRAINING PLAN
AND APPOINTMENTS TO OUTSIDE BODIES AND INTERNAL ADVISORY
GROUPS AND PANELS**

To: **Commercial and Investment Committee**

Meeting Date: **24 May 2019**

From: **Democratic Services**

Electoral division(s): **All**

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

Purpose: **To review the Committee's agenda plan and training plan, and to consider appointments to outside bodies and internal advisory groups and panels.**

Recommendation: **It is recommended that the Committee:**

- (i) review its agenda plan attached at Appendix 1;**
- (ii) review its training plan attached at Appendix 2;**
- (iii) agree the appointments to outside bodies as detailed in Appendix 3; and**
- (iv) agree the appointments to Internal Advisory Groups and Panels as detailed in Appendix 4.**

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

- 1.1 The Commercial & Investment Committee reviews its agenda plan and training plan at every meeting. The agenda plan is attached at **Appendix 1**.
- 1.2 The County Council's Constitution states that the General Purposes Committee has
 - Authority to nominate representatives to Outside Bodies other than the Combined Authority, Greater Cambridge Partnership, Cambridgeshire and Peterborough Fire Authority, the County Councils Network Council and the Local Government Association
 - Authority to determine the Council's involvement in and representation on County Advisory Groups. The Committee may add to, delete or vary any of these advisory groups, or change their composition or terms of reference.
- 1.3 Appointments to Internal Advisory Groups and Panels are agreed by the relevant Policy and Service Committee.
- 1.4 On 15th September 2017, the Commercial & Investment Committee agreed to delegate, on a permanent basis between meetings, the appointment of representatives to any outstanding outside bodies, groups, panels and partnership liaison and advisory groups, within the remit of the Commercial & Investment Committee, to the Deputy Chief Executive in consultation with the Chairman of Commercial & Investment Committee.
- 1.5 The Committee considers its Training Plan on a regular basis (attached at **Appendix 2**). Members are invited to highlight any training needs at the meeting.

2. APPOINTMENTS

- 2.1 The outside body where an appointments is required are set out in **Appendix 3** to this report. It is proposed that the Committee should agree the appointment to this body.
- 2.2 Appointments to internal advisory groups are detailed in **Appendix 4** to this report. It is proposed that the Committee should agree the appointments to these groups.

3. ALIGNMENT WITH CORPORATE PRIORITIES

3.1 A good quality of life for everyone

There are no significant implications for this priority.

3.2 Thriving places for people to live

There are no significant implications for this priority.

3.3 The best start for Cambridgeshire's children

There are no significant implications for this priority.


4. SIGNIFICANT IMPLICATIONS

4.1 There are no significant implications within these categories:

- Resource Implications
- Procurement/Contractual/Council Contract Procedure Rules Implications
- Statutory, Legal and Risk Implications
- Equality and Diversity Implications
- Engagement and Communications Implications
- Localism and Local Member Involvement
- Public Health Implications

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	Not applicable
Have the procurement/contractual/Council Contract Procedure Rules implications been cleared by Finance?	Not applicable
Has the impact on statutory, legal and risk implications been cleared by LGSS Law?	Not applicable
Have the equality and diversity implications been cleared by your Service Contact?	Not applicable
Have any engagement and communication implications been cleared by Communications?	Not applicable
Have any localism and Local Member involvement issues been cleared by your Service Contact?	Not applicable
Have any Public Health implications been cleared by Public Health	Not applicable

Source Documents	Location
<i>Constitution</i>	<i>Democratic Services</i>
<i>Minutes of the Commercial & Investment Committee – September 2017</i>	

COMMERCIAL AND INVESTMENT COMMITTEE AGENDA PLAN	Published on 1st May 2019 Updated 15 th May 2019		Cambridgeshire County Council
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Notes

Committee dates shown in bold are confirmed.

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

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

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

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

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

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

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

Committee Date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
24/05/19	Notification of Chairman/woman and Vice-Chairman/woman	Dawn Cave		15/05/19	16/05/19
	Hinchbrook Country Park	Chris Malyon			

Committee Date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
	+Commercial Property Acquisition in South Cambridgeshire (CB24)	Tom Kelly			
21/06/19	Trumpington Park & Ride Smart Energy Grid			12/06/19	13/06/19
	Babraham Smart Energy Grid – IGP Stage 1 update	Cherie Gregoire			
	Sawtry Man cave	John Macmillan			
	Closed landfill energy project (Stanground)	Chris Parkin			
	Cambridgeshire Outdoors OFR Stage 3 - recommendations	Victoria Stacey/ Emma Fitch	2019/031		
	Estates and Building Maintenance Inspections	John Macmillan/Alex Gee			
12/07/19	Closed landfill energy projects (Woodston)	Chris Parkin		03/07/19	04/07/19
	Smart Energy Grid, Power Purchase Agreement	Sheryl French	2019/027		
	Energy Investment Projects: Quarterly finance and progress update	Sheryl French			
	Nearly zero energy buildings Policy: Implications for new Public Sector Buildings	Sheryl French/ Sarah Wilkinson	2019/039		
16/08/19				07/08/19	08/08/19
13/09/19	Energy Investment Projects: Quarterly finance and progress update	Sheryl French		04/09/19	05/09/19
18/10/19				09/10/19	10/10/19

