

Thursday, 23 March 2023

Democratic and Members' Services

Linda Walker

Interim Monitoring Officer

10:00

New Shire Hall
Alconbury Weald
Huntingdon
PE28 4YE

Red Kite Room

New Shire Hall, Alconbury Weald, Huntingdon, PE28 4YE

AGENDA

Open to Public and Press

CONSTITUTIONAL MATTERS

1 Apologies for Absence and Declarations of Interest

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

2 Minutes - 8 December 2022

5 - 16

3 Public Questions and Petitions

KEY DECISIONS

4 Coroner Service Toxicology Provision

17 - 22

5 Household Support Fund 2023/24

23 - 30

6	Library Stock Procurement	31 - 38
----------	----------------------------------	----------------

DECISIONS

7	Cambridgeshire Skills Six Month Review	39 - 46
8	The Council's Approach to Supporting Asylum Seekers, Refugees, and Migrants	47 - 54
9	Cultivate Cambs – Endorsement of Recommendations (March 2023)	55 - 62
10	Performance Monitoring Report – Quarter 3 (2022-23)	63 - 92
11	Finance Monitoring Report – January 2023	93 - 98
12	Communities, Social Mobility and Inclusion Committee Agenda Plan and Appointments	99 - 102

The County Council is committed to open government and members of the public are welcome to attend Committee meetings. 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 Chair of the Council and political Group Leaders which can be accessed via the following link or made available on request: [Filming protocol hyperlink](#)

Public speaking on the agenda items above is encouraged. Speakers must register their intention to speak by contacting [Democratic Services](#) no later than 12.00 noon three working days before the meeting. Full details of arrangements for public speaking are set out in Part 4, Part 4.4 of the Council's Constitution: [Procedure Rules hyperlink](#)

The Council does not guarantee the provision of car parking on the New Shire Hall site. Information on travel options is available at: [Travel to New Shire Hall hyperlink](#)

Meetings are streamed to the Council's website: [Council meetings Live Web Stream hyperlink](#)

The Communities, Social Mobility and Inclusion comprises the following members:

Councillor Tom Sanderson (Chair) Councillor David Ambrose Smith Councillor Henry Batchelor Councillor Ken Billington Councillor Alex Bulat Councillor Adela Costello Councillor Steve Criswell Councillor Claire Daunton Councillor Douglas Dew Councillor Janet French Councillor Bryony Goodliffe Councillor Ros Hathorn Councillor Keith Prentice Councillor Dan Schumann and Councillor Philippa Slatter

Clerk Name:	Nick Mills
Clerk Telephone:	01223 699763
Clerk Email:	Nicholas.Mills@cambridgeshire.gov.uk

Communities, Social Mobility and Inclusion Committee Minutes

Date: Thursday 8 December 2022

Time: 10:00am – 1:25pm

Venue: New Shire Hall, Alconbury Weald

Present: Councillors Tom Sanderson (Chair), Hilary Cox Condrón (Vice-Chair), Henry Batchelor, Alex Bulat, Adela Costello, Steve Criswell, Claire Daunton, Doug Dew, Ian Gardener, Ros Hathorn, Sebastian Kindersley and Philippa Slatter

90. Apologies for Absence and Declarations of Interest

Apologies for absence were received from Councillors Ken Billington (substituted by Councillor Gardener), Jan French, Bryony Goodliffe (substituted by Councillor Bulat), and Lucy Nethsingha (substituted by Councillor Kindersley).

There were no declarations of interest.

91. Minutes – 1 November 2022

The minutes of the meeting held on 1 November 2022 were agreed as a correct record and were signed by the Chair.

The Committee noted the Minutes Action Log.

92. Petitions and Public Questions

No public questions or petitions were received.

93. Review of Draft Revenue and Capital Business Planning Proposals for 2023-28

The Committee received a report outlining the current business and budgetary planning position and estimates for 2023-2028, the principal risks, contingencies and implications facing the Committee and the Council's resources, and the process and next steps for the Council in agreeing a business plan and budget for future years. Attention was drawn to the draft revenue and capital programmes specifically related to the Committee, set out in sections 6 and 7 of the report respectively, which included

proposals to reorganise and integrate the Think Communities and Youth in Communities teams, and to end some existing activities, such as the direct provision of anti-scams work and Time Credits programmes, operation of the Cultivate Cambs Fund, and operation of the Community Engagement Vehicle, which had reached the end of its economic operational life. Members were informed that the consultation referred to in section 6.16 of the report would last for the statutory period of 45 days, rather than three months.

While discussing the report, members:

- Welcomed the triple bottom line approach that had been adopted by the Council, and used throughout the development of the 2023-24 Business Plan.
- Argued that the Council received insufficient levels of funding from the Government, leading to negative impacts for residents during the ongoing cost of living crisis. Members paid tribute to the creativity of officers in developing a budget for the Council to consider, but emphasised the difficulty that the Council was faced with when making decisions on expenditure and savings.
- Expressed concern about the proposal to end the direct provision of scams work, given their increased prevalence, and suggested that alternative provision should be developed with partners before a decision was made on the proposed saving to ensure the work continued. One member noted she had received positive feedback from residents on the support it provided, and it was queried whether there was an alternative way to fund and continue the work, with one member suggesting organisations in the financial sector as a potential source of funds, given that many scams involved their customers. It was clarified that the Council currently had two full-time equivalent officers supporting the Against Scams Partnership in delivering primary prevention work, through publicising and disseminating information on scams, and secondary prevention work, through supporting individuals who had already been victims of scams or were targeted by scammers. Members were assured that the Council was working with partners to explore alternative funding mechanisms for this work.
- Highlighted the positive impacts of the Cultivate Cambs Fund in decentralisation and building community resilience, and expressed disappointment that it was proposed to end the fund's operation.
- Expressed concern about the impact of the reorganising and integration of the Think Communities and Youth in Communities teams, suggesting that the Council should expand its partnerships with non-governmental organisations, as well as district and city councils, to avoid any gaps in provision.
- Requested further information on the adult social care reforms set out in paragraph 2.6 of the report. Members were informed that clarity was still awaited on when the reforms would take place and how they would affect the Council. A settlement agreement was due to be received on 21st December 2022, and it was agreed to provide members with a briefing note with further information. **Action required**

- Paid tribute to the support provided by officers to veterans and their families through the Armed Forces Covenant, and welcomed its continued funding.
- Observed that Section 106 funding was time-limited to five years for developments, and queried whether the delays indicated in paragraph 7.4.1 of the report could lead to a loss of potential Section 106 funding. Members were informed that the five-year period began once construction on a development had commenced, with a delay to the development itself therefore not reducing the time available to apply for Section 106 funding.

It was resolved by a majority to:

- a) Note the progress made to date and next steps required to develop the business plan for 2023-2028;
- b) Comment on and endorse the budget and savings proposals that are within the remit of the Committee as part of consideration of the Council's overall Business Plan;
- c) Comment on and endorse the proposed changes to the capital programme that are within the remit of the Committee as part of consideration of the Council's overall Business Plan; and
- d) Note the updates to fees and charges for 2023-24, and the principles that will be applied for locally set 2024-25 registration service fees.

94. Decentralisation in Action

The Committee received a report on progress that had been made on developing the decentralisation approach that had been adopted by the Council, which included details of specific services and issues that were being operated and addressed in a decentralised manner. Following the Committee's agreement to establish the Cambridgeshire Priorities Capital Fund (CPCF) with resources that were unallocated from, or returned to, the former Communities Capital Fund, it was proposed to align the CPCF with the Care Together programme, as set out in section 2.9.5 of the report.

While discussing the report, members:

- Acknowledged that decentralisation was more an enabling attitude than a specific programme, and while it would affect the work of other committees, for example with the Highways and Transport Committee's work on Local Highway Improvement schemes, the underlying approach would be overseen by the Communities, Social Mobility and Inclusion Committee.
- Emphasised that data should be shared with neighbouring upper tier local authorities, given that residents living close to the border of Cambridgeshire often had more interaction with communities and services outside the County. It was acknowledged that sharing data and working in partnerships more widely across the

public sector had proven particularly important and effective during the Covid-19 pandemic.

- Highlighted the importance of decentralisation beyond the Council itself, for example by improving public transport to ensure that all residents, including those in more rural parts of the County, could access education and were empowered, enabled and listened to.
- Welcomed the proposal to align the CPCF with the Care Together programme, but expressed concern that considering the criteria and details of the fund's governance and application process in March 2023 would be too late to provide support to residents and communities during the colder winter months. Members were informed that while the purpose of the fund would be to improve access to and use of community buildings in general, the intention was not directly linked to providing support relating to the cost of living crisis. It was also noted that the approach for running warm hubs differed in each district, and that the County Council had chosen to focus on encouraging use of libraries as warm spaces, preferring not to stigmatise users by adopting such a title.
- Noted that the report focused on collaboration with Cambridge City Council and requested further information on how the decentralisation approach was being carried out in partnership with the other district councils. While it was acknowledged that the partnership with Cambridge City Council was more developed, members were assured that discussions were ongoing with the other district councils. It was suggested that the Council could develop a toolkit for partnership working.
- Welcomed the proposal to establish a residents panel, highlighting the importance of ensuring that it was truly representative and inclusive of all age groups and ethnicities, as well as empowering the participants to monitor the response to their contributions. It was suggested that selecting themes for the panel could be more productive than just seeking general input. One member expressed concern that it had taken so long to develop such a proposal and called for the panel to be established as soon as possible.

It was resolved unanimously to:

- a) Note the report; and
- b) Agree that the Cambridgeshire Priorities Capital Fund be strategically aligned with the Care Together Programme, as set out in section 2.9.5 of the report.

95. Governance Arrangements for Cambridgeshire Skills

The Committee received a report proposing that the Cambridgeshire Skills service be reintegrated into the governance structures of the Council, following its integration to the new Strategy and Partnerships directorate. The Council would assume sole responsibility for the governance and management of all aspects of the service, and an Advisory Board would replace the current Board of Governors, with a proposed terms of reference attached at Appendix 1 of the report.

While discussing the report, members:

- Highlighted the importance of ensuring learning opportunities were in place for all ages, and welcomed the proposal for the Council to reassume the governance and management of the Cambridgeshire Skills service, although it was queried whether the Council would subsequently lose the opportunity to obtain specific funding for arm's length organisations. Members were informed that the Council had not obtained such funding previously, and although it could potentially be available in the future, no such opportunities had been identified and therefore the risk was minimal.
- Clarified that Cambridgeshire Skills was predominantly funded by an annual grant of just over £2m from the Combined Authority through the Adult Education Budget. The Combined Authority's Skills Committee included members from all the district and city councils in the Cambridgeshire and Peterborough area, and it was suggested that replacing the current Board of Governors with a new Advisory Board would help minimise any duplication between the Council and the Combined Authority. Members noted the benefits of an officer from the Combined Authority sitting on the current Board of Governors, and it was confirmed that this would continue with the proposed Advisory Board.
- Noted the current high levels of migration and highlighted the importance of ensuring sufficient provision of English for speakers of other languages (ESOL). Members were informed that due to the beneficial funding arrangement with the Combined Authority, ESOL provision had been significantly increased over the past twelve months.
- Expressed concern that courses were less accessible for people that lived in rural areas with less public transport provision, although it was acknowledged that Cambridgeshire Skills used facilities in local communities, such as schools, libraries and village halls to try and minimise such an impact. Members were also informed that a limited amount of funding was available to support learners with travel and childcare costs, and it was confirmed that Cambridgeshire Skills worked on skills provision with the Greater Cambridge Partnership.
- Argued that the values promoted by the service were not uniquely British, as suggested in the report, although it was acknowledged that the phrase "promoting British values" was used by Ofsted and the Department for Education.

Following the discussion, it was proposed by the Vice-Chair, seconded by Councillor Criswell and agreed unanimously to nominate the Chair, Councillor Sanderson, as a representative on the new Cambridgeshire Skills Advisory Board.

It was resolved unanimously to:

- a) Amend the current governance arrangements for the Cambridgeshire Skills service to reflect its status as a delivery service within the Council;
- b) Create an Advisory Board to replace the current Board of Governors, and approve the Terms of Reference, as set out in Appendix 1 of the report; and
- c) Appoint Councillor Tom Sanderson as a representative on the Cambridgeshire Skills Advisory Board.

96. Cambridgeshire Registration Service Annual Report

The Committee received an annual report on the work of the Registration service, which highlighted the service's performance and developments over the past year, including the successful completion of the relocation of the Cambridgeshire Register Office to its new site on Ascham Road.

While discussing the report, members:

- Paid tribute to the specialised work required of officers in the Registration service, noting that they worked with people at particularly significant moments of their lives, including births, deaths, marriages and the awarding of British citizenship.
- Highlighted that the statutory fees for services provided by the Registration service, which were set by the Government, had not increased for a number of years.
- Emphasised the importance of person-to-person interaction with the service, in order to identify potential cases of issues such as forced marriage and isolation, and queried how this would be achieved through an increased use of telephone interaction between residents and the Council. It was acknowledged that it was harder to identify such issues in telephone conversations, and members were assured that the service would work to improve its ability to recognise signs and learn prompts to encourage people to speak in a safe way.
- Clarified that the relocation of the Cambridgeshire Register Office had no impact on the Archives service based in Ely, which served as a dual use site for the Registration service. One member suggested that this arrangement sometimes restricted use of the facilities for archive purposes, and it was agreed that the Archives service would be consulted on the matter and for a briefing note to subsequently be circulated to members. **Action required**

It was resolved unanimously to:

Note the updates from the Registration service.

97. Cambridgeshire and Peterborough Trading Standards Annual Report

The Committee received an annual report on the Trading Standards service, which highlighted the work carried out over the past year as a Primary Authority in providing advice to businesses, tackling crime and clawing back proceeds of crime, responding to the Bird Flu, and ensuring product and food safety, among other areas.

While discussing the report, members:

- Welcomed the support and advice that had been provided by the service in response to the ongoing Bird Flu outbreak, noting how it had helped reduce the spread of the disease while alleviating concerns. It was clarified that the Department for Environment, Food and Rural Affairs, along with the Animal and Plant Health Agency, dealt with members of the public reporting on non-compliance with current restrictions.
- Clarified that members were only informed of investigations in their divisions once they had been concluded, due to the importance of intelligence control. Nonetheless, it was confirmed that local members were regularly consulted on matters in their area that were unrelated to criminal investigations and would be of interest to them, in order to support the dissemination of information and advice.
- Welcomed that some of the funds recovered from proceeds of crime could potentially be used for apprenticeships to improve the team's development and resilience.
- Suggested that food guidance packs produced by the service could also include information on other cross-cutting issues, such as the Council's environmental objectives. It was also suggested that it would be helpful for the Council's website to include an interactive tool for members of the public to report fly-tipping.
- Established that the response to reported scams was coordinated on a national basis before being dealt with by the relevant local authorities.

It was resolved unanimously to:

- a) Note the performance of the Trading Standards service over the previous year;
and
- b) Comment on the priorities for the service looking forwards.

98. Library Service Annual Report

The Committee received an annual report on the activities and performance of the Library service throughout 2022. The main focus of the year had been on recovery from the Covid-19 pandemic, and it was recommended that the current member working group continue to examine the issues, challenges and opportunities facing the service during this recovery. Due to the financial impacts of the pandemic on the service, an

action plan for income generation had been developed and was attached at Appendix 2 of the report. Following the securing of funding from Arts Council England until 2026 for The Library Presents, the service had developed a future development plan for the programme, as set out in section 3.5 of the report.

While discussing the report, members:

- Paid tribute to the enthusiasm displayed by Library service staff, and highlighted the popularity of the service among residents. Members also emphasised the importance of volunteer libraries and their links into the Library service.
- Welcomed the future funding for The Library Presents, drawing attention to how the programme enabled culture, diversity, representation, story-telling and reflection in local communities.
- Argued that mechanisms should be in place to ensure that potential commercial partners of the Library service aligned to the Council's objectives and triple bottom line approach, noting the increased prevalence of banks offering services from libraries following branch closures.
- Sought clarification on whether the Combined Authority would provide some funding for the service's digital inclusion and skills work. Members were informed that there was a gap in the market for the informal provision of digital skills, which led to digital exclusion for some people, and the Library service helped users when they could. Discussions were ongoing with the Combined Authority for a funding proposal.
- Welcomed recent improvements that had been made to Arbury Court Library as one of the County's busiest libraries, but acknowledged that it was part of ongoing discussions about wider development of the surrounding area.

It was resolved unanimously to:

- a) Support the continuance of the Cross-Party Working Group;
- b) Endorse The Library Presents - future delivery plan; and
- c) Endorse the Libraries Income Generation Action Plan.

99. Innovate and Cultivate Fund Annual Evaluation Report 2021-2022

The Committee received the 2021-22 annual evaluation report on the Innovate and Cultivate Fund (ICF). As the ICF had been relaunched as the Cultivate Cambs Fund in July 2022, only one round of ICF applications had taken place during 2021-2022. There continued to be a broadly equal geographical spread of funded projects across the County, with information on projects' estimated return of investment set out in Appendix 1 of the report. Further appendices detailed the new partnerships that had been established between the Council and other organisations as a result of the fund, and provided case studies and feedbacks on some of the projects.

While discussing the report, members:

- Paid tribute to the work of officers and members of the former Communities and Partnership Committee in establishing and managing the fund, drawing attention to the savings that it had provided for Council services, alongside the social, cultural, health and environmental impacts that local communities had experienced as a result of the funded applications.
- Expressed disappointment that the current budget setting process had not included a further allocation of funding for the Cultivate Cambs Fund, although it was acknowledged that the partnerships that had already developed would continue.

It was resolved unanimously to:

Note and comment on the report.

100. Cultivate Cambs - Endorsement of Recommendations

The Committee received a report recommending seventeen grant applications for funding through the Cultivate Cambs fund, following a meeting of the Recommendation Panel on 22 November 2022. It was confirmed that if funding was approved for all the applications, approximately £180k would remain available for allocation.

It was resolved unanimously to:

Agree to fund the 17 grant applications listed in paragraph 2.2 of the report.

101. Supporting the Rollout of Repair Cafes, Upcycling and Recycling and Reuse Initiatives

The Committee received a report in response to a motion agreed by Full Council on 15th March 2022, which requested that the Committee consider how the Council could support the rollout of new repair cafes, as well as similar reuse and recycling initiatives, and offer any necessary support to repair cafes that were already operating. Following discussions between officers and local organisations, Cambridgeshire Carbon Footprint had submitted a proposal for a grant from the Council, attached at Appendix 1 of the report, to employ a Repair Café Outreach Officer for 1.5 days a week for 12 months.

While discussing the report, members:

- Welcomed the proposal from Cambridgeshire Carbon Footprint and emphasised the importance of encouraging and supporting behavioural change in order to reduce levels of waste by repairing, upcycling, recycling and reusing. Attention was drawn to the Council's Annual Carbon Footprint Report, which had been presented to the Environment and Green Investment Committee on 1st December 2022, and which provided further information on the levels of waste across the region and the approaches being taken by the Council and partners to reduce them.

- Sought clarification on whether the proposed job role would receive payment above the UK Living Wage, noting that the reduced level of hours would result in a significant workload given the various areas in which the outreach officer would work. **Action required**

It was resolved unanimously to:

Agree to fund, by way of a grant, the proposal from Cambridge Carbon Footprint, as set out in Appendix 1 of the report.

102. Performance Monitoring Report – Quarter 2 (2022/23)

The Committee received a report providing an update on the performance of services within its remit over Quarter 2 of the 2022/23 financial year. Following the Council's recent organisational restructure, these services were now split across the Strategy and Partnerships directorate and the Place and Sustainability directorate.

It was resolved unanimously to:

Note the contents of the report.

103. Finance Monitoring Report – October 2022

The Committee received the Finance Monitoring Report to the end of October 2022 for the services within its remit.

It was resolved unanimously to:

Review and comment on the report.

104. Community, Social Mobility and Inclusion Committee Agenda Plan

The Committee noted its agenda plan. Observing that the Interim Deputy Director for Communities, Employment and Skills would leave the Council before the next meeting, members thanked him for his support and paid tribute to his work, particularly on the Household Support Fund, the Communities Capital Fund, and the wider community wealth building agenda.

Chair
23rd March 2023

Communities, Social Mobility and Inclusion Committee Minutes Action Log

This is the Committee's updated minutes action log, and it captures the actions arising from recent Communities, Social Mobility and Inclusion Committee meetings and updates Members on the progress in complying with delivery of the necessary actions.

Minutes of Committee Meeting Held on 21 July 2022					
66.	Decentralisation – The Communities, Social Mobility and Inclusion Committee Perspective	P Fox	Provide Members with further information on the decentralisation pilot projects.	A report on decentralisation was presented to the Committee at its meeting on 8 December 2022.	Action Complete
Minutes of Committee Meeting Held on 1 November 2022					
84.	Household Support Fund (October 2022 to March 2023)	P Fox	Provide members with an update on the approach being taken by Fenland District Council towards warm hubs.	Community venues across Fenland have set up warm hubs and welcoming spaces that local people can visit during the autumn and winter. These are listed on the Fenland District Council website - Cost of living support in Fenland - Fenland District Council	Action Complete
		G Porter / L Riddle	Monitor the patronage of libraries during colder months in order to identify to what extent people were using them as warm hubs.	The Library service will provide a briefing note on usage trends and the cost of living events for the winter period by the end of March 2023, noting that libraries operated as warm spaces, rather than hubs, and that it is not possible to separate out people coming in to keep warm from general visitors.	Action Ongoing

Minutes of Committee Meeting Held on 8 December 2022

93.	Review of Draft Revenue and Capital Business Planning Proposals for 2023-28	P Fox	Provide members with a briefing note with further information on adult social care reforms and their impact on the Council.	An update was circulated to members on 14 December 2022.	Action Complete
96.	Cambridgeshire Registration Service Annual Report	P Gell	Consult with the Archives service to establish whether there are any issues with the archive centre in Ely functioning as dual-use with the Registration service.	An update was circulated to members on 25 January 2023.	Action Complete
101.	Supporting the Rollout of Repair Cafes, Upcycling and Recycling and Reuse Initiatives	Matt Oliver/Lisa Riddle	Clarify whether the proposed job role for a Repair Café Outreach Officer would receive payment above the UK Living Wage.	It has been confirmed that the Repair Café Outreach Officer role pay is set above the minimum wage for the UK. The grant agreement has been signed and funding allocated,	Action Complete

Coroner Service Toxicology Provision

To: Communities. Social Mobility and Inclusion Committee

Meeting Date: 23 March 2023

From: Coroner Service Business Manager, Rachel Lovelidge

Electoral division(s): All

Key decision: Yes

Forward Plan ref: 2023/034

Outcome: The procurement of toxicology provision for the Coroner service.

Recommendation: The Committee is recommended to:

- a) Approve the commencement of the procurement process for toxicology provision, as set out in Section 2 of the report;
- b) Delegate authority to the Executive Director of Place and Sustainability, in consultation with the Chair and Vice-Chair of the Communities, Social Mobility and Inclusion Committee, to award and execute a contract once the procurement process has been completed; and
- c) Agree an extension to the existing waiver until 30 June 2023.

Officer contact:

Name: Rachel Lovelidge
Post: Coroners Service Business Manager
Email: Rachel.lovelidge@cambridgeshire.gov.uk
Tel: 0345 045 1364

Member contacts:

Names: Councillor Tom Sanderson and Councillor Hilary Cox Condron
Post: Chair / Vice-Chair
Email: Tom.sanderson@cambridgeshire.gov.uk
Hilary.CoxCondron@cambridgeshire.gov.uk
Tel: 01223 706398

1. Background

- 1.1 For the HM Coroner to be able to fulfil their statutory duties associated with determining the identity of the deceased together with how, when and where they became deceased, it is necessary to have arrangements in place for toxicology services. It is the responsibility of the Council to provide the Coroner with such services.
- 1.2 Toxicology samples are collected from the deceased by pathologists in the mortuary. These can be blood, urine, vitreous fluid and stomach contents. Toxicological evidence is sometimes needed to help the pathologist to determine a cause of death.
- 1.3 In 2022, 3,186 deaths were reported to the Cambridgeshire and Peterborough Coroner service, and during this period 322 toxicology samples were taken.
- 1.4 Imperial College Projects Limited has been conducting the services on behalf of the Coroner, however this has not previously been subject to any competitive procurement.

2. Main Issues

Extend the current waiver

- 2.1 There is currently a contract waiver in place to allow the service to continue to use the current supplier.
- 2.2 The waiver is to the value of £170,000, and is due to expire on 31 March 2023. The waiver therefore requires an extension to allow the procurement process to take place.
- 2.3 As it has now been established that there is a market for the service, it has been decided to carry out a procurement, rather than continue to make use of waivers.

Procurement of a new contract

- 2.4 Currently there is no contract held with Imperial College Projects Limited, however a waiver is in place until 31 March 2023. The completion of a full procurement exercise would provide an opportunity to implement contract terms with the successful service provider, including limiting potential cost increases during the term of the contract.
- 2.5 In line with other contractual arrangements for the Coroner service, the intention is to go out to tender with a three-year contract offer, with no extension options.
- 2.6 Social value criteria will be included and will be weighted at 5%. It is being explored whether this could be evaluated through the Social Value portal.
- 2.7 The market for hair analysis is restricted, so the procurement will therefore be divided into two lots:
 - 1) General toxicology; and
 - 2) Hair analysis

Services required

- 2.8 Investigations / examinations: the successful provider will be required to complete toxicology and other investigations / examinations as required by the Coroner, including interpretation, reporting and advice. This will also involve forensic toxicology and post-mortem toxicology.
- 2.9 Storage: sufficient storage space must be put in place by the successful provider for all samples referred for analysis by the Coroner.

3. Alignment with Corporate Priorities

3.1 Environment and Sustainability

As part of the tender process, there will be an evaluation question that will relate to environmental, carbon or climate.

3.2 Health and Care

Outcomes of toxicology examinations feed into the wider coronial investigation, of which findings can help inform improvements required in working practices of partner agencies, and can consequently prevent future deaths and improve the lives of others.

3.3 Places and Communities

The Coroner service plays a role in supporting bereaved family members and friends, helping them through a challenging time during a coronial investigation. Adequate mortuary facilities across the County ensures that individual cases can be dealt with in a timely manner.

3.4 Children and Young People

There are no significant implications for this priority.

3.5 Transport

Outcomes of toxicology examinations feed into the wider coronial investigation, and lessons learnt can help inform future arrangements to keep Cambridgeshire's roads, footways and cycle ways safe.

4. Significant Implications

4.1 Resource Implications

This cost of this contract is budgeted for within the Coroner's budget. This is a key decision due to the contract value.

4.2 Procurement/Contractual/Council Contract Procedure Rules Implications

Procurement will be fully compliant with the Council's Contract Procedure Rules.
The cost of this contract is budgeted for within the Coroner's budget.
This is a key decision due to the contract value.

4.3 Statutory, Legal and Risk Implications

The local authority has a statutory duty to provide the necessary resources to deliver the Coroner service. This is also a high-profile service and therefore carries reputational risk implications.

4.4 Equality and Diversity Implications

There are no significant implications within this category.

4.5 Engagement and Communications Implications

There are no significant implications within this category.

4.6 Localism and Local Member Involvement

There are no significant implications within this category.

4.7 Public Health Implications

Toxicology supports the role of the Coroner, who has an important public health role in terms of monitoring deaths, identifying any untoward issues, trends, and avoidable deaths. A robust service is essential.

4.8 Environment and Climate Change Implications on Priority Areas

There are no significant implications within this category.

4.8.1 Implication 1: Energy efficient, low carbon buildings.

Status: neutral

Explanation: There are no significant implications within this category.

4.8.2 Implication 2: Low carbon transport.

Status: neutral

Explanation: There are no significant implications within this category.

4.8.3 Implication 3: Green spaces, peatland, afforestation, habitats and land management.

Status: neutral

Explanation: There are no significant implications within this category.

4.8.4 Implication 4: Waste Management and Tackling Plastic Pollution.

Status: neutral

Explanation: There are no significant implications within this category.

4.8.5 Implication 5: Water use, availability and management:

Status: neutral

Explanation: There are no significant implications within this category.

4.8.6 Implication 6: Air Pollution.

Status: neutral

Explanation: There are no significant implications within this category.

4.8.7 Implication 7: Resilience of our services and infrastructure, and supporting vulnerable people to cope with climate change.

Status: neutral

Explanation: There are no significant implications within this category

Have the resource implications been cleared by Finance? Yes

Name of Financial Officer: Martin Wade

Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the Head of Procurement and Commercial? Yes

Name of Officer: Clare Ellis

Has the impact on statutory, legal and risk implications been cleared by the Council's Monitoring Officer or Pathfinder Legal? Yes

Name of Legal Officer: Karen White

Have the equality and diversity implications been cleared by your EqIA Super User? Yes

Name of Officer: Steve Cox

Have any engagement and communication implications been cleared by Communications? Yes

Name of Officer: Christine Birchall

Have any localism and Local Member involvement issues been cleared by your Service Contact? Yes

Name of Officer: Sue Grace/Steve Cox

Have any Public Health implications been cleared by Public Health? Yes

Name of Officer: Val Thomas

If a Key decision, have any Environment and Climate Change implications been cleared by the Climate Change Officer? Yes

Name of Officer: Emily Bolton

5. Source Documents

5.1 None

Household Support Fund 2023/24

To: Communities, Social Mobility and Inclusion Committee

Meeting Date: 23 March 2023

From: Assistant Director for Communities, Employment and Skills, Lisa Riddle

Electoral division(s): All

Key decision: Yes

Forward Plan ref: 2023/024

Outcome: For the delivery of the Household Support Fund to continue to target those most in need of financial support between April 2023 and March 2024, for the fund to be delivered in line with the conditions of the fund, and for the full amount of available grant to be utilised.

Recommendation: The Committee is recommended to:

- a) Approve the approach to delivery of the Household Support Fund 2023/24, as set out in Section 2 of the report; and
- b) Delegate further decisions relating to the delivery of the Household Support Fund to the Assistant Director for Communities, Employment and Skills, in consultation with the Chair and Vice-Chair of the Communities, Social Mobility and Inclusion Committee.

Officer contact:

Name: Lisa Riddle
Post: Assistant Director, Communities, Employment and Skills
Email: lisa.riddle@cambridgeshire.gov.uk
Tel: 01223 475903

Member contacts:

Names: Councillor Tom Sanderson and Councillor Hilary Cox Condron
Post: Chair / Vice-Chair
Email: Tom.sanderson@cambridgeshire.gov.uk
Hilary.CoxCondron@cambridgeshire.gov.uk
Tel: 01223 706398

1. Background

- 1.1 The fourth iteration of the Household Support Fund (HSF4) will run from 1 April 2023 to 31 March 2024. The fund is designed to support those most in need, providing help with inflationary challenges and the rising cost of living.
- 1.2 Cambridgeshire's total grant determination for 2023/2024 is £7,162,849. Funding will be reimbursed to the Council following the receipt of a completed, compliant and verified Management Information (MI) return.
- 1.3 Each authority will be required to provide four MI returns outlining their grant spend and the volume of awards:
 - An interim MI return for the period 1 April 2023 to 30 June 2023 will be due by 21 July 2023.
 - A second interim MI return for the period 1 April 2023 to 30 September 2023 will be due by 20 October 2023.
 - A third interim MI return for the period 1 April 2023 to 31 December 2023 will be due by 26 January 2024.
 - A final MI return and delivery record for the period 1 April 2023 to 31 March 2024 will be due by 26 April 2024.
- 1.4 As in previous iterations of the Household Support Fund (HSF), it is proposed for the fund to be used on both the scheme outlined in this paper and the Direct Voucher Scheme (DVS) offered during school holidays. The DVS offers parents of children in receipt of free school meals a £15 supermarket voucher per child for each week of the school holidays.
- 1.5 Final guidance for HSF4 has now been published, including the following key differences from previous iterations of the fund:
 - Authorities must ensure that the mandatory element of application-based support delivered through the scheme is clearly advertised to residents, and is available throughout the majority of the fund period, either continuously or in regular intervals over the course of the scheme.
 - Details of the scheme must also be publicised on a dedicated website page with specific requirements set out in the guidance.
 - Funding for supplementary advice services, including debt and benefit advice, is now considered eligible spend within the HSF scheme. As the primary focus of this grant is on practical support, expenditure on such services is expected to be limited and linked to the provision of practical support.
 - It is mandatory that in any publicity material for the scheme, including via online channels and media releases, authorities make clear that this funding is being provided by the Department for Work and Pensions (DWP) or the UK Government.

- The guidance document itself has been reduced in size and there is now separate MI and Delivery plan guidance.
- Delivery plans must be signed off by the Section 151 Officer.

- 1.6 The DVS falls within the remit of the Children and Young People Committee, and requires estimated funding of £4,000,000 between April 2023 and March 2024, although this may vary depending on the number of those receiving free school meals. This would leave an estimated working balance of £3,162,849 for the wider scheme and associated administrative costs.
- 1.7 The anti-poverty hub continues to work in collaboration with partners and stakeholders from across the system to develop a blended system that provides direct financial support to those in need, with an additional focus on financial sustainability and income maximisation. With the change in national guidance now allowing the inclusion of advice services, this presents an opportunity to further strengthen and widen this offer. With an income maximisation project already in place with Citizens Advice for 2023/24, this change in guidance will allow for further opportunities to focus on longer term support.
- 1.8 With a year of funding confirmed, it enables further strengthening of existing processes and longer-term planning. This was not possible previously due to the shorter-term funding allocations and extensions. As a result, a year-long communication and engagement plan will be developed to ensure residents in need are offered the support through direct messaging, but also by ensuring services already supporting these individuals are aware of the support available and how it can be accessed.
- 1.9 The eligibility will remain the same for HSF4.
- 1.10 Work is continuing to grow the trusted partner network, identifying teams both within the Council and across Cambridgeshire that can support residents. The service continues to receive feedback on how accessible the fund is and how it enables support to residents and helps them engage in longer term support.
- 1.11 This report sets out detailed proposals for the delivery of the wider HSF4 scheme in Cambridgeshire.

2. Main Issues

- 2.1 An extensive coproduction exercise was undertaken during a previous iteration of the HSF. This led to a blended system that enables direct financial support to those in need, with an additional focus on financial sustainability and income maximisation.
- 2.2 This is part of a wider support offer which links families and households with, and helps them to navigate, support mechanisms of which they may not previously have been aware. This approach was outlined in the report on the HSF that was presented to the Committee at its meeting on 21 July 2022.

- 2.3 The principles that guided the design of the existing system were:
- Coproduction of the Council's offer and processes being the core of the fund.
 - The Council's offer being easy to understand and access.
 - Seeking to minimise bureaucracy and administrative spend.
 - Building on existing support networks, joining up local services and not duplicating them.
 - Supporting those in need to navigate the complex systems of support available, rather than simply 'handing off' or 'signposting them'.
 - Sharing learning and intelligence with the Council's partners to help target offers.
 - Working in collaboration with partners across the public and voluntary sectors.
 - Supporting residents of Cambridgeshire.
- 2.4 Ongoing engagement with stakeholders suggests that this remains the correct approach to take. Therefore, it is recommended that HSF4 largely continues to deliver and develop the Council's existing approach.

Eligibility

- 2.5 There are no changes proposed to the eligibility criteria used for HSF3, which were developed using Minimum Income Standards produced by The Joseph Rowntree Foundation and Loughborough University. These amounts vary according to the number of children in a household, and reflects that children are significant contributors to financial pressure in households.
- 2.6 The eligibility criteria are:
- (i) Applicants should have a household income level of less than that identified in Table 1 and Table 2. The figures in the tables are calculated using the 2021 Minimum Income Standards. These will be updated as annual changes to the Minimum Income Standards are made.

	No children	1 child	2 children	3 or more children
Single adult	£20,383	£24,883	£29,148	£37,928
Couple/Joint applications	£27,340	£31,902	£35,824	£45,548

Table 1 – Gross Annual Income

	No children	1 child	2 children	3 or more children
Single adult	£325	£527	£698	£883
Couple/Joint applications	£485	£629	£799	£988

Table 2 – Net Income per Week

- (ii) Applicants that live with their spouse or partner must make a joint application for the household, even if the spouse or partner is not applying.

- (iii) Applicants should have no more than £16,000 in money, savings, and investments.

Direct Application Process

- 2.7 There are no changes proposed to the current process. As part of HSF3, the application form was refined to capture relevant evidence to ensure support can be offered to beneficiaries in the most effective way. This direct route will continue in the next phase.

Trusted Partner Network

- 2.8 The Council's 'trusted partner' approach continued throughout HSF3, with 80 organisations and teams now forming part of the network, and new members regularly being identified. Trusted partners can make a financial award to households in need, accessing the fund as part of their broader toolkit of support. Partners are briefed on the eligibility criteria and funding conditions and are trusted to make decisions on whether an award should be made. If an award is deemed to be the right solution, the trusted partner organisation submits details to the Council's Anti-Poverty Hub, which processes the award on their behalf. It is proposed to continue and expand this model, as it both expands the reach of the fund and acts to integrate anti-poverty offers in the wider system.

Identification of Potential Beneficiaries

- 2.9 As well as the previously mentioned routes to accessing the fund, it is important that the Council proactively seeks to identify households that may be eligible for and in need of help and support. The Council will therefore continue to work with partners across the system to directly contact target groups to ensure that they are aware of the support that is available. This approach proved extremely successful during previous iterations of the scheme, using pension credit data from the DWP and council tax reduction data from district council partners. In addition, the DWP is allowing access to housing benefit data to support delivery and targeting of the fund.
- 2.10 The Council is currently working with the NHS to expand the trusted partner network to include discharge teams and others, and to identify data it holds that will enable it to target specific cohorts.
- 2.11 District, city and parish councils, along with councillors from the County Council and other local authorities, will continue to play a vital role in promoting the fund, while providing local intelligence to the Anti-Poverty Hub to enable targeted communications and engagement activity where it is needed.

Financial Support

- 2.12 The current flat rate paid by the fund is £110.
- 2.13 Individuals can apply twice and therefore may receive £220 in total.

3. Alignment with corporate priorities

3.1 Environment and Sustainability

There are no significant implications for this priority.

3.2 Health and Care

The fund provides immediate relief for households in crisis, and the scheme sits alongside a broader range of opportunities to provide support, coupled with the Council's ability to identify households in need that may not yet be known to us, will ensure a focus of support on those most in need.

3.3 Places and Communities

Cambridgeshire HSF4 will work closely with local councils and a wide range of trusted partners at a community level, enabling a localised approach to be taken to support a household in need where appropriate.

3.4 Children and Young People

Alongside the direct voucher scheme, the Council will be identifying families in need and encouraging them to apply to the fund.

3.5 Transport

There are no significant implications for this priority.

4. Significant Implications

4.1 Resource Implications

There are no direct resource implications for the Council, as they are covered by the grant.

4.2 Procurement/Contractual/Council Contract Procedure Rules Implications

Any procurement activity undertaken will follow the Council's contract procedure rules, and the Procurement Team will be engaged to provide support. Procurement and contract procedure rules will need to be followed when commissioning the new services described in the report. The fund will be managed through the local authority and staff employed through the Council.

4.3 Statutory, Legal and Risk Implications

The Council is required to provide management information as a condition of the funding as outlined in Paragraph 1.3 of this report.