Committee Date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
22/11/19				13/11/19	14/11/19
13/12/19	Energy Investment Projects: Quarterly finance and progress update	Sheryl French		04/12/19	05/12/19
17/01/20				08/01/20	09/01/20
21/02/20				12/02/20	13/02/20
20/03/20	Energy Investment Projects: Quarterly finance and progress update	Sheryl French		11/03/20	12/03/20
24/04/20	Loans to Voluntary Organisations	Tom Kelly		15/04/20	16/04/20
22/05/20				13/05/20	14/05/20

To be programmed: St Ives Football club – ransom strip benefit for CCC (John Macmillan) ICT Future Delivery Options (John Chapman); Land Swap at Swavesey (John Chapman); Oasis Centre, Wisbech (Hazel Belchamber); Property Services OFR (Paul Tadd)

COMMERCIAL AND INVESTMENT COMMITTEE TRAINING PLAN

APPENDIX 2

Ref	Subject	Desired Learning Outcome/Success Measures	Date	Responsibility	Attendance by:
1.	Provisional training slot		24 th April 2020 (12-3pm)	Tbc	C&I
2.	Provisional training slot		24 th January 2020 (10am-1pm)	Tbc	C&I
3.	Provisional training slot		18 th October (12-3pm)	Tbc	C&I
4.	Provisional training slot		16 th July 2019 (1-4pm)	Tbc	C&I
5.	Nearly Zero Energy Buildings members/officers workshop		24 th May 2019(1-2.30pm)	Sarah Wilkinson/Sheryl French	C&I and GPC
6.	Commercialisation training (all Members)		26 th April 2019 (1-4pm)	Amanda Askham	All Members
7.	Finance/KPIs		3 rd December 2018 (1pm)	Tom Kelly/Ellie Tod/Amanda Askham/Sue Grace	C&I
8.	Commercial Strategy		9 th November 2018 (12.30pm)	Amanda Askham	C&I
9.	Members' duties and obligations in considering Promotion Agreements.		2 nd November 2018 (12.30pm)	Chris Malyon	C&I
10.	Future Smart Energy Systems Demonstrator Project		18 th October 2018 (13.30)	Sheryl French/Emily Bolton	C&I
11.	Finance/Performance Indicators		tbc	Tom Kelly/Ellie Tod	C&I
12.	This Land Performance Workshop		12 th March 2018	David Gelling/David Bethell /Chris Malyon/John Macmillan	C&I
13.	Asset & Risk Workshop	<ul style="list-style-type: none"> • Asset Strategy • CHIC • Risk approach and risk register • Site tenure mix and retention of rental housing • Affordable housing • Community Land Trusts 	20 th October 2017	Chris Malyon/Stephen Conrad/ David Gelling	C&I

14.	Business Planning Session		15 th September 2017	Chris Malyon/ James Wilson	C&I
15.	CHIC Workshop		27 th June 2017	Chris Malyon/ David Gelling/ David Bethell/ John Macmillan	C&I
16.	Introductory Session for the Commercial & Investment Committee	The Committee's remit, focus on work areas e.g. CHIC, Strategic Estates, Facilities Management and Horizon Scanning	26th May 2017	Chris Malyon/ John Macmillan	C&I

Updated 15/05/19

Appendix 3

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	PROPOSED REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION
This Land Board of Directors	6	1	Councillor R Hickford (Con)	David Bethell Programme Associate Director 01223 257660 davidbethell@this-land.co.uk	Company Director Cllr Hickford will be one of two Non-Executive Directors on this Board (the other being an officer) as shareholder representative
LGSS Law Limited Company jointly owned by Northamptonshire County Council and Cambridgeshire County Council to provide legal services to the owner councils and to other organisations within the public sector and not for profit sector.	4	1	Councillor C Boden (Con) Consultee Member	Tom Kelly 01223 703599 Tom.Kelly@cambridgeshire.gov.uk	Other Public Body Representative [Council's representative on a company it part owns]

Appendix 4

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS
Cambridgeshire Outdoors OFR (Outcome Focused Review)			Councillor S Bywater (Con)	Owen Garling Transformation Manager 01223 699235 07963 775645 owen.garling@cambridgeshire.gov.uk
Rural Assets/County Farms OFR			Councillor R Hickford (Con)	
Cambridgeshire Music OFR			Councillor P Hudson (Con)	
Professional Centre Services OFR			Councillor A Hay (Con)	
Property Services OFR			Councillor J Schumann (Con)	
Commercial & Investment - Investment Working group	12	5	Councillors A Hay (Con), D Jenkins (LD), L Jones (Lab), T Rogers (Con) and J Schumann (Con)	Chris Malyon
County Farms Working Group	4	6	Councillors A Hay (Con), R Hickford (Con), L Jones (Lab), L Nethsingha (LD), T Rogers (Con) and J Schumann (Con)	John Macmillan/Hugo Mallaby
Shire Hall Disposal Group	12	5	Councillors A Hay (Con), D Jenkins (Con), L Jones (Lab), L Nethsingha (LD) and J Schumann (Con)	Chris Malyon
Civic Hub Project Board	12	1	Councillor J Schumann	Andy Preston/Claire Middlehurst