4.4 Equality and Diversity Implications

The fund is made widely available to all households that may be in immediate or urgent need and who meet the eligibility criteria.

4.5 Engagement and Communications Implications

Communicating this fund to residents, as well as engaging with district councils, parish and town councils and other trusted partners, is essential to ensure help reaches those people most in need.

4.6 Localism and Local Member Involvement

Local Members play a vital role in helping to promote the scheme, identifying households who may need to apply to the scheme, and supporting those households with their applications.

4.7 Public Health Implications

The fund is a potential source of support for community members experiencing hardship. However, many of the challenges affecting their health and wellbeing are structural and require a wider approach. The fund's impact is greater, more sustainable, and preventative if it is part of a package of interventions that lever in different types of support within the system for community members through a co-ordinated pragmatic approach.

4.8 Environment and Climate Change Implications on Priority Areas

There are no significant implications within this category.

4.8.1 Implication 1: Energy efficient, low carbon buildings.

Status: neutral

Explanation: There are no significant implications within this category.

4.8.2 Implication 2: Low carbon transport.

Status: neutral

Explanation: There are no significant implications within this category.

4.8.3 Implication 3: Green spaces, peatland, afforestation, habitats and land management.

Status: neutral

Explanation: There are no significant implications within this category.

4.8.4 Implication 4: Waste Management and Tackling Plastic Pollution.

Status: neutral

Explanation: There are no significant implications within this category.

4.8.5 Implication 5: Water use, availability and management:

Status: neutral

Explanation: There are no significant implications within this category.

4.8.6 Implication 6: Air Pollution.

Status: neutral

Explanation: There are no significant implications within this category.

4.8.7 Implication 7: Resilience of our services and infrastructure, and supporting vulnerable people to cope with climate change.

Status: neutral

Explanation: There are no significant implications within this category

Have the resource implications been cleared by Finance? Yes

Name of Financial Officer: Clare Andrews

Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the Head of Procurement and Commercial? Yes

Name of Officer: Clare Ellis

Has the impact on statutory, legal and risk implications been cleared by the Council's Monitoring Officer or Pathfinder Legal? Yes

Name of Legal Officer: Linda Walker

Have the equality and diversity implications been cleared by your EqIA Super User? Yes

Name of Officer: Lisa Riddle

Have any engagement and communication implications been cleared by Communications?

Name of Officer: Christine Birchall

Have any localism and Local Member involvement issues been cleared by your Service Contact? Yes

Name of Officer: Lisa Riddle

Have any Public Health implications been cleared by Public Health? Yes

Name of Officer: Val Thomas

If a Key decision, have any Environment and Climate Change implications been cleared by the Climate Change Officer? Yes

Name of Officer: Emily Bolton

5. Source Documents

- 5.1 [1 April 2023 to 31 March 2024: Household Support Fund guidance for county councils and unitary authorities in England - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/1-april-2023-to-31-march-2024-household-support-fund-guidance-for-county-councils-and-unitary-authorities-in-england)

Library Stock Procurement

To:	Communities, Social Mobility, and Inclusion Committee
Meeting Date:	23 March 2023
From:	Head of Libraries, Archives and Culture, Gary Porter
Electoral division(s):	All
Key decision:	Yes
Forward Plan ref:	2023/043
Outcome:	To agree the way forward for purchasing 'core' library printed stock from April 2024 onwards.
Recommendation:	<p>The Committee is recommended to:</p> <ul style="list-style-type: none">a) Agree to the procurement of library stock through the East Midlands and Mid Anglia consortium;b) Delegate the authority to the Service Director of Policy and Communities, in consultation with the Chair and Vice-Chair of the Communities, Social Mobility and Inclusion Committee, to award and execute the contract once procurement has been completed; andc) Delegate the authority to the Service Director of Policy and Communities to approve all necessary legal documentation relating to the contract award, along with any transactions, associated arrangements and their formal executions.

Officer contact:

Name: Gary Porter

Post: Head of Libraries, Archives and Culture

Email: gary.porter@cambridgeshire.gov.uk

Tel: 01223706379

Member contacts:

Names: Councillor Tom Sanderson and Councillor Hilary Cox Condron

Post: Chair/Vice-Chair

Email: tom.sanderson@cambridgeshire.gov.uk

hilary.coxcondron@cambridgeshire.gov.uk

Tel: 01223 706398

1. Background

- 1.1 In order to provide a comprehensive public library service, the Council purchases book stock in order to meet the needs of the community. Following previous procurements, the majority of this stock is purchased through library suppliers who can make the book 'shelf ready' and provide significant discounts.
- 1.2 This report details considerations towards purchasing of core library stock. This is defined as mass market publications covering adult and junior printed stock, and not including specialist materials such as large print, spoken word, foreign language or digital stock.
- 1.3 The current contract comes to an end in March 2024, and this report details considerations and recommendations on procurement from April 2024 onwards.

2. Main Issues

- 2.1 The current four-year contract started on 1 April 2020. Cambridgeshire libraries is on track to spend £275k on this contract in 2022/23, with previous years seeing reduced spending due to the pandemic and a switch towards digital loans. The Council used the East Midlands and Mid Anglia consortium (EMMAC) for the procurement of this contract, as it allowed the sharing of the procurement, legal and evaluation costs across ten local authorities, and made use of expertise across these services.
- 2.2 The Council is looking to tender for four years with a contract that will provide flexibility in its annual spend, to reflect the volatility of local government finances at this time. Despite this, it is estimated that the value of the contract will be up to £1.5m. This is due to anticipated capital spend in addition to revenue, most notably to equip the new large library expected at Northstowe.

Options Considered

- 2.3 Tendering alone
 - 2.3.1 Tendering as a solo entity was explored. This can potentially afford the Council greater flexibility in specifying the servicing it requires. The challenge would be the capacity needed to complete all the work alone, managing the contract, legal costs and the reduced discount likely due to both unique servicing and reduced purchasing power. The Council previously held a solo contract and saw an increase of 3%-8% in its discounts by purchasing in the consortium. It is not recommended to pursue this option unless other models fail.
- 2.4 Donations
 - 2.4.1 It was considered whether the service could be run without such a large expense on stock, and receiving donations of books from the public. It is not thought that donations would provide the stock needed to meet the requirements of equality and library legislation. The Council would simply end up with large amounts of yesterday's bestsellers and house clearance material, often many years out of date. By failing to meet demand, the service would see a fall in use, and would potentially be in breach of equality legislation if it could

not provide a varied range of stock in the correct locations.

- 2.4.2 It was found that donations still require significant work to make them ready to loan, and without the infrastructure and capacity to do this, staff time would need to be diverted from frontline delivery. It is estimated that the average book would cost in excess of £8 an item to make shelf ready, which is more than the cost of an average paperback book from new with the current discounts that the Council benefits from.

2.5 Alternative suppliers

- 2.5.1 It was also considered how the Council might use more generic book sellers, such as Amazon or local bookshops, to fulfil its needs. Much like donations, it was found that the task of making books library-ready would fall on local staff, with the same costs as detailed in Paragraph 2.4.2. It was noted that discounts were far lower than those the Council currently enjoy, with the current contract averaging 43% off the regular retail price, compared to an average of less than 20% with Amazon. It was also found that the breadth of work available varied, with local suppliers not always having access to the same range as national suppliers.

2.6 Consortium purchasing

- 2.6.1 This is the Council's current model, working with other library services to pull together a single specification and contract that can be used by all in a single open tender, to create a framework that all members of the consortium can call off from.
- 2.6.2 Pooling resources helps to reduce legal and procurement costs, as well as providing a greater purchasing power to gain best value. Different consortiums were considered, from the largest (e.g. Central Buying Consortium) to regional (e.g. Wales and Northern Ireland).
- 2.6.3 EMMAC provides both, with geographic links and a matching procurement timetable, which allows the service to be a significant partner in the process. Membership at this stage means the Council will be a full partner in the tender process, helping to provide input into the specification before it goes out for an open tender, and being offered a place as an evaluator of the returned tenders to help choose successful supplier. The service will then call off from the resulting framework for its contract.
- 2.6.4 EMMAC was selected as the larger consortiums would see limited involvement for local needs, and would provide the Council with a smaller voice in the procurement. The problem with the consortium model has already been realised with many large consortiums leaving the market with only two operating library book suppliers.

3. Alignment with corporate priorities

3.1 Environment and Sustainability

Library books and lending material helps reduce waste as part of a circular economy allowing one purchase to benefit many people. We also purchase book stock to support this agenda and promote ways individuals can participate.

Our current contract has allowed us to work with other authorities and drive our supplier towards greater sustainability. Most notably in packaging and delivery. They have removed brown tape and plastic from their packaging, use electronic data invoicing and recycled paper delivery notes, which are double sided printed and have consolidated deliveries into fewer days. We are currently part of Libraries Connected, a national advocacy organisation for libraries, which is working with the supplier on further sustainable plastic use in protection of library books.

3.2 Health and Care

No significant issues beyond purchasing book stock to support this agenda, such as our Books on Prescription and other health resources purchased through our Community Health Information Service funded by Public Health.

3.3 Places and Communities

Libraries are local centres, and we are committed to purchasing stock that reflects our communities. This includes supporting the Council's equality and diversity work and supporting communities through local friends' groups in delivery of locally purchased materials.

3.4 Children and Young People

Children's use of libraries has been growing in recent years and accounts for around 55% of lending. This contract will give significant weighting to children's stock, to support children and young people throughout their development.

3.5 Transport

No significant impact.

4. Significant Implications

4.1 Resource Implications

The current annual revenue impact of this contract is £275k. The value of the four-year contract is likely to be £1.5m. It is noted that some money comes from outside the library service core budget, with expenditure in delivering the grant funded 'Business and Intellectual Property Service' (BIPC) and Public Health funded 'Community Health Information Service'. There is currently additional capital forecast to be spent from Section 106 contributions to be in the region of £500k dependent on wider building works. It is noted that the proposed procurement allows for flexibility in spend to reflect the changes in local government finance and changes in priorities likely in the lifetime of the contract, and we are not committed to this spend.

4.2 Procurement/Contractual/Council Contract Procedure Rules Implications

We have worked with the procurement team to outline the process required, including reviewing our options, delegated authority levels and timelines towards procurement. We have reviewed the timeline for EMMAC and believe it will have a new supplier in place in a timely manner to allow for any handover to new suppliers. As part of engaging with the

specification, we intend to share our best practice around incorporating social value into evaluation considerations.

4.3 Statutory, Legal and Risk Implications

The Council has statutory responsibility under the 1964 Public Libraries Act to: *'provide a comprehensive and efficient library service for all those who live, work or study in the area.'*

The Department of Culture Media and Sport also recommend that in drawing up and delivering their library strategies and plans, councils should consider a number of legal obligations, including under:

- The Equality Act 2010, including the Public Sector Equality Duty
- Best Value Duty 2011 guidance
- Localism Act 2011
- The Human Rights Act 1998

Decisions made by councils about library services may also be subject to legal challenge by way of judicial review.

A failure to provide new library stock may be considered a breach of the above Acts.

4.4 Equality and Diversity Implications

Equality and Diversity Impact Assessment completed.

4.5 Engagement and Communications Implications

We have successfully piloted purchasing stock to support the parish council run Community Libraries (formerly Library Access Points) and library Friends Groups (community groups who raise money to support their local library). We plan to continue this under the new contract.

4.6 Localism and Local Member Involvement

There are no significant implications within this category, although we have briefed the All-Party Library Steering Group in advance of this report.

4.7 Public Health Implications

The library service provides community health information service under agreement with Public Health in Cambridgeshire. This involves purchasing book stock such as the national books on prescription scheme, as well as supporting local campaigns such as vaccination information for children. These purchases are covered by this contract.

4.8 Environment and Climate Change Implications on Priority Areas:

4.8.1 Implication 1: Energy efficient, low carbon buildings.

Positive/neutral/negative Status: neutral

Explanation: No impact

4.8.2 Implication 2: Low carbon transport.

Positive/neutral/negative Status: neutral

Explanation: No new impact, although well procured stock provided in local libraries / mobiles could reduce use of private cars to visit town centres.

4.8.3 Implication 3: Green spaces, peatland, afforestation, habitats and land management.

Positive/neutral/negative Status: neutral

Explanation: No impact

4.8.4 Implication 4: Waste Management and Tackling Plastic Pollution.

Positive/neutral/negative Status: neutral

Explanation: No new impact as is, however potential if further work to reduce waste is built into contract. Library stock and re-use of books above purchasing for sole use does reduce waste and could potentially increase if library sue increases.

4.8.5 Implication 5: Water use, availability and management:

Positive/neutral/negative Status: neutral

Explanation: No impact

4.8.6 Implication 6: Air Pollution.

Positive/neutral/negative Status: neutral

Explanation: No impact

4.8.7 Implication 7: Resilience of our services and infrastructure and supporting vulnerable people to cope with climate change.

Positive/neutral/negative Status: neutral

Explanation: No impact

Have the resource implications been cleared by Finance? Yes

Name of Financial Officer: Martin Wade

Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the Head of Procurement? Yes

Name of Officer: Clare Ellis

Has the impact on statutory, legal and risk implications been cleared by the Council's Monitoring Officer or Pathfinder Legal? Yes

Name of Legal Officer: Linda Walker

Have the equality and diversity implications been cleared by your EqIA Super User?

Yes

Name of Officer: Andrew Stoter

Have any engagement and communication implications been cleared by Communications?

Yes

Name of Officer: Christine Birchall

Have any localism and Local Member involvement issues been cleared by your Service Contact? Yes

Name of Officer: Lisa Riddle

Have any Public Health implications been cleared by Public Health?

Yes

Name of Officer: Val Thomas

If a Key decision, have any Environment and Climate Change implications been cleared by the Climate Change Officer?

Yes

Name of Officer: Emily Bolton

5. Source Documents

5.1 None

Cambridgeshire Skills Six Month Review

To: Communities, Social Mobility and Inclusion Committee

Meeting Date: 23 March 2023

From: Head of Cambridgeshire Skills, Tom Molloy.

Electoral division(s): All

Key decision: No

Outcome: For the Committee to receive information relating to key progress made by Cambridgeshire Skills in relation to its delivery plan.

Recommendation: The Committee is recommended to:

Note the 6-month progress of the service operating as Cambridgeshire Skills.

Officer contact:

Name: Tom Molloy
Post: Head of Cambridgeshire Skills
Email: tom.molloy@cambridgeshire.gov.uk
Tel:

Member contacts:

Names: Cllr Tom Sanderson
Post: Chair
Email: tom.sanderson@cambridgeshire.gov.uk
Tel: 01223 706398

1. Background

- 1.1 Cambridgeshire Skills is the Council's adult education service within the Strategy and Partnerships Directorate, where it sits alongside Libraries and Think Communities. Externally funded through the Cambridgeshire and Peterborough Combined Authority and the Department for Education (DfE), with total funding currently at £2.3m. This is for the provision of adult learning and training that is aligned to the ambitions of the Council and the Combined Authority's Skills Strategy.
- 1.2 During the last 6 months, the focus of the service has been to ensure it meets the outcomes set out in the business operating plan to meet both the Council's priorities and its contractual requirements.
- 1.3 The Adult Education budget for Cambridgeshire has been devolved to the Combined Authority, which has prescribed the types, levels and geographical locations that the service should target. These are those furthest away from the labour market, those who live in areas of deprivation, have multiple health and wellbeing barriers and whose current educational level of attainment is Level 2 and below.

2. Main Issues

- 2.1 Cambridgeshire Skills has been taken back into the Council's corporate centre, having spent three years as an arms-length organisation. The Strategy and Partnerships directorate was identified as best-placed to support the service to continue to be agile and responsive to local needs, while also integrating it more fully with other Council service areas, such as Libraries and Think Communities.
- 2.2 This change has resulted in altering the governance structure from a Board of Governors to an Advisory Board. The new board will meet for the first time in April 2023 to set key performance indicators and objectives for the service that align with the new Strategic Framework. The Advisory Board will provide the service greater scrutiny with new aims, objectives and outcomes being developed that link to the new Strategic Framework 2023-2028, which will be monitored and challenged by Committee.
- 2.3 The service was assessed and retained the Matrix Standard in November 2022. The Matrix Standard is owned by the DfE, and is the international quality standard for organisations that deliver information, advice and/or guidance to clients, either as their sole purpose or as part of their wider service offer.
- 2.4 Achieving the Standard involves an agreed assessment process, where the quality and delivery of information and advice is assessed against the matrix standard's four main elements: leadership and management; resources; service delivery; and continuous quality improvement.

Work with other Council departments and services

- 2.5 The service continues to develop its relationships with other Council departments:

- 2.6 It is working with colleagues in libraries to improve accessibility to learning and the sharing of resources. This includes supporting the Business and Intellectual Property Centre (BIPC) financially from 1 April 2023, as funding from the British Library comes to an end, and in doing so ensuring this valuable resource remains available to residents of Cambridgeshire.
- 2.7 Cambridgeshire Skills is working alongside the library service to develop proposals to utilise £150k of capital funding from the Combined Authority to enhance libraries to improve access to and provision of learning. Locations are yet to be identified and proposals are subject to review and approval by the Combined Authority.
- 2.8 It works alongside the Council's Traveller Health team, delivering one-to-one literacy, digital and work skills to adults and families from the Gypsy, Roma, and Traveller community, and supporting 40 individuals to progress into further learning and employment. This includes 12 learners progressing to HGV driver training through Peterborough Regional College and gaining employment in this sector.
- 2.9 It supports the Early Years Qualification Centre with funding, quality improvement and developing progression pathways that have been developed to support unemployed people into the sector and career progression, once employed, with 49 learners so far this academic year.
- 2.10 Targeted Support (previously known as Early Help) Cambridgeshire Skills is now funding their parenting programmes, with 20 parents already engaged, with an anticipated 100 by the end of the academic year.
- 2.11 The Council's Learning & Development (L&D) service: funded delivery of the Level 3 in Adult Care, which provides access to training for those where an apprenticeship may not be the most suitable model. Developments include the review of all staff development and training opportunities delivered by L&D, to ascertain whether these are fundable through the contract.
- 2.12 The Spinney Adventure Playground: Wellies in the Woods has been delivered to 10 parents, and encourages literacy development in 0-5 year olds in Waterlees, Wisbech, with additional courses planned for this academic year.

Delivery update

- 2.13 Cambridgeshire Skills response to offer learning opportunities and wider support to individuals with an English for Speakers of Other Languages (ESOL) need has increased to include provision to refugees in Cambridge City (Arbury ward), South Cambridgeshire (Greater Shelford), Huntingdon Town, Ramsey, Wisbech, March and Ely. This has resulted in an increase in delivery of 162%, and has led to the recruitment of six further ESOL tutors to meet the demand.
- 2.14 Three large family learning events were developed and delivered in Fenland, engaging with 133 families who participated in learning, leading to 296 adult enrolments with outcomes linked to Confidence and Family Wellbeing.
- 2.15 Child and Family Centre Volunteering courses were launched, running one online course per term supporting volunteers from around the County.

- 2.16 A full family learning programme was reintroduced and 96 targeted learners enrolled to support families with children accessing the funded 2's programmes, with a focus on English, Maths, Health and Wellbeing, including mental health courses. This work has engaged a range of primary schools in targeted deprived wards including: The Shade in Soham, Cromwell Primary in Chatteris, Littleport Community Primary School, Westwood Primary in March, Spring Meadow Nursery in High Barns Ely, Thongsley Field Primary and Huntingdon Nursery in Oxmoor Huntingdon, Priory Juniors in St Neots and Weatherall's in Soham.
- 2.17 A number of Maths programmes were launched and delivered across the County under the National Multiply offer. Eleven courses have been delivered so far, with 90 enrolments.
- 2.18 A number of literacy programmes were launched and delivered in partnership with Public Health England (PHE), focusing on developing literacy skills to improve physical and mental health. Four targeted PHE literacy and 23 targeted ESOL PHE programmes have been delivered, currently working with 101 learners.
- 2.19 Tailored workforce training was delivered with 40 employees from various Council departments, with programmes delivered in ESOL, Functional Skills English and Maths and Customer Service. Outcomes include higher retention rates of staff, reduction in sickness, compliancy with Health and Safety policies and internal progression.
- 2.20 In partnership with East Cambridgeshire District Council, BIPC, Ely Cathedral Business Groups and the Department for Work and Pensions, the Ely Guidance Hub was rolled out. Access continued to be provided to the Guidance Hub to residents in March and Cambridge, with further roll out in Huntingdon, Wisbech and St Neots.
- 2.21 The service has made a strong start to delivery for the academic year 2022/2023, with performance above profile and 1763 enrolments being made since September 2022. It made 3137 enrolments for the whole academic year 2021/22. Appendix 1 presents data on delivery venues and enrolments by district.

Marketing and Engagement activity

- 2.22 The integration of Cambridgeshire Skills microsite website into the main Council website, with a new design, updated content and improved accessibility, will go live in March 2023. It is forecasted to bring substantially more traffic to the service and realign it with Libraries and Think Communities to offer greater visibility internally and externally, and to strengthen referral routes into learning.
- 2.23 Marketing for Cambridgeshire Skills social media now mirrors the Library Service format, allowing it to further its reach and appear as one to customers.
- 2.24 There is ongoing work with the Child and Family Centres co-delivering parenting interventions and embedding the curriculum, employability and functional skills offer. This approach improves access to individuals who are less likely to enrol on a course, but the additional support and encouragement has seen an increase in take up within this targeted cohort.

- 2.25 Internal colleagues were consulted via a poll on the Council's intranet about the offer from the service, resulting in delivery of the Leadership and Management Level 3, which has been popular with a second cohort planned for Summer 2023.
- 2.26 Cambridgeshire Skills currently has 3,277 followers on social media, which is an increase of 57% since June 2022.

3. Alignment with corporate priorities

3.1 Environment and Sustainability

There are no significant implications for this priority.

3.2 Health and Care

There are no significant implications for this priority.

3.3 Places and Communities

There are no significant implications for this priority.

3.4 Children and Young People

There are no significant implications for this priority.

3.5 Transport

There are no significant implications for this priority.

4. Significant Implications

4.1 Resource Implications

There are no significant implications within this category.

4.2 Procurement/Contractual/Council Contract Procedure Rules Implications

There are no significant implications within this category.

4.3 Statutory, Legal and Risk Implications

There are no significant implications within this category.

4.4 Equality and Diversity Implications

There are no significant implications within this category.

4.5 Engagement and Communications Implications

There are no significant implications within this category.

4.6 Localism and Local Member Involvement

There are no significant implications within this category.

4.7 Public Health Implications

Improving the skills of the population can, in the short and even more in the long term, have an important impact on health and well-being. It is important that this agenda continues to be driven forward.

4.8 Environment and Climate Change Implications on Priority Areas

There are no significant implications within this category.

Have the resource implications been cleared by Finance? Yes

Name of Financial Officer: Clare Andrews

Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the Head of Procurement and Commercial? Yes

Name of Officer: Clare Ellis

Has the impact on statutory, legal and risk implications been cleared by the Council's Monitoring Officer or Pathfinder Legal? Yes

Name of Legal Officer: Linda Walker

Have the equality and diversity implications been cleared by your EqlA Super User? Yes

Name of Officer: Lisa Riddle

Have any engagement and communication implications been cleared by Communications? Yes

Name of Officer: Christine Birchall

Have any localism and Local Member involvement issues been cleared by your Service Contact? Yes

Name of Officer: Lisa Riddle

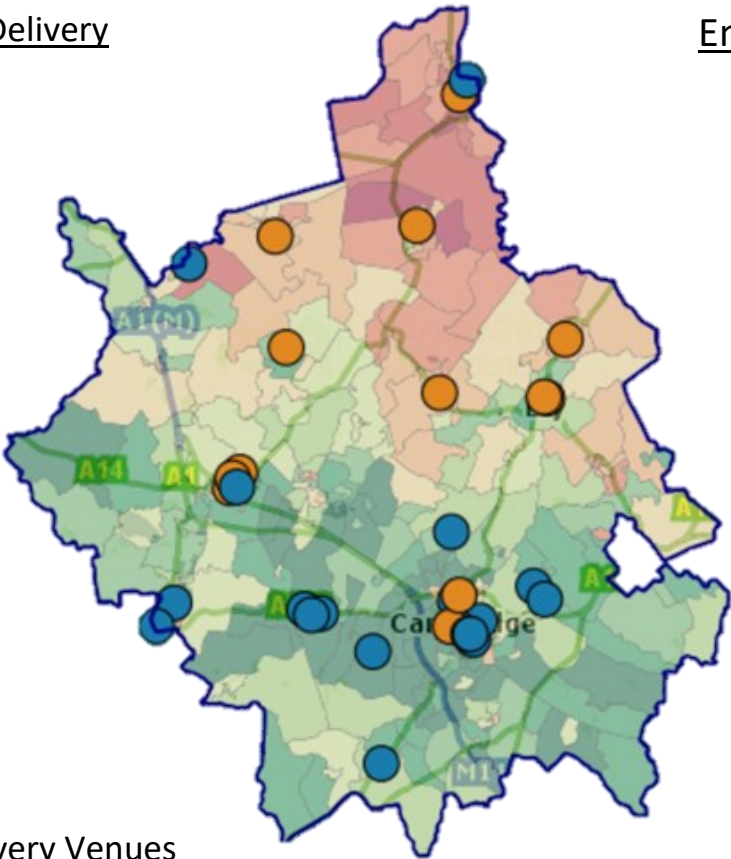
Have any Public Health implications been cleared by Public Health? Yes

Name of Officer: Val Thomas

5. Source Documents

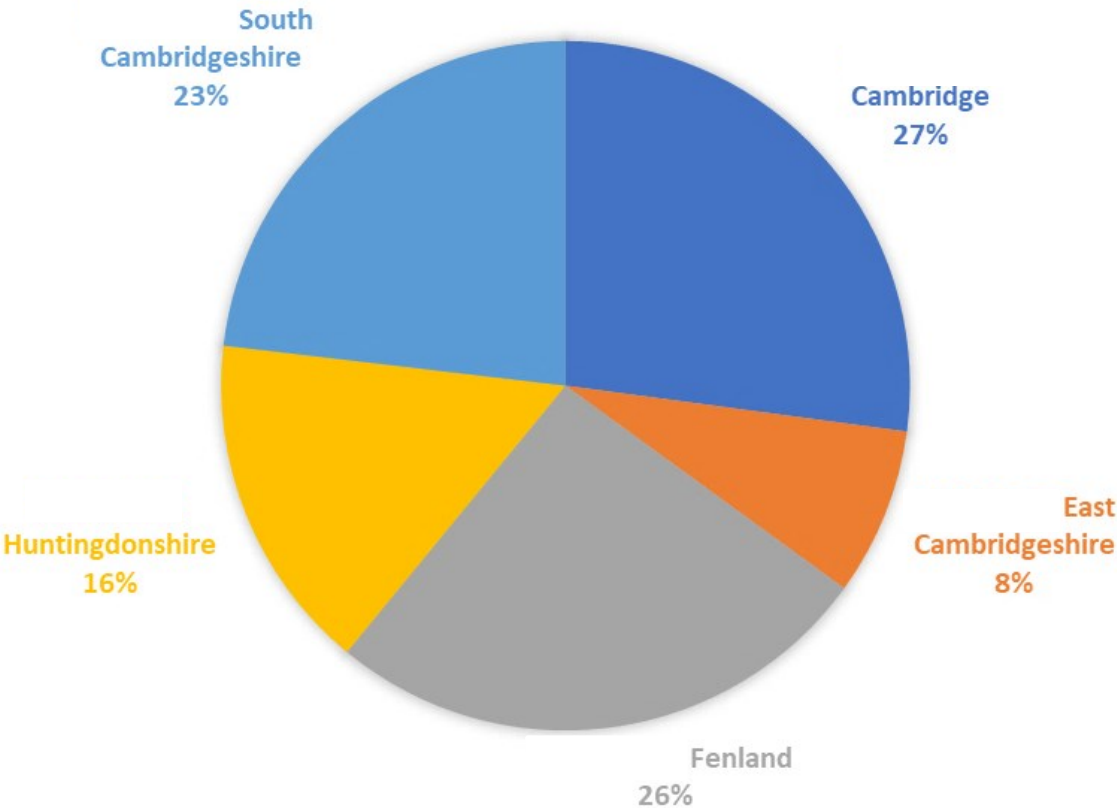
5.1 None

Map of Delivery Venues



Enrolments by District

Appendix 1



List of Delivery Venues

Arbury Community Centre (CELS)	Cambs City
Cambridge Central Library	Cambs City
Coleridge Community College	Cambs City
Nun's Way Pavilion	Cambs City
Parkside Community College	Cambs City
Romsey Mill	Cambs City
St Philips Church	Cambs City
The Galfrid School	Cambs City
Anglesey Abbey Kitchen Gardens	East Cambs
Bottisham Village College	East Cambs
Ely Library	East Cambs
Lighthouse Ely	East Cambs
Mepal & Witcham Primary School	East Cambs
Millfield School	East Cambs
Anvil Alloys	Fenland
March Community Centre	Fenland
Oasis Centre Wisbech	Fenland
Wisbech Child and Family Centre	Fenland
Octavia View	Fenland
DHL	Fenland
Westwood Primary School	Fenland
Wisbech Library	Fenland
Chatteris Library	Fenland
Cromwell Community College	Fenland

Coneygear Centre	Huntingdonshire
Huntingdon Library	Huntingdonshire
Huntingdon Nursery School	Huntingdonshire
Paines Mill Foyer, St Neots	Huntingdonshire
Ramsey Walled Garden	Huntingdonshire
Social Echo	Huntingdonshire
Switch Now	Huntingdonshire
The Riverside Park	Huntingdonshire
Cambourne Nature Reserve	South Cambs
Cambourne Old Blue School	South Cambs
Cambourne Village College	South Cambs
Comberton Village College	South Cambs
Cottenham Church Hall	South Cambs
Melbourn Village College	South Cambs

District	Number of enrolments	%
Cambridge City	851	27%
East Cambridgeshire	247	8%
Fenland	814	26%
Huntingdonshire	499	16%
South Cambridgeshire	726	23%

The Council's Approach to Supporting Asylum Seekers, Refugees, and Migrants

To:	Communities, Social Mobility and Inclusion Committee
Meeting Date:	23 March 2023
From:	Assistant Director for Communities, Employment and Skills, Lisa Riddle
Electoral division(s):	All
Key decision:	No
Outcome:	To consider the issues raised by the motion agreed by Full Council on 8 December 2022 relating to asylum seekers and migrants, and to agree the actions set out in this paper that define and detail the Council's role in supporting those groups.
Recommendation:	<p>The Committee is recommended to:</p> <ul style="list-style-type: none">a) Agree the role description of Migrant Champion, as set out in Paragraph 2.2 of the report, and appoint a Member as the Migrant Champion;b) Approve that the Council signs the City of Sanctuary pledge and continues to work towards becoming an awarded Council of Sanctuary member; andc) Support the Council making a commitment to upskill its officers who work directly with refugees and asylum seekers.

Officer contact:

Name: Lisa Riddle

Post: Assistant Director for Communities, Employment and Skills

Email: lisa.riddle@cambridgeshire.gov.uk

Tel: 01223 475903

Member contacts:

Names: Councillor Tom Sanderson

Post: Chair

Email: tom.sanderson@cambridgeshire.gov.uk

Tel: 01223 706398

1. Background

- 1.1 At its meeting on 13 December 2022, Full Council agreed a motion on various issues relating to support for asylum seekers, migrants and refugees.
- 1.2 The motion referred a specific action (relating to a Place of Safety pledge) to the Communities, Social Mobility and Inclusion Committee for further consideration. While other actions were not referred to any specific committee, this report is intended to provide an update on work being carried out in response to the overall motion.
- 1.3 Specifically, the motion requested that key actions be taken forward, which include:
 - Establishing a member-role of 'Migrant Champion'.
 - Joining the City of Sanctuary Local Authority Network.
 - Requesting officers explore the development of a 'City of Sanctuary' type charter for use at countywide level.
 - Encouraging the Council's partners not to participate in maintaining a 'hostile environment' by providing data to the Home Office that may be used for detention and deportation purposes, (except where this is a legal obligation).
 - Developing a local, county-wide 'Place of Safety' pledge, which supports the right of all to seek services, advice, support and representation without fear of adverse consequences.
 - Joining (and encouraging our partners to join), the No Recourse to Public Funds network, a national network of local councils and experts safeguarding the welfare of destitute families.
 - Working collaboratively with the ESOL (English for speakers of other languages) Local Planning Partnerships recently established by the Combined Authority on supporting asylum seekers with English Language learning.
 - Working closely with the Local Government Association to share best practice on asylum seeker resettlement support, increase coordination in the East of England and put pressure on central Government to allocate resources especially in the most disadvantages areas.

2. Main Issues

Migrant Champion

- 2.1 The Full Council motion envisaged the Migrant Champion as 'a symbolically important role which would be the public face and embodiment of the Council's approach to and campaigning on migrant, asylum and refugee issues'.

- 2.2 It has been identified that some other local authorities have appointed Migrant Champions from among their elected members. Based on this, it is recommended that the role of Migrant Champion requested by Full Council undertake the following:
- Act as a political spokesperson for the Council on asylum and immigration issues.
 - Be a single point of contact for members on issues relating to asylum and refugeeism, raising issues to the Strategy and Partnership directorate that relate to asylum seekers and which require a strategic or policy response from the Council.
 - Being an internal advocate for asylum seekers and refugees within the Council.
 - Corresponding with political leadership at the district and city councils in Cambridgeshire around matters relating to asylum seekers, migrants and refugees, including requests to sign up to relevant networks and not to participate in creating or maintaining a hostile environment.
- 2.3 In creating the role of a Member Champion, it should be noted that:
- Many Council services are relevant to and may be accessed by asylum seekers and refugees.
 - While the Council has taken a coordination role for some asylum seeker/refugee issues (e.g., Afghan resettlement scheme, Homes for Ukraine), the national system and local partners tend to recognise those local authorities with housing allocation responsibilities as being the lead organisation for asylum and immigration issues. This is consistent with the principles of decentralisation adopted by the Council.
 - The Council has no dedicated officer capacity working on asylum and immigration issues.
- 2.4 For the reasons set out above, the original Council motion clarified that the Migrant Champion role would not act to resolve issues related to individual asylum seekers or their cases or access to services. Instead, the role would work at the symbolic and strategic level, as set out in Paragraph 2.2 of this report.
- 2.5 Subject to agreeing the proposed responsibilities, the Committee is asked to appoint a Migrant Champion.

City of Sanctuary Approaches

- 2.6 In 2022, Cambridgeshire Libraries pledged to follow the City of Sanctuary charter and it is currently in the process of becoming an awarded Library of Sanctuary. This award recognises and celebrates libraries that work hard to show solidarity and welcome those who are new to communities, including refugees, migrants, people seeking sanctuary, international students, and more. This includes creating a warm and welcoming environment, reducing barriers to access to public services, connecting people with reliable information, combating digital exclusion, and fostering opportunities for community building for both new arrivals and the settled community.

- 2.7 City of Sanctuary UK is a 'network of welcome' that works across different sectors to encourage inclusivity, solidarity and compassion for people from a forced displacement background. One of the 'sector networks' is comprised of local authorities.
- 2.8 There are two types of membership of the City of Sanctuary Local Authority Network:
- (i) To join the Network as a 'non-awarded member', the Council would be required to sign up to the vision and values of City of Sanctuary. This involves committing to:
 - Act in accordance with City of Sanctuary vision and values.
 - Apply the network principles within our work.
 - Support Cambridge City as the local City of Sanctuary.
 - Become an 'awarded member' of the City of Sanctuary in the future.
 - Work with City of Sanctuary to create new ideas for practical action and discuss how the Council can work to further support the vision and values.
 - (ii) To join the Network and achieve the status as an 'awarded member', the Council would be required to go through an appraisal process which includes the following:
 - Full Council agreeing a motion setting out its commitment to being a place of sanctuary.
 - Officers committing to work with the local City of Sanctuary (Cambridge City) and/or other refugee networks.
 - Officers committing to work with partners to identify national policy issues in order to make collective representations to the government to encourage and enable change.
 - Officers producing a written strategy (either an independent strategy or as part of a broader strategy e.g., equality, migration, etc.), which is publicly available and sets out the Council's commitment for at least three years.
 - Officers completing the application process, including an action plan to learn, embed and share practice, followed by the application paperwork, evidencing the strategy, plan and work with the local City of Sanctuary group (and/or other refugee networks) and receiving the endorsement from those groups for the award application.
- 2.9 The Council can also sign the City of Sanctuary Pledge without committing to becoming a member.
- 2.10 As noted in Paragraph 2.3, the Council does not have dedicated capacity to undertake ongoing work in this area. While some aspects of this appraisal process are self-contained

and time-limited in nature, others are less well-defined and open-ended in nature. Officer capacity allocated to this work will therefore need to be considered in the context of overall resource availability and the pursuit of other priorities.

- 2.11 As officers continue the work to achieve Library of Sanctuary status, it is proposed that the Council signs the City of Sanctuary pledge. A further report on becoming an awarded Council of Sanctuary member will be presented in six months, once Library of Sanctuary status has been awarded.

'Place of Safety' Pledge

- 2.12 In 2018, MPs began signing the 'MPs not border guards' pledge committing to not report constituents to the Home Office for immigration enforcement. The Council encourages its partners and elected members county-wide to sign the following Cambridgeshire-based pledge, committing to support migrants in Cambridgeshire who may be at risk of deportation or detention:

As an elected member/partner of Cambridgeshire County Council, I pledge to represent and advocate for all people living in Cambridgeshire as equal members of the local community, regardless of their immigration status. My organisation and I are safe spaces and I welcome all individuals in Cambridgeshire to seek representation free from fear of immigration enforcement. I will not report on anyone who seeks my advice to the Home Office for immigration enforcement and will ensure my office correctly handles sensitive personal information to prevent this from happening."

- 2.13 The motion agreed by Full Council in December 2022 addressed the concept of 'hostile environments', in relation to the deportation and detention of refugees and asylum seekers. The Council will continue to provide information to the Home Office where it is required to do so by law, and it encourages partners to do the same. Where there is no legal requirement to provide information to the Home Office, the Council encourages its staff and partners to consider the information they are providing, and how this information may impact the lives of refugees and asylum seekers in Cambridgeshire.
- 2.14 A letter will be sent to the leaders of the district and city councils, encouraging them to sign the Place of Safety Pledge and consider whether information they are providing may contribute to a hostile environment.

Networks and Partnerships

- 2.15 The Council sends officer representation to the Local Government Association (LGA) East of England Strategic Migration Partnership (SMP), working with other upper tier authorities to share knowledge and best practice about refugee and asylum issues.
- 2.16 Officers from across the Education department, Children's Services, Think Communities and Business Intelligence also represent the Council on the Combined Authority's recently established English for Speakers of Other Languages (ESOL) Local Planning Partnerships. The South Partnership is chaired by a County Councillor (currently Councillor Bulat), while the North Partnership has representation from a County Councillor (currently Councillor Hoy). The Partnerships bring together providers and experts with significant expertise on

supporting asylum seekers with English language learning.

- 2.17 The No Recourse to Public Funds (NRPF) network is a national network safeguarding the welfare of those unable to access benefits due to their immigration status. The Council is part of the NRPF network, receiving legal and policy updates, as well as the NRPF's e-bulletin. In addition, the Council receives updates from the Chair of the LGA East of England SMP, who is on the NRPF steering group.
- 2.18 The Council can further support the NRPF by contributing to consultations. Where there are opportunities to provide feedback, case studies or contribute to a consultation, the Assistant Director for Communities, Employment and Skills will be the main contact for officers, Councillors and partners.
- 2.19 The Committee is asked to support the Council making a commitment to upskill its officers who work directly with refugees and asylum seekers, so that they are able to signpost them to relevant public and voluntary sector organisations.

3. Alignment with corporate priorities

3.1 Environment and Sustainability

There are no significant implications for this priority.

3.2 Health and Care

There are no significant implications for this priority.

3.3 Places and Communities

The role of Migrant Champion, if agreed, will help to assist with identifying issues that face asylum seekers and refugees residing in Cambridgeshire, helping to ensure they have access to the help and support required.

3.4 Children and Young People

There are no significant implications for this priority.

3.5 Transport

There are no significant implications for this priority.

4. Significant Implications

4.1 Resource Implications

There are no significant implications within this category.

4.2 Procurement/Contractual/Council Contract Procedure Rules Implications

There are no significant implications within this category.

- 4.3 Statutory, Legal and Risk Implications
There are no significant implications within this category.
- 4.4 Equality and Diversity Implications
The implications for Equality and Diversity are outlined in section 2 of the report.
- 4.5 Engagement and Communications Implications
There are no significant implications within this category.
- 4.6 Localism and Local Member Involvement
The implications for Localism and Local Member Involvement are outlined in section 2 of the report.
- 4.7 Public Health Implications
Asylum seekers and refugees are often vulnerable, experience health inequalities and poor health outcomes. The measures and support described in this paper could provide the opportunities for these factors to be mitigated.

Have the resource implications been cleared by Finance? Yes
Name of Financial Officer: Clare Andrews

Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the Head of Procurement? Yes
Name of Officer: Clare Ellis

Has the impact on statutory, legal and risk implications been cleared by the Council's Monitoring Officer or Pathfinder Legal? Yes
Name of Legal Officer: Linda Walker

Have the equality and diversity implications been cleared by your EqIA Super User?
Yes
Name of Officer: Sue Grace

Have any engagement and communication implications been cleared by Communications?
Yes
Name of Officer: Christine Birchall

Have any localism and Local Member involvement issues been cleared by your Service Contact? Yes
Name of Officer: Lisa Riddle

Have any Public Health implications been cleared by Public Health?
Yes
Name of Officer: Val Thomas

5. Source Documents

- 5.1 [Motion agreed by Full Council Meeting on 13 December 2023 \(Agenda Item 10c – Motion](#)

[from Councillor Bulat](#)

- 5.2 [Work towards gaining Library of Sanctuary award](#)
- 5.3 [Further information of Libraries of Sanctuary](#)
- 5.4 [City of Sanctuary Charter](#)
- 5.5 [City of Sanctuary Pledge](#)
- 5.6 [MPs Not Border Guards Pledge](#)
- 5.7 [No Recourse to Public Funds Network](#)

Cultivate Cambs – Endorsement of Recommendations (March 2023)

To: Communities, Social Mobility, and Inclusion Committee

Meeting Date: 23 March 2023

From: Interim Area Manager: Think Communities, Adam Garford

Electoral division(s): All

Key decision: No

Outcome: To provide the Committee with the outcome of the 8 March 2023 Innovate & Cultivate Fund (ICF) Recommendation Panel.

Recommendation: The Committee is recommended to:

Agree to fund the following sixteen applications:

- i) Hope Against Poverty CIC
- ii) Groundwork East
- iii) Soham Community Association
- iv) Camtrust
- v) Cambourne Men's Shed
- vi) Rowan
- vii) Social Echo North Huntingdonshire CIC
- viii) SSAFA Cambridgeshire
- ix) Home start Cambridgeshire
- x) Cambridge Curiosity and Imagination
- xi) Orchard Park Community Council
- xii) The Baca Charity
- xiii) Switch180
- xiv) Sports Connections Foundation
- xv) JG Next Generation CIC
- xvi) Shelford and Stapleford Youth Initiative

Officer contact:

Name: Adam Garford
Post: Think Communities Area Manager
Email: adam.garford@cambridgeshire.gov.uk
Tel: 07881 470547

Member contacts:

Names: Councillors Tom Sanderson and Hilary Cox Condron
Post: Chair/Vice-Chair
Email: Tom.Sanderson@cambridgeshire.gov.uk
Hilary.CoxCondron@cambridgeshire.gov.uk
Tel: 01223 706398

1. Background

- 1.1 The Council's 'invest to save' Innovation Fund was launched in November 2016. A refresh of the fund was then carried out resulting in the Innovate and Cultivate Fund in August 2017. On 8 July 2021, the Communities, Social Mobility and Inclusion Committee resolved to review and update the Innovate and Cultivate Fund, and the updated Cultivate Cambs fund was launched in July 2022.
- 1.2 Cultivate Cambs offers grants of £2,000-£15,000 to voluntary, community and social enterprise sector organisations based in and outside of Cambridgeshire, as well as public sector bodies in Cambridgeshire, to deliver projects and ideas that help address the needs of local residents.
- 1.3 A Recommendation Panel considers applications to the fund. As agreed by the Committee at its meeting on 8 July 2021, the panel is made up of seven elected members (or their nominated substitute), who are appointed in a politically proportionate manner from the Communities, Social Mobility and Inclusion Committee, officers representing Adults services, Children's services, Think Communities, and the Finance team, plus a representative of Cambridgeshire Community Foundation.
- 1.5 All applicants to the fund are required to demonstrate stated criteria, including the following key criteria:
 - Project outcomes align with key funding priorities for Children & Families services, Adult Social Care, or other council priorities
 - Projects show they will reduce pressure on council services and/or offer direct savings for the council
 - Projects must be either new or build on an existing project in a new location or with new beneficiaries.

2. Main Issues

- 2.1 On 8 March 2023, the Recommendation Panel considered twenty-three applications to the Cultivate funding stream.
- 2.2 The outcome of the panel is that the following sixteen Cultivate applications have been recommended to the Committee for funding:
 - i) Hope Against Poverty CIC
 - ii) Groundwork East
 - iii) Soham Community Association
 - iv) Camtrust
 - v) Cambourne Men's Shed
 - vi) Rowan
 - vii) Social Echo North Huntingdonshire CIC
 - viii) SSAFA Cambridgeshire
 - ix) Home start Cambridgeshire
 - x) Cambridge Curiosity and Imagination

- xi) Orchard Park Community Council
- xii) The Baca Charity
- xiii) Switch180
- xiv) Sports Connections Foundation
- xv) JG Next Generation CIC
- xvi) Shelford and Stapleford Youth Initiative

2.3 A summary of each of the recommended applications is attached at Appendix 1. Full feedback will be given to unsuccessful applicants in this funding round, including where alternative funding might be available and other support to achieve their proposed project ambitions.

2.4 The amount of grant funding committed to date from the £2.65m allocated to both the Innovate and Cultivate Fund and the Cultivate Cambs fund is £2.28m for 118 projects. If the sixteen Cultivate applications recommended to the Committee within this report are approved, the total committed to grants would be £2.47m for 134 projects. After administration costs, the final committed spend from the £2.65m available funds is expected to be in the region of £2.64m.

Innovate and Cultivate Funding	£2,300,000
Cultivate Cambs Funding	£350,000
Total Funding	£2,650,000
Projects to date (committed)	£2,281,665
New projects this round	£191,488
Fees Estimate	£167,298
Forecast Spend	£2,640,451

3. Alignment with corporate priorities

3.1 Environment and Sustainability

There are no significant implications for this priority.

3.2 Health and Care

The focus of the fund is to offer opportunity for all organisations who want to provide local support to improve the quality of life for people and so they can live healthy and independent lives. It focuses upon the most vulnerable groups and enables a locally delivered approach which improves the outcomes for our citizens and communities, as well as to prevent and delay demand for statutory intervention.

3.3 Places and Communities

The fund demonstrates continuing investment in communities, helping local groups and organisations to fulfil their needs and aspirations, fund projects which build community capacity, and design and deliver place based community-led support.

3.4 Children and Young People

A key focus of the Fund is to fund initiatives that support vulnerable children and young people, focusing on where the support of the voluntary and community sector makes a real difference to the lives of children and families, providing opportunities for the whole population to succeed and to enable improved outcomes. Moreover, building communities that are vibrant and have opportunity, and enhancing the social mobility of families, will directly and positively create the best possible start for our children

3.5 Transport

There are no significant implications for this priority.

4. Significant Implications

4.1 Resource Implications

The report above sets out details of significant implications in Paragraph 2.4 and Appendix 1 of this report.

4.2 Procurement/Contractual/Council Contract Procedure Rules Implications

There are no significant implications.

4.3 Statutory, Legal and Risk Implications

There are no significant implications.

4.4 Equality and Diversity Implications

There are no significant implications.

4.5 Engagement and Communications Implications

There are no significant implications.

4.6 Localism and Local Member Involvement

There are no significant implications.

4.7 Public Health Implications

There are no significant implications.

5. Source Documents

5.1 [Cambridgeshire Community Foundation - Grant Application Forms and Guidance](#)

Appendix 1

Cultivate Cambs applications recommended by the Recommendation Panel held on 8 March 2023

Applicant and Project Name	Brief Project Description	Delivery Area	Amount of funding requested
Hope Against Poverty CIC	To provide advice and emergency support to South Cambridgeshire residents to be free from poverty and improve their health and wellbeing.	South Cambridge	£11,832
Groundwork East	To deliver home energy-efficiency advice and support to vulnerable households in Cambridge.	Countywide	£11,632
Soham Community Association	To support Soham to become a more dementia friendly place to live; helping people to live well with dementia and for them and their carers to continue to feel part of their community.	Soham	£2,000
Camtrust	To provide a practical and supportive work experience programme, within the local community, to our clients who are adults with learning disabilities - by creating a new, part time, 1:1 work experience co-ordinator role.	Countywide	£15,000
Cambourne Men's Shed	To establish and operate Cambourne Men's Shed.	Cambourne	£2,000
Rowan	To provide 1 to 6 week creative art programmes for young adults with learning disability, to discover and explore creative arts and nature, during school holidays, learning about opportunities available when transitioning to adulthood.	Cambridge, East Cambridgeshire and South Cambridgeshire	£15,000
Social Echo North Huntingdonshire CIC	To set up a Men's Shed project supporting residents of Farcet and Yaxley, offering a safe space for men to meet, make and share and combat isolation.	North Huntingdonshire	£2,000
SSAFA Cambridgeshire	To expand the support for SSAFA East of England regional hub in Cambridgeshire to provide an enhanced and value for money service to the Armed Forces community in the area.	Countywide	£13,300

Home start Cambridgeshire	To give additional support to children aged between 2-4 years old, who are yet to reach their milestones, at 3 pre-schools in East Cambridgeshire in Year 1 and 3 in Huntingdonshire in Year 2.	East Cambridgeshire and Huntingdonshire	£14,850
Cambridge Curiosity and Imagination	To deliver arts-in-nature nurture groups, bringing artists, therapists and school pastoral and inclusion teams together in primary and secondary schools in areas of disadvantage to benefit children and young people.	Countywide	£14,577
Orchard Park Community Council	To fund a youth worker to build upon the work the Community Council and the Orchard Park Partnership have been doing to connect with our young people locally, reduce antisocial behaviour and improve life chances.	Orchard Park	£15,000
The Baca Charity	To enable young asylum seekers to access Therapeutic Dance and Movement Sessions, helping them heal from their experience and creating an opportunity to thrive.	Countywide	£14,567
Switch180	To provide a free virtual mental health service offering targeted 1-1 counselling to young people in Cambridgeshire.	Countywide	£15,000
Sports Connections Foundation	To enable Sports Connections Foundation to recruit a new Youth Worker with experience in sport to establish and develop our Inspire through Sport programmes in Huntingdon and surrounding area benefitting 100 young people.	Huntingdon and surrounding area	£15,000
JG Next Generation CIC	To run a targeted 10-week program to engage 104 young people not in education or training (NEET) or on the verge of being NEET.	Fenland	£14,730
Shelford and Stapleford Youth Initiative	To grow SSYI's core work providing a safe space for social interaction, and direct support to hard-to-reach vulnerable young people.	Shelford and Stapleford	£15,000
Total grant offer:	£191,488		

Performance Monitoring Report – Quarter 3 (2022-23)

To: Communities, Social Mobility and Inclusion Committee

Meeting Date: 23 March 2023

From: Assistant Director for Communities, Employment and Skills, Lisa Riddle

Electoral division(s): All

Key decision: No

Outcome: Ensuring the Committee is aware of performance of the services for which it is responsible, using the suite of agreed indicators.

Recommendation: The Committee is recommended to:

Note the contents of the report.

Officer contact:

Name: Jack Ossel
Post: Senior Researcher, Business Intelligence
Email: jack.ossel@cambridgeshire.gov.uk

Member contacts:

Names: Councillor Tom Sanderson and Councillor Hilary Cox Condron
Post: Chair/Vice-Chair
Email: tom.sanderson@cambridgeshire.gov.uk
hilary.coxcondron@cambridgeshire.gov.uk
Tel: 01223 706398

1. Background

- 1.1 The suite of key performance indicators (KPIs) agreed by the Committee in April 2022 are presented here for scrutiny by the Committee.
- 1.2 This report presents the performance relating to the third quarter (October to December) 2022/23.
- 1.3 The services for which the Committee has responsibility now sit across two Council directorates:
 - (i) Strategy & Partnerships: Think Communities; Anti-Poverty; Libraries; Cambridgeshire Skills, Archives, Cultural Services; Anti-Poverty Hub.
 - (ii) Place & Sustainability: Registration & Citizenship; Coroners Service; Trading Standards, Domestic Abuse & Sexual Violence Services.

2. Updates / Issues

- 2.1 The Q1 and Q2 performance reports presented to previous Committee meetings contained an error relating to Indicator 174 – (Number of Community Youth Providers participating within our (Youth in Communities) Network). The indicator reported in Q1 and Q2 was incorrect, as it reported the number of young people involved, which was not the KPI agreed by the Committee in April 2022. This issue has now been rectified and has been updated to include Q2 and Q3 figures.

3. Performance Ratings

- 3.1 Detailed performance information for each of the indicators are presented in Appendix 1 of this report. The data is summarised below in an accessible format.
- 3.2 Progress on KPIs with an identified target is colour coded as follows:
 - Red – current performance is off target by more than 10%
 - Amber – current performance is off target by 10% or less
 - Green – current performance is on target (or up to 5% over target)
 - Blue – current performance exceeds target by more than 5%
- 3.3 Where 'baseline' is indicated, performance is currently being tracked against a baseline in order to inform the target setting process.
- 3.4 Where 'in development' is indicated, the performance measure has been agreed but data collection and target setting are in development.

3.5 Measures labelled as 'contextual' are not key performance targets, but track key activity with the aim of presenting more rounded information relevant to the service area.

3.6 Table 1 below summarises Q3 data (October - December 2022/23).

Service area	KPI no.	KPI Description	Rating	Change in Performance to last quarter
Libraries	36	Number of Active library users	Red	Improving
	37	Number of visits made to library sites reported quarterly	Red	Declining
	38	Total Digital engagements reported quarterly	Target in development	Declining
Adult Skills / Learners	136	Number of learners from across Cambridgeshire that have be enrolled onto a course	Blue	Improving
	137	Number of courses that have been recruited, which support skills development to aid progression	Blue	Improving
	138	Number of courses that have been achieved	Green	Improving
Think Communities	174	No of Community Youth Providers participating within our (Youth in Communities) Network	Target in development	Improving
Coroners	175	Total number of cases opened	Contextual	N/A
	176	Total number of cases closed	Contextual	N/A
	177	Total number of Inquests opened	Contextual	N/A
	178	Total number of Inquests closed	Contextual	N/A
	179	Total number of Inquests closed that are over 12 months old	Contextual	N/A
Domestic Abuse	197	Number of Self Referrals to Commissioned Domestic Abuse Outreach Services	Contextual	Improving
	198	% of clients engaging with the IDVA Service	Amber	Declining
	199	Number of Referrals to the Independent Domestic Violence Advocacy (IDVA) Service	Contextual	Declining
Registrations	219	All births registered within 42 days of birth. % within deadline	Blue	Improving
	220	Deaths registered within 5 days	Blue	Improving
Trading Standards	221	No. of hours business advice provided to businesses under Primary Authority	Blue	Improving
	222	% of business brought into compliance in all priority areas following inspection/intervention	Blue	Improving

Table 1 – Q3 data (N.B. where N/A = not yet available)

4. Performance Summaries

Libraries

- 4.1 Two of three indicators showed a decline in Q3 from Q2. The total number of visits to libraries fell from 340,274 to 322,668, a reduction of 5%. The total number of digital engagements also fell from 361,311 in Q2 to 327,616 in Q3, a reduction of 9%. However, the number of active library users rose from 82,564 in Q2 to 84,659 in Q3, a 2.5% increase.
- Indicator 36 - Libraries continue to reach out to new audiences, with refurbishments at Arbury and Soham libraries helping improve visibility. A new 'What's On' brochure and outreach are planned in Q4 to further reach out, along with a pilot project using Wisbech as a model to help identify ways to support hard to reach groups to use the library.
 - Indicator 37 - This is usually a quieter quarter for libraries with Christmas closures. This is reflected in the numbers, but they remain higher than anticipated as the Council's warm hub offer kicked in, and despite library closures for refurbishment and some emergency closures due to urgent maintenance caused by the cold weather. The Q4 calendar of events, including selecting the next The Library Presents (TLP) performances, looks to bring more people into the library alongside the continued warm hub offer.
 - Indicator 38 – Digital engagement saw its first real drop as international Twitter usage fell during its takeover, but engagement on other platforms continued to grow. The libraries' TikTok channel is due to launch in the next quarter.

Adult Skills and Learners

- 4.2 Adult Skills and Learners performance remains on above target across all three KPIs.
- Indicator 136 – 'Number of Learners enrolled onto a course' has increased by 785 from Q2 to Q3 to 1892, above the target of 1734.
 - Indicator 137 – 'Number of course enrolments, which support development...' has increased from 1676 in Q2 to 2741 in Q3, an increase of 1065. This is now above the annual target for the year of 2254.
 - Indicator 138 – 'Percentage of courses that have been achieved' has risen from 96% in Q2 to 97% in Q3, performing above the 95% target level.

Think Communities

- 4.3 In the past two performance reports, this KPI (Indicator 174: Number of Community Youth Providers) had incorrect figures attributed to it. In Q1 and Q2, the figures presented were the number of young people engaged, instead of the number of community youth providers. This has now been corrected.

Coroners

4.4 Coroner's data now includes baseline data to allow assessment of change. The following points detail whether each indicator is above or below the baseline performance.

- Indicator 175 – Total Number of Cases Opened in Q3 is 980, up from 764 in Q2. The baseline is 720. There are also 955 active cases open at the close of Q3, up from 953 in Q2 and 943 in Q1.
- Indicator 176 – Total Number of Cases Closed in Q3 is 927, up from 814 in Q2. The baseline is 657.
- Indicator 177 – Total Number of Inquests Opened in Q3 remains at 148, with no change from Q2. The baseline is 133. There are also 468 active open inquests at the close of Q3, down from 620 in Q2.
- Indicator 178 – Total Number of Inquests Closed in Q3 is 181, up from 136 in Q2. The baseline is 128.
- Indicator 179 – The (cumulative) total number of inquests closed that are over 12 months old is 78 up from 49 in Q2. The baseline is 27.

Domestic Abuse

4.5 The following points detail whether each indicator is above or below the baseline performance.

- Indicator 197 (Number of self-referrals to outreach services) remains high compared to the baseline of 70. 210 referrals were made in Q2, which is up from 177 in Q2.
- Indicator 198 – Percentage of clients engaging with the Independent Domestic Violence Advisor (IDVA) service was 68% in Q3, marginally lower than the 70% target. This is down from 70% in Q2. Commentary has highlighted that the implementation of the IDVA service accepting medium risk crime referrals from the police has decreased the engagement rate slightly.
- Indicator 199 – (Number of referrals to IDVA service) was 723 in Q3, down from 731 in Q2, and well above the baseline of 430. However, there have been reported issues with the client database, and so the figures are likely to be under-reported. The true figure is believed to be around 900-950.

Registrations

4.6 The following points detail whether each indicator is above or below the baseline performance.

- Indicator 219 – All births registered within 42 days was recorded as 99% in Q3, up from 96% in Q2. The target is 74% which is derived from the national average, so performance continues to be strong compared with other areas on average. As

performance exceeds target by over 5% this and so results in a 'Blue' rating. The total number of births registered in Cambridgeshire has dropped by 4% (Apr-Dec) compared to 2021-22. There has been a regional drop in birth registrations of 8% for the same period. Regionally, 89% of births were registered within the statutory 42 days and 87% nationally.

- Indicator 220 – All deaths registered within 42 was recorded as 70% in Q3, up from 52% in Q2. This is now above the target of 60% and results in a 'blue' rating. The total number of deaths registered in the last quarter remains approximately the same as in 2021/22. There has been a drop in the percentage of non-coronial deaths registered from 73% in 2021-22 to 63% in 2022-23. However, during that period in 2021, registration services were permitted to register deaths by telephone, which made for a more efficient service. The regional figure is 40% and the national figure is 48%%

Trading Standards

4.7 The following points detail whether each indicator is above or below the baseline performance.

- Indicator 221 – Number of hours of advice provided to business under primary authority was 389 in Q3, up from 303 in Q2, and up from 230 in Q1. This is above the target of 291 and results in a 'blue' rating. Trading standards indicate that this reflects the expected upward trend.
- Indicator 222 – Percentage of businesses brought into compliance was recorded was 70% in Q3, up from 45% in Q2, and above the target of 65%. Commentary details that 49% of businesses were compliant when visited. 21% were brought into compliance at the visit, or at a follow up visit. 30% of businesses have ongoing action (at the end of the quarter) to reach compliance. The higher compliance rate at the time of initial visit is a result of more programmed inspections undertaken, rather than being complaint led, therefore compliance is generally higher in the first instance.

5. Alignment with corporate priorities

5.1 Environment and Sustainability

There are no significant implications for this priority.

5.2 Health and Care

There are no significant implications for this priority.

5.3 Places and Communities

There are no significant implications for this priority.

5.4 Children and Young People

There are no significant implications for this priority.

5.5 Transport

There are no significant implications for this priority.

6. Source Documents

6.1 None

Produced on:

23 February 2023



Performance Report

Quarter 3

2022/23 financial year

Communities, Social Mobility and Inclusion Committee

Business Intelligence
Cambridgeshire County Council
business.intelligence@cambridgeshire.gov.uk

Key



Data Item	Explanation
Target / Pro Rata Target	The target that has been set for the indicator, relevant for the reporting period
Current Month / Current Period	The latest performance figure relevant to the reporting period
Previous Month / previous period	The previously reported performance figure
Direction for Improvement	Indicates whether 'good' performance is a higher or a lower figure
Change in Performance	Indicates whether performance is 'improving' or 'declining' by comparing the latest performance figure with that of the previous reporting period
Statistical Neighbours Mean	Provided as a point of comparison, based on the most recently available data from identified statistical neighbours.
England Mean	Provided as a point of comparison, based on the most recent nationally available data
RAG Rating	<ul style="list-style-type: none"> • Red – current performance is off target by more than 10% • Amber – current performance is off target by 10% or less • Green – current performance is on target by up to 5% over target • Blue – current performance exceeds target by more than 5% • Baseline – indicates performance is currently being tracked in order to inform the target setting process • Contextual – these measures track key activity being undertaken, to present a rounded view of information relevant to the service area, without a performance target. • In Development - measure has been agreed, but data collection and target setting are in development
Indicator Description	Provides an overview of how a measure is calculated. Where possible, this is based on a nationally agreed definition to assist benchmarking with statistically comparable authorities
Commentary	Provides a narrative to explain the changes in performance within the reporting period
Actions	Actions undertaken to address under-performance. Populated for 'red' indicators only
Useful Links	Provides links to relevant documentation, such as nationally available data and definitions

Indicator 36: Number of active library users

[Return to Index](#)

March 2023

Target	Direction for Improvement	Current Quarter	Previous Quarter	Change in Performance
107,236	↑	84,659	82,564	Improving
RAG Rating <div>Red</div>				

Indicator Description

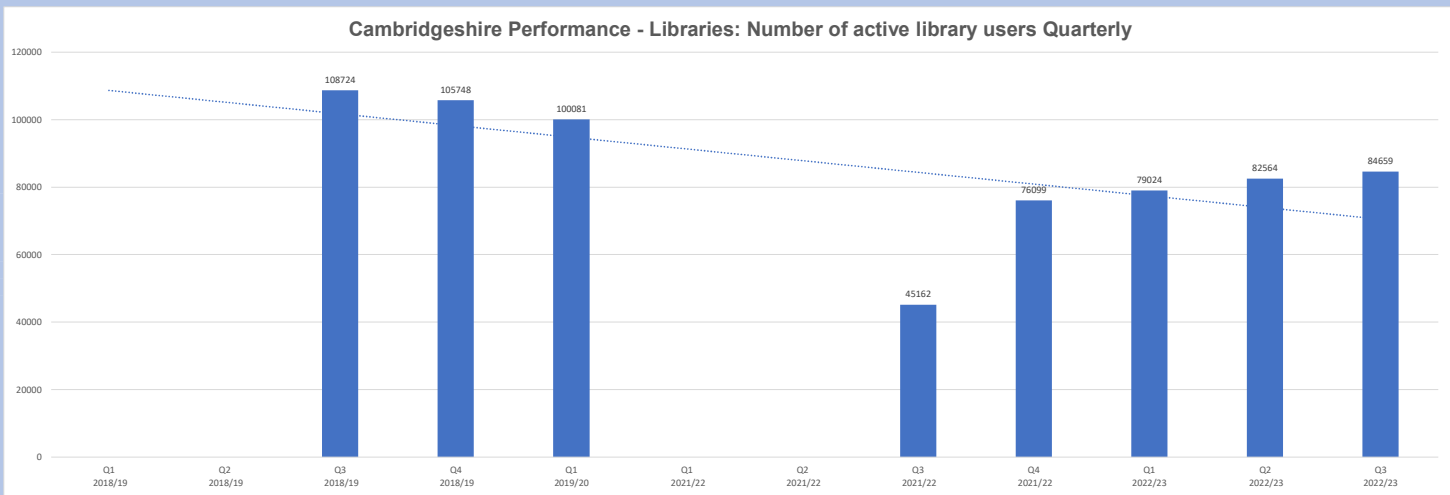
The indicator is a cumulative total of the number of active library users per quarter.

The comparison data is from the local area benchmarking tool from the Local Government Association.

Source: CIPFA Statistical Information Services

Useful Links

[The local area benchmarking tool from the Local Government Association](#)



Commentary

Libraries continue to reach out to new audiences, with refurbishments at Arbury and Soham libraries helping improve visibility. New 'Whats On' Brochure and outreach planned in Q4 to further reach out and a pilot project using Wisbech as a model to help identify hard to reach groups to use the library.

Previously reported figures may have changed as estimated or missing data is replaced with actual data. Comparison data is only available up to 2018/19 at present.

Actions

Indicator 37: Number of visits made to library sites reported quarterly

[Return to Index](#)

March 2023

Target	Direction for Improvement	Current Quarter	Previous Quarter	Change in Performance
475,381	↑	322,668	340,474	Declining
RAG Rating				
Red				

Indicator Description

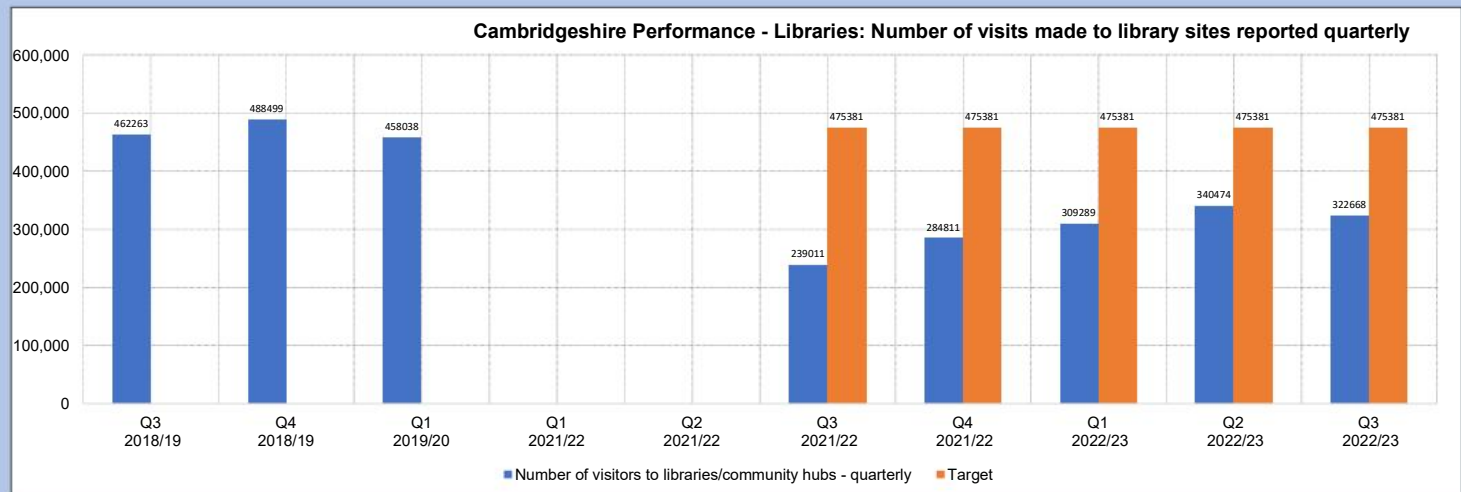
The indicator is a cumulative total of the number of physical visits to Cambridgeshire libraries for every 1,000 population. The relevant mid-year population figure for each financial year is used to calculate the rate for each quarter.

The comparison data is from the local area benchmarking tool from the Local Government Association. This also measures the number of physical visits to libraries for every 1,000 population. This data is based on mid-year 2015 population statistics, and so does not exactly match the quarterly data for Cambridgeshire.

Source: CIPFA Statistical Information Services

Useful Links

[The local area benchmarking tool from the Local Government Association](#)



Commentary

This is usually a quieter quarter for libraries with Christmas closures. This is reflected in the numbers but they remain higher than anticipated as our warm hub offer kicked in and despite library closures for refurbishment and some emergency closures due to urgent maintenance caused by the cold weather. Q4 calendar of events, including selecting next The Library Presents (TLP) performances looks to bring more people into the library alongside our continued warm hub offer.

Previously reported figures may have changed as estimated or missing data is replaced with actual data. Comparison data is only available up to 2018/19 at present.

Actions

Indicator 38: Total digital engagements quarterly

[Return to Index](#)

March 2023

Target	Direction for Improvement	Current Quarter	Previous Quarter	Change in Performance
Contextual	↑	327,616	361,311	Declining
RAG Rating				
In Development				

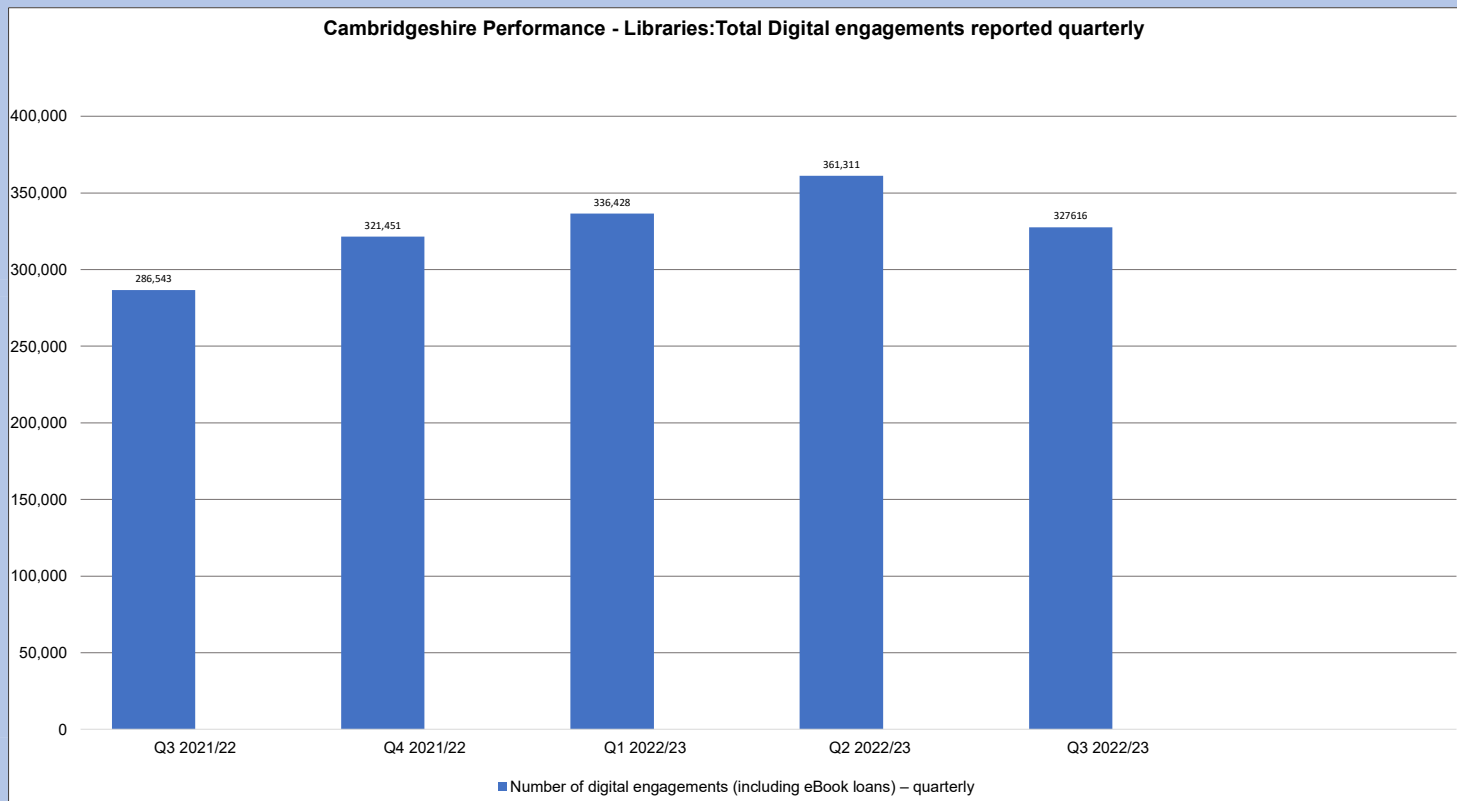
Indicator Description

This indicator is based on extraction of data from the library management system and information from our eBook supplier.

A target will be put in place after 1 year's data has been collected in 22/23.

Useful Links

[The local area benchmarking tool from the Local Government Association](#)



Commentary

Our Digital engagement saw its first real drop as international Twitter usage fell during its takeover, but engagement on other platforms continued to grow. Library TikTok channel is due to launch in the next quarter.

Previously reported figures may have changed as estimated or missing data is replaced with actual data.

Actions

Indicator 136: Number of learners from across Cambridgeshire that have be enrolled onto a course

[Return to Index](#)

March 2023

Target	Direction for Improvement	Current Quarter	Previous Quarter	Change in Performance
1734	↑	1892	1107	Improving

RAG Rating

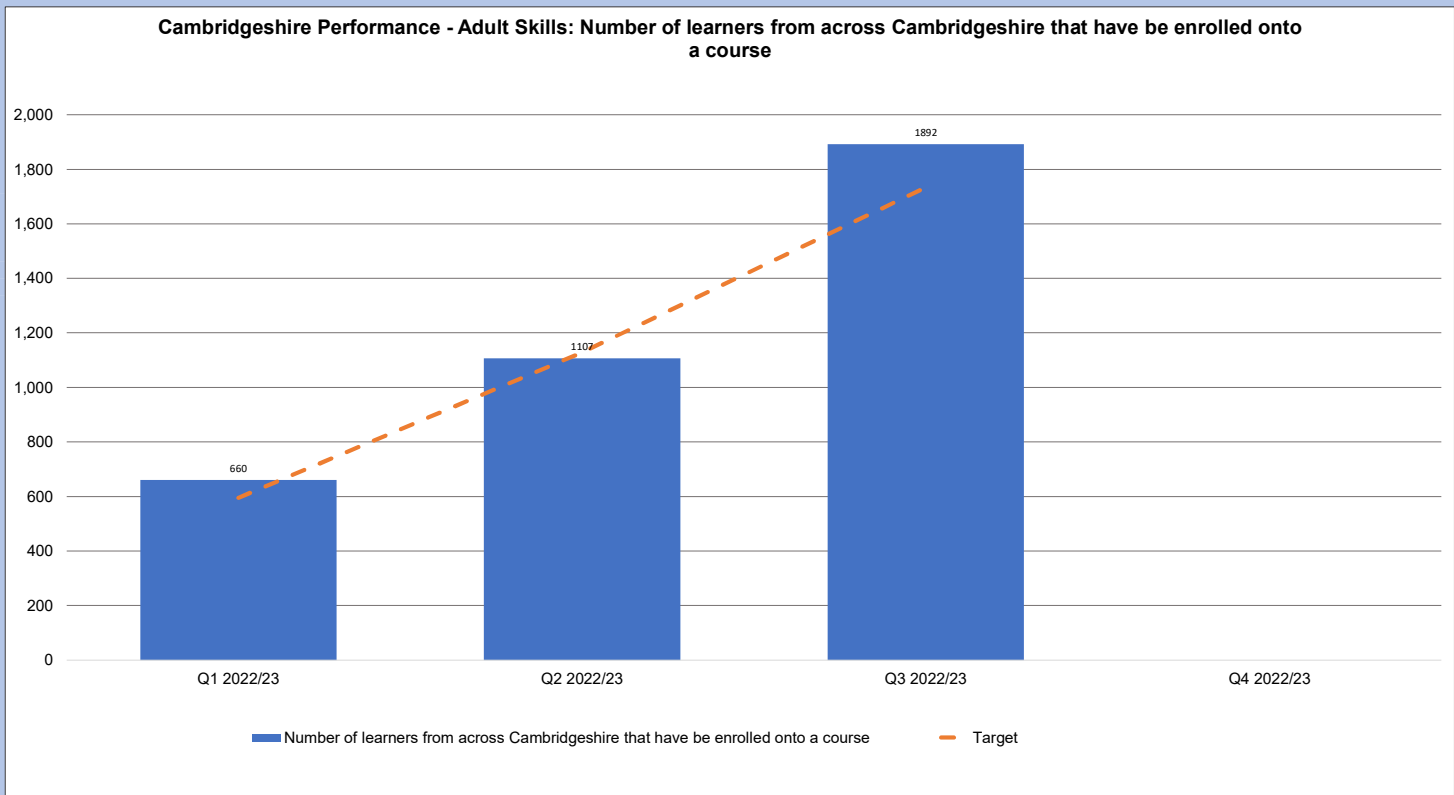
Blue

Indicator Description

Note: Quarter 1 commences in August.

The enrolment figure includes sub-contractors and direct delivery. The target and actual figures are cumulative.

This indicator refers to the total number of learner enrolments. This is because a single learner can have multiple enrolments.



Commentary

The number of learners that we engaged and enrolled onto courses during the period of April 22 - Dec 22 was taken from our ILR collted report, for both the CPCA and ESFA delivery we run

Useful Links

Actions

Indicator 137: Number of courses that have been recruited, which support skills development to aid progression

[Return to Index](#)

March 2023

Target	Direction for Improvement	Current Quarter	Previous Quarter	Change in Performance
2254	↑	2741	1676	Improving

RAG Rating

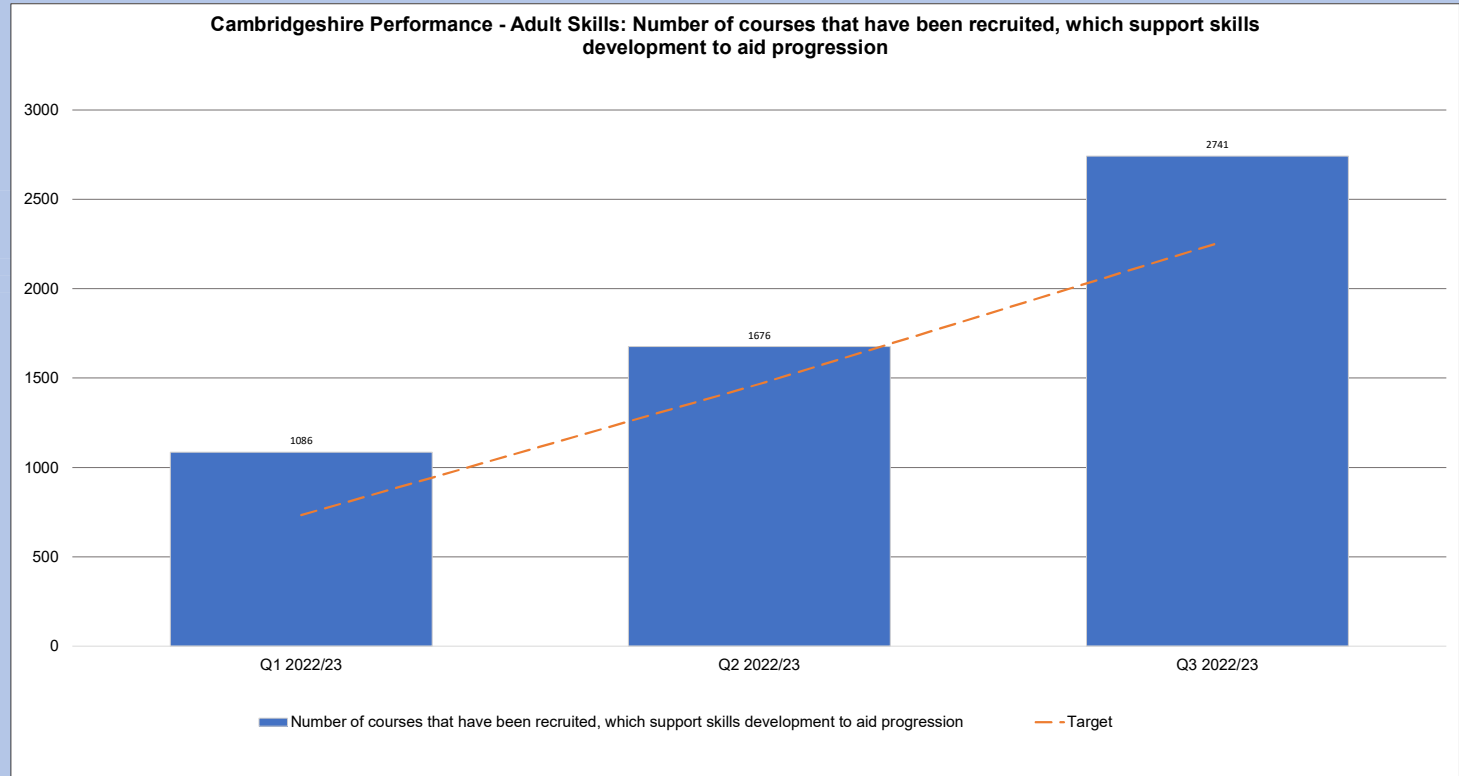
Blue

Indicator Description

Note: Quarter 1 commences in August.

The enrolment figure used includes sub-contractors and direct delivery.

The target and actual figures are cumulative. The retention figure in this indicator refers to the number of course enrolments where the course was fully attended, out of the total enrolments.



Commentary

The number of courses that we enrolled learners onto during the period of April 22 - Dec 22 this was taken from our ILR collated report, for both the CPCA and ESFA delivery. 31% of enrolments was onto qualifications in a mix of subjects including: English, Maths, ESOL, Counselling, TA qualifications. Topics of non qualification learning were Family Learning and engagement courses in Budgeting/Coding/Reading/Confidence and wellbeing, Art, IT, etc). 85% of face to face courses were delivered with targeted deprived wards around the County.

Useful Links

Actions

Indicator 138: Percentage of courses that have been achieved

[Return to Index](#)

March 2023

Target	Direction for Improvement	Current Quarter	Previous Quarter	Change in Performance
95%	↑	97%	96.0%	Improving

RAG Rating

Green

Indicator Description

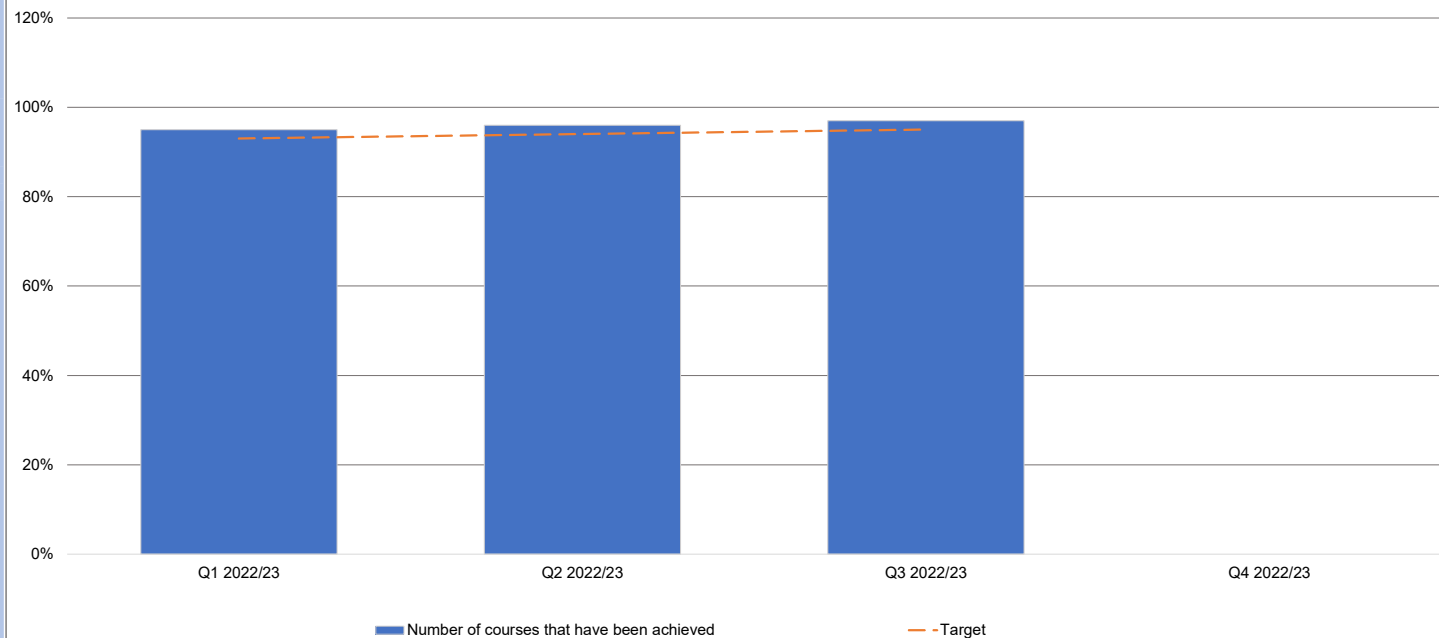
Note: Quarter 1 commences in August. The figure provided is the percentage of learners who completed the full length of the course (retained) and also achieved the required course outcome (set course aims/qualification)

The number includes those courses delivered by sub-contractors and direct delivery.

The target and actual figures are cumulative. The retention figure in this indicator refers to the number of course enrolments where the course was fully attended, out of the total enrolments.

Useful Links

Cambridgeshire Performance - Adult Skills: Percentage of courses that have been achieved



Commentary

The measure was taken from the ILR at the end of the quarter and was the percentage of learners who had completed and achieved the outcomes of their course as planned. The figure provided is the percentage of learners who completed the full length of the course (retained) and also achieved the required course outcome (set course aims/qualification)

Actions

Indicator 174: No of Community Youth Providers participating within our (Youth in Communities) Network

[Return to Index](#)

March 2023

Target	Direction for Improvement	Current Quarter	Previous Quarter	Change in Performance
In Development	↑	503	480	Improving

RAG Rating

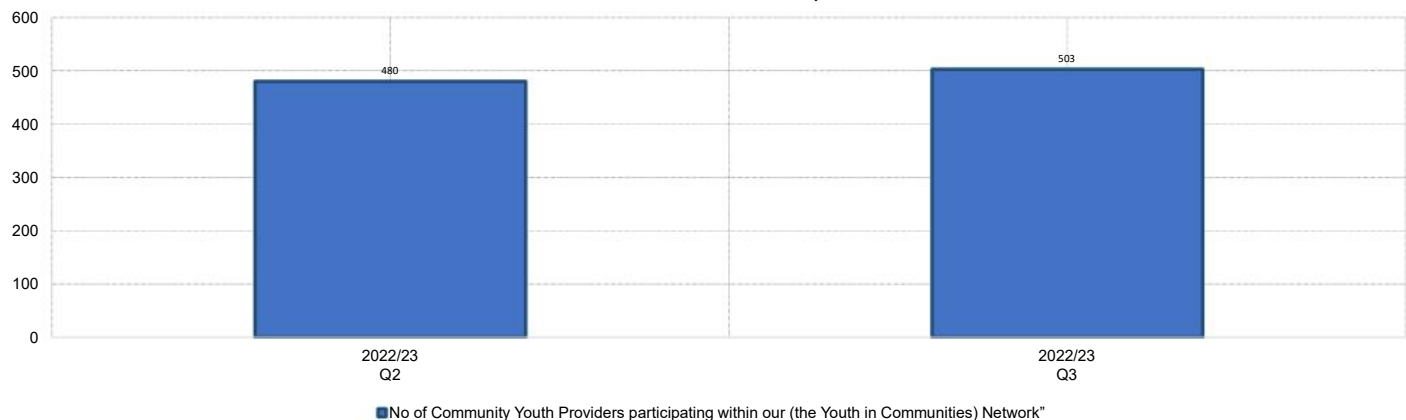
N/A

Indicator Description

The Youth in Communities network works with community youth providers to build capacity in the system. This indicator is a count of the number of unique providers engaged within the network that the team has supported within each quarter.

Useful Links

Cambridgeshire Performance - Think Communities: No of Community Youth Providers participating within our (the Youth in Communities) Network



Commentary

Actions

Indicator 175: Total number of cases opened

[Return to Index](#)

March 2023

Baseline	Direction for Improvement	Current Quarter	Previous Quarter	Change in Performance
720	NA	980	764	N/A

RAG Rating

Contextual

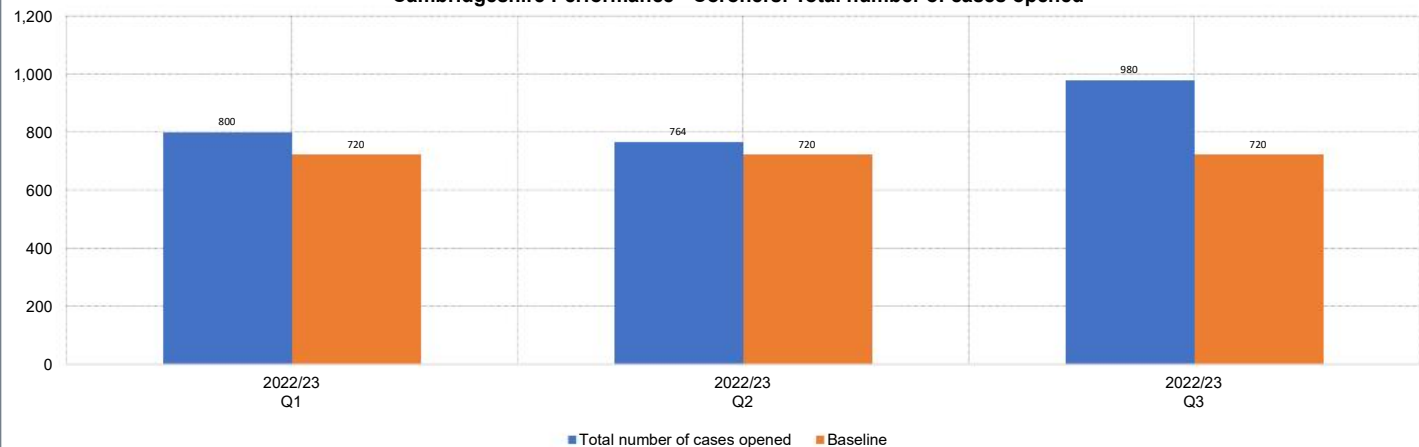
Indicator Description

A case related to a death referred to the service by partner agencies, such as the police or a doctor, in which the death is unexpected or unnatural, the deceased died while in custody or otherwise in state detention, or if any other statutory requirement is triggered (such as death due to suspected industrial disease). The Coroner will review cases and in circumstances where the cause of death is natural and the need to investigate further is not required, the case will be closed without the need for further investigation.

Baseline is derived from 2021/22 annual figure and divided by 4 to give a quarterly baseline

Useful Links

Cambridgeshire Performance - Coroners: Total number of cases opened



Commentary

Actions

Indicator 176: Total number of cases closed

[Return to Index](#)

March 2023

Baseline	Direction for Improvement	Current Quarter	Previous Quarter	Change in Performance
657	N/A	927	814	N/A

RAG Rating

Contextual

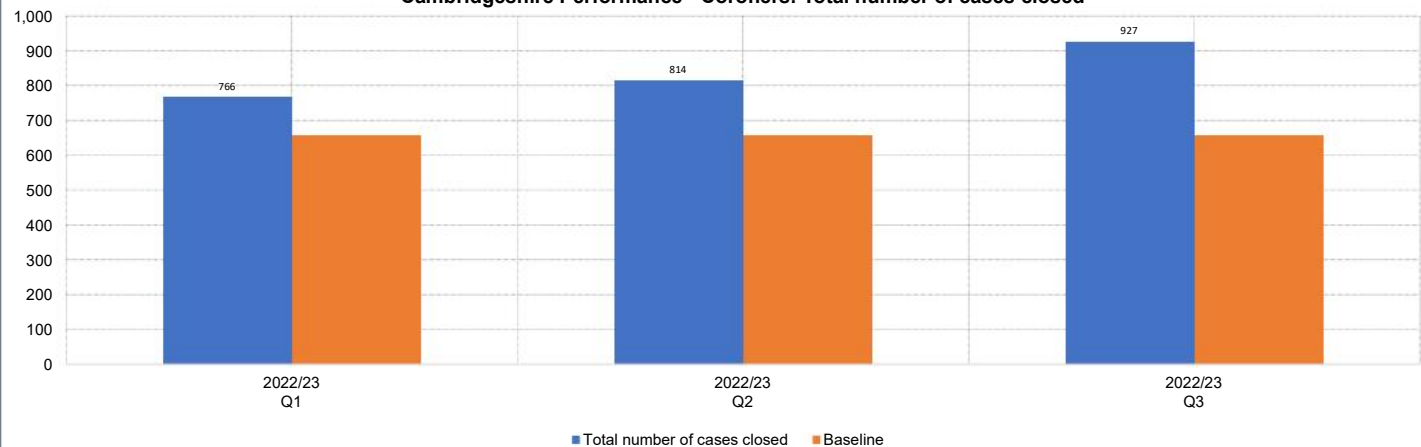
Indicator Description

Shows how the service is managing cases referred in terms of volumes

Baseline is derived from 2021/22 annual figure and divided by 4 to give a quarterly baseline

Useful Links

Cambridgeshire Performance - Coroners: Total number of cases closed



Commentary

Total number of active open cases (inquests, investigations and referrals) at close of Q3 was 955, compared to 953 in Q2 and 943 in Q1

Actions

Indicator 177: Total number of Inquests opened

[Return to Index](#)

March 2023

Baseline	Direction for Improvement	Current Quarter	Previous Quarter	Change in Performance
133	NA	148	148	N/A

RAG Rating

Contextual

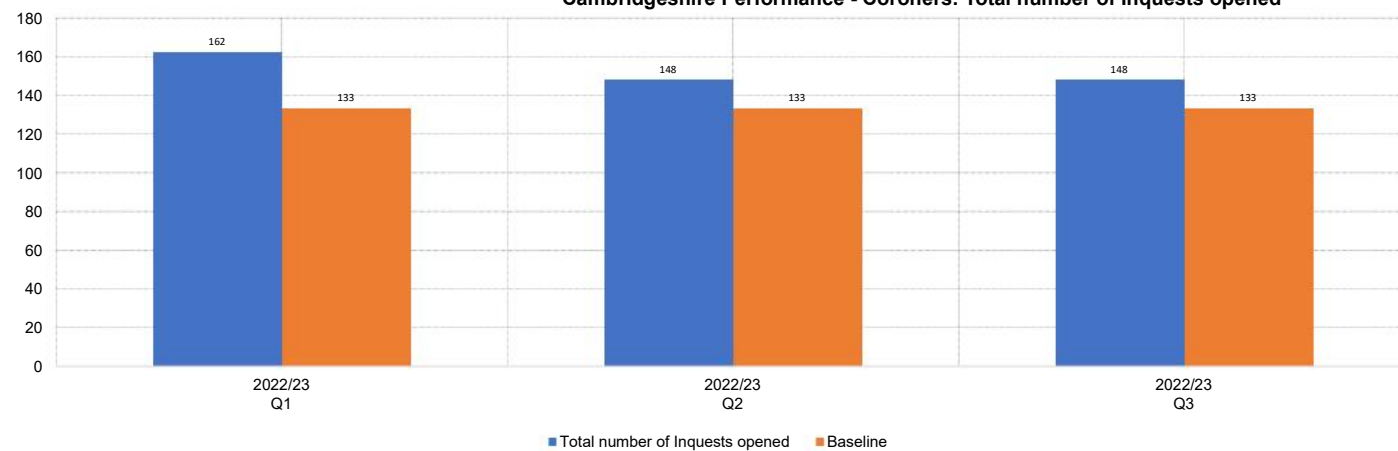
Indicator Description

A case becomes an Inquest where the death is unnatural, if the cause of death means that an Inquest is mandatory (such as deaths in state detention or at a workplace, for example), or if an Inquest is triggered by any other reason. All Inquests are heard in public at a Coroner's Court.

Baseline is derived from 2021/22 annual figure and divided by 4 to give a quarterly baseline

Useful Links

Cambridgeshire Performance - Coroners: Total number of Inquests opened



Commentary

Total number of active open inquests at close of Q3 is 468 compared to 620 in Q2 and 460 in Q1.

Actions

Indicator 178: Total number of Inquests closed

[Return to Index](#)

March 2023

Baseline	Direction for Improvement	Current Quarter	Previous Quarter	Change in Performance
128	NA	181	136	N/A

RAG Rating

Contextual

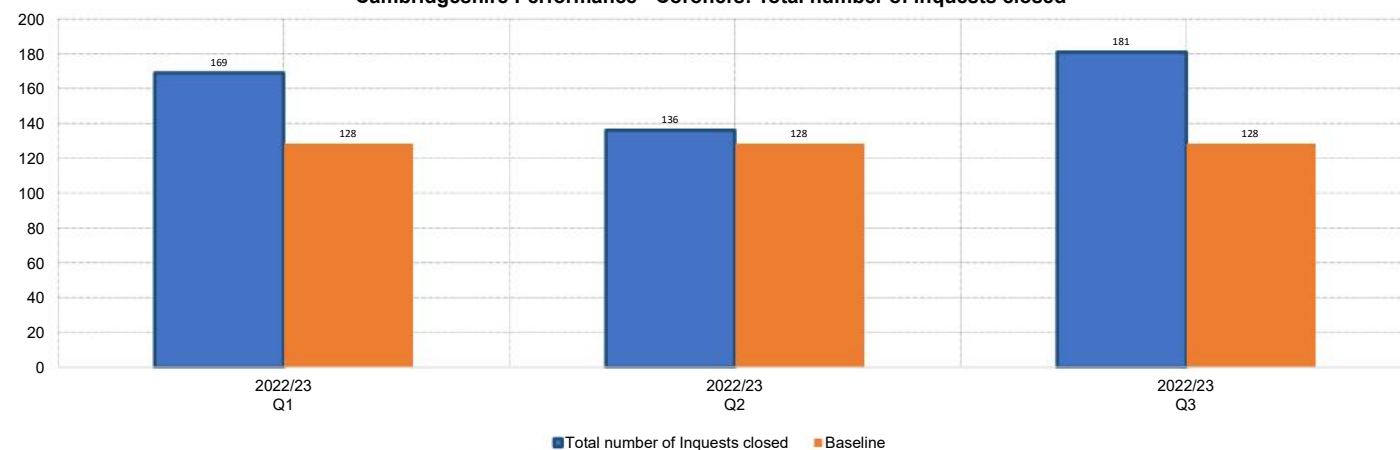
Indicator Description

Demonstrates the ability of the service to manage the current demand.

Baseline is derived from 2021/22 annual figure and divided by 4 to give a quarterly baseline

Useful Links

Cambridgeshire Performance - Coroners: Total number of Inquests closed



Commentary

Actions

Indicator 179: Total number of Inquests closed that are over 12 months old[Return to Index](#)

March 2023

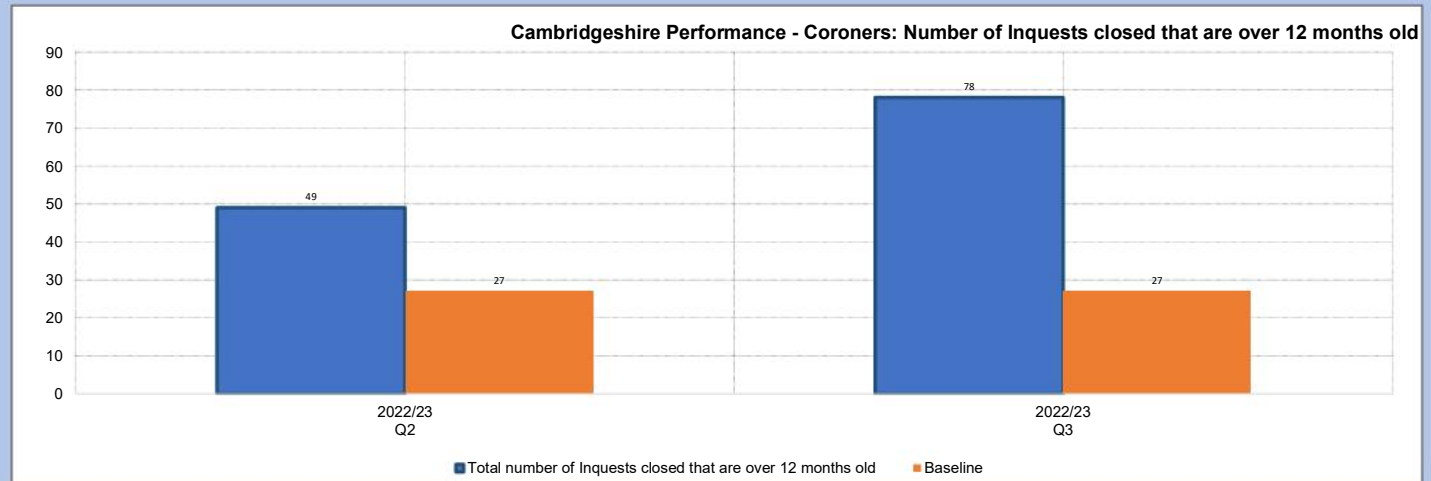
Baseline	Direction for Improvement	Current Quarter (cumulative)	Previous Quarter	Change in Performance
27	NA	78	49	NA
RAG Rating				
Contextual				

Indicator Description

Total number of Inquests closed that are over 12 months old.

Coronial Services are monitored nationally on the number of Inquests that remain open after 12 months, reporting this figure to the Committee along with the previous year's performance will indicate whether there is either a positive or negative direction of travel.

Baseline is derived from 2021/22 annual figure and divided by 4 to give a quarterly baseline

Useful Links**Commentary**

The service reports annually to the Chief Coroner the number of cases over 12 months old, the reporting period for this data is 1st May 2021– 31st April 2022. In this period there were 297 cases over 12 months old.

Actions

Indicator 197: Number of Self Referrals to Commissioned Domestic Abuse Outreach Services

[Return to Index](#)

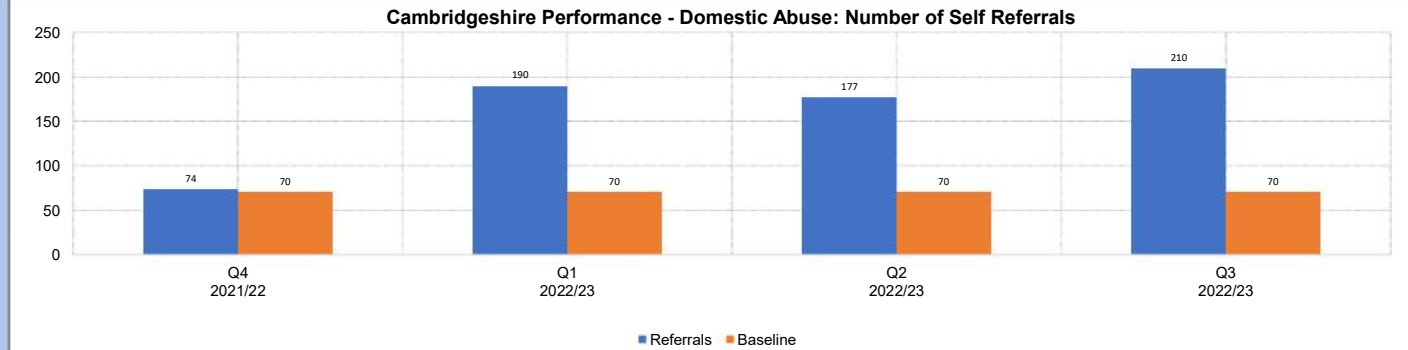
March 2023

Baseline	Direction for Improvement	Current Quarter	Previous Quarter	Change in Performance
70	↑	210	177	Improving
Contextual				

Indicator Description

This indicator refers to the number of people that self refer themselves to a commissioned domestic abuse outreach service. Victims are encouraged to come forward and refer themselves for support so an increase can be considered a positive. However each increase or decrease needs further contextual explanation and cannot be viewed in an entirely binary way. This is why there is no RAG rating attached and no target either.

The outreach services accept self-referrals from victims at any risk level requiring support. The number of self-referrals will be the third KPI with a baseline of 70 per quarter. Outreach services are able to promote themselves within the community to encourage referrals to service.

Useful Links**Commentary**

Q2 2022/23 - A new outreach service with a new provider has been commissioned and started in October 2022. This will be the Domestic Abuse Support Service delivered by IMPAKT. Q2 figures are based on the previous providers data.

Q1 2022/23 - A new outreach service with a new provider has been commissioned and will start in October 2022. This will be the Domestic Abuse Support Service delivered by IMPAKT. Q1 figures are based on the current providers data.

2021/22 Q4 - Outreach services will continue to be delivered by Refuge and Cambridge Women's Aid until October 2022, when they service will be recommissioned. Outreach will be able to focus more on self-referrals in the coming months and referrals are expected to increase.

Actions

Indicator 198: The percentage of clients engaging with Independent Domestic Violence Advocacy (IDVA) Service

[Return to Index](#)

March 2023

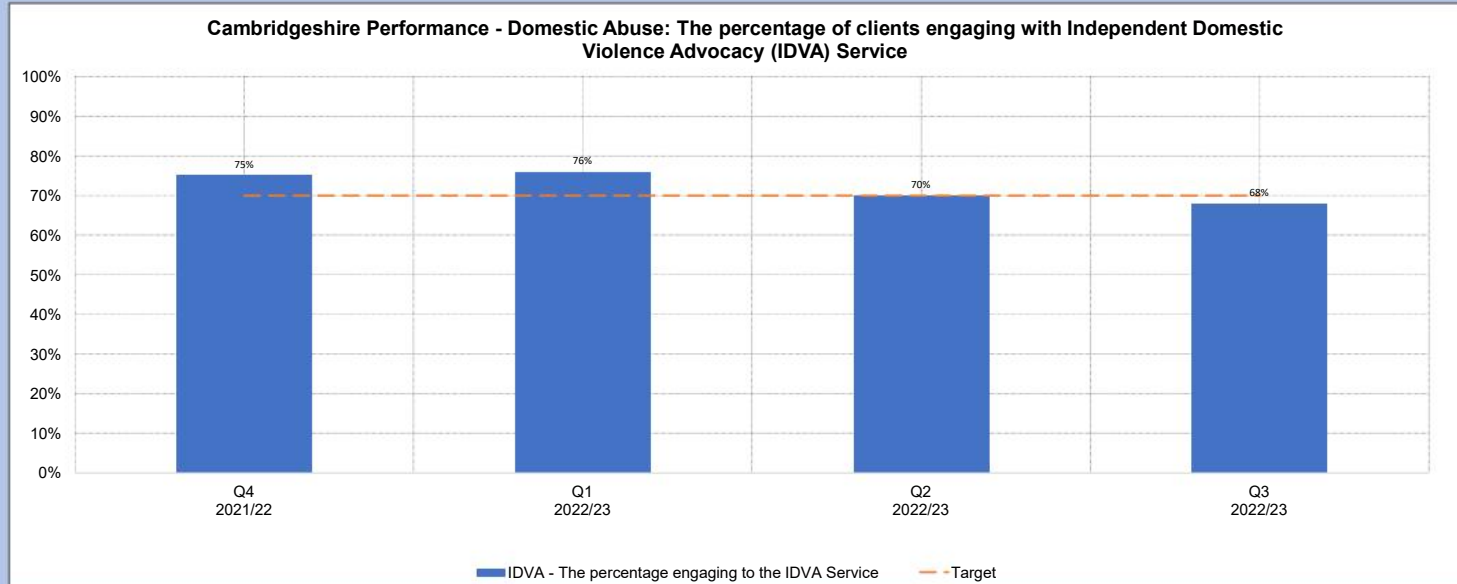
Target	Direction for Improvement	Current Quarter	Previous Quarter	Change in Performance
70%	↑	68%	70%	Declining

RAG Rating

Amber

Indicator Description

The IDVA Service require the consent of a victim to work with them and a victim needs to be willing to engage and accept support. In some cases the service are not able to make contact with clients (four attempts are made) and in some cases the offer of support is declined.

Useful Links**Commentary**

Q3 - As expected the implementation of the IDVA Service accepting medium risk crime referrals from the police has decreased the engagement rate slightly but still stands at just below previous quarter of 70%.

Q2- The IDVA service have changed the way they record engagement with the service to ensure this captures only those who truly access support. A reduction in the engagement rate has therefore occurred but we are still meeting target of 70%.

Q1 - The engagement rate for clients with the IDVA Service was 75%, which is above the target of 70%. This may decrease in 2022/23 as the way this is recorded changes to ensure it captures engagement with the service that has made a difference to the outcomes for a client.

Actions

Indicator 199: Number of Referrals to the Independent Domestic Violence Advocacy (IDVA) Service

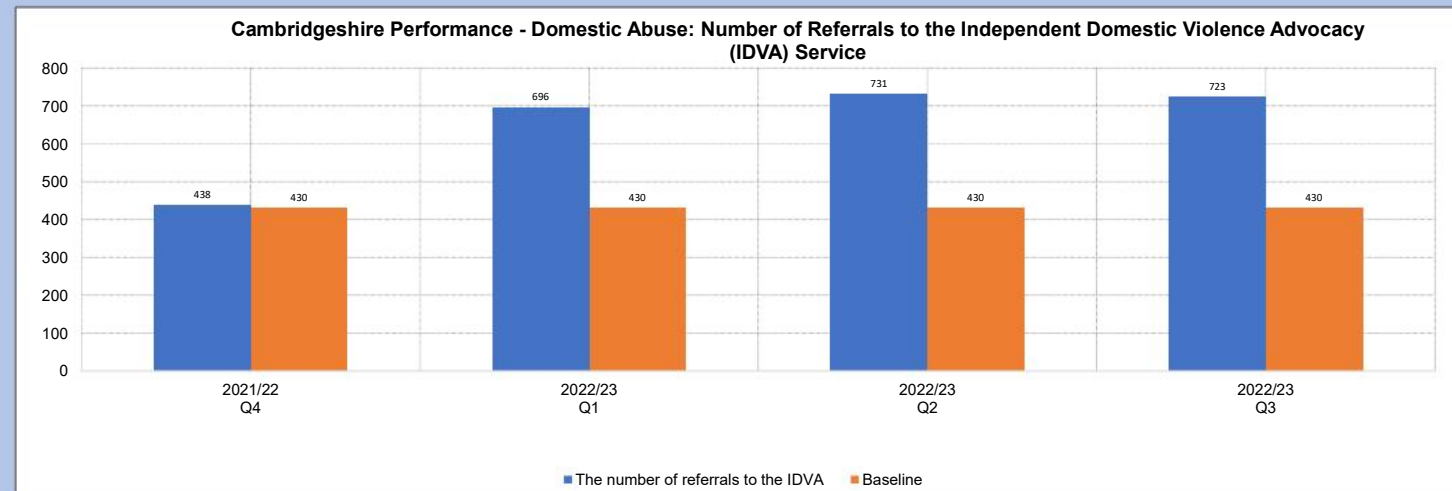
[Return to Index](#)

March 2023

Baseline	Direction for Improvement	Current Quarter	Previous Quarter	Change in Performance
430	↑	723	731	Declining
RAG Rating				
Contextual				

Indicator Description

The Independent Domestic Violence Adviser (IDVA) Service is part of the County Council and works with victims of domestic abuse at high risk of domestic abuse. They also employ a number of specialist client-based IDVAs who take specific referrals at all risk levels. The team has expanded greatly during 2021/22 and referrals are expected to increase in 2022/23. The number of referrals to the service will be the first KPI, with a baseline of 430 per quarter.

Useful Links**Commentary**

A significant issue with the client database means that the figure reported of 731 is an underreporting of the true number of referrals to the service. The true figure is believed to be around 900-950 and will be updated when providing Q3 stats.

Referrals to the IDVA Service have increased during 2021/22 as the service has expanded and developed several new specialist client based roles. These are Housing, Health, Male Victims, Stalking and BAME at any risk level. It is expected that the number of referrals will continue to increase during 2022/23 as these teams continue to market their roles with professionals.

Actions

Indicator 219: Registrations - All births registered within 42 days of birth.

[Return to Index](#)

March 2023

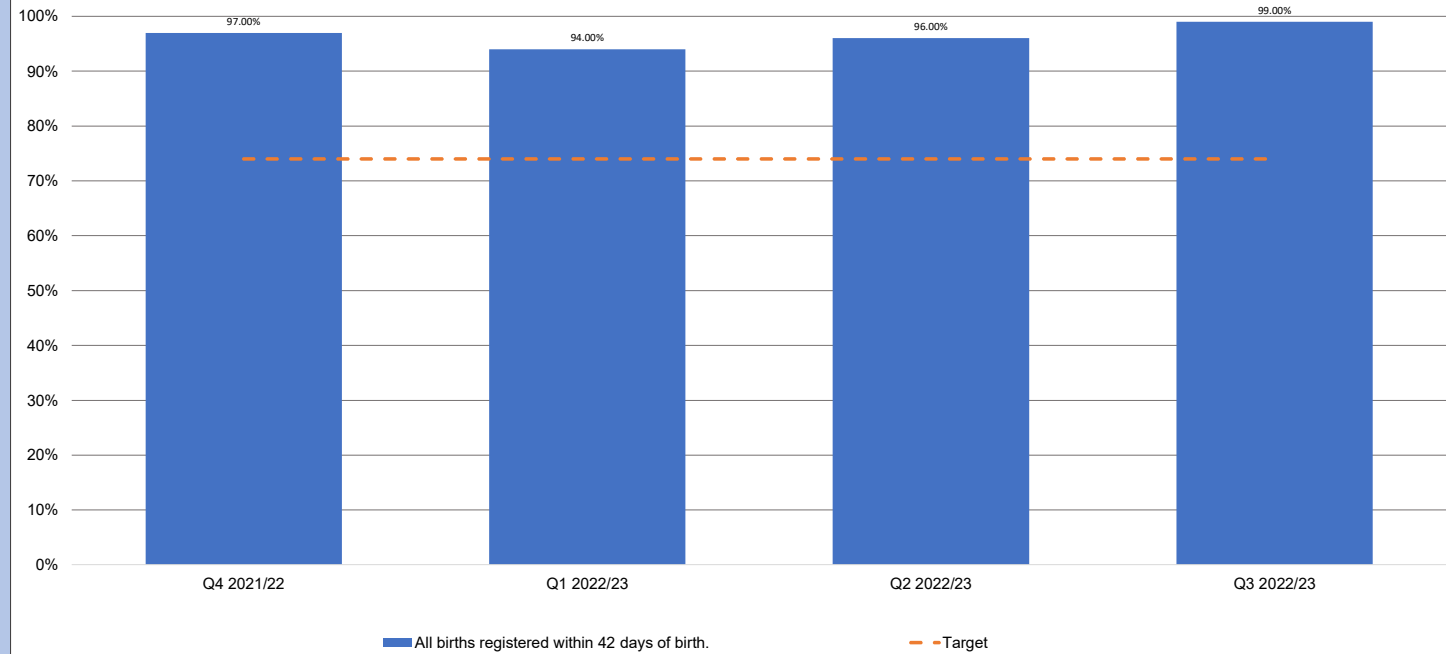
Target	Direction for Improvement	Current Quarter	Previous Quarter	Change in Performance
74%	↑	99%	96%	Improving

RAG Rating

Blue

Indicator Description

Legislation states 42-day requirement to register births.
 Demonstrates volumes and demand on the service.
 Shows population trends in the county
 The benchmark is the national average

Useful Links**Cambridgeshire Performance - Registrations - All births registered within 42 days of birth.****Commentary**

The total number of births registered in Cambridgeshire has dropped by 4% (Apr-Dec) compared to 2021-22. There has been a regional drop in birth registrations of 8% for the same period. Regionally 89% of births were registered within the statutory 42 days and 87% nationally.%

Actions

Indicator 220: Registrations - All deaths registered within 5 days

[Return to Index](#)

March 2023

Target	Direction for Improvement	Current Quarter	Previous Quarter	Change in Performance
60%	↑	70%	52%	Improving

RAG Rating

Blue

Indicator Description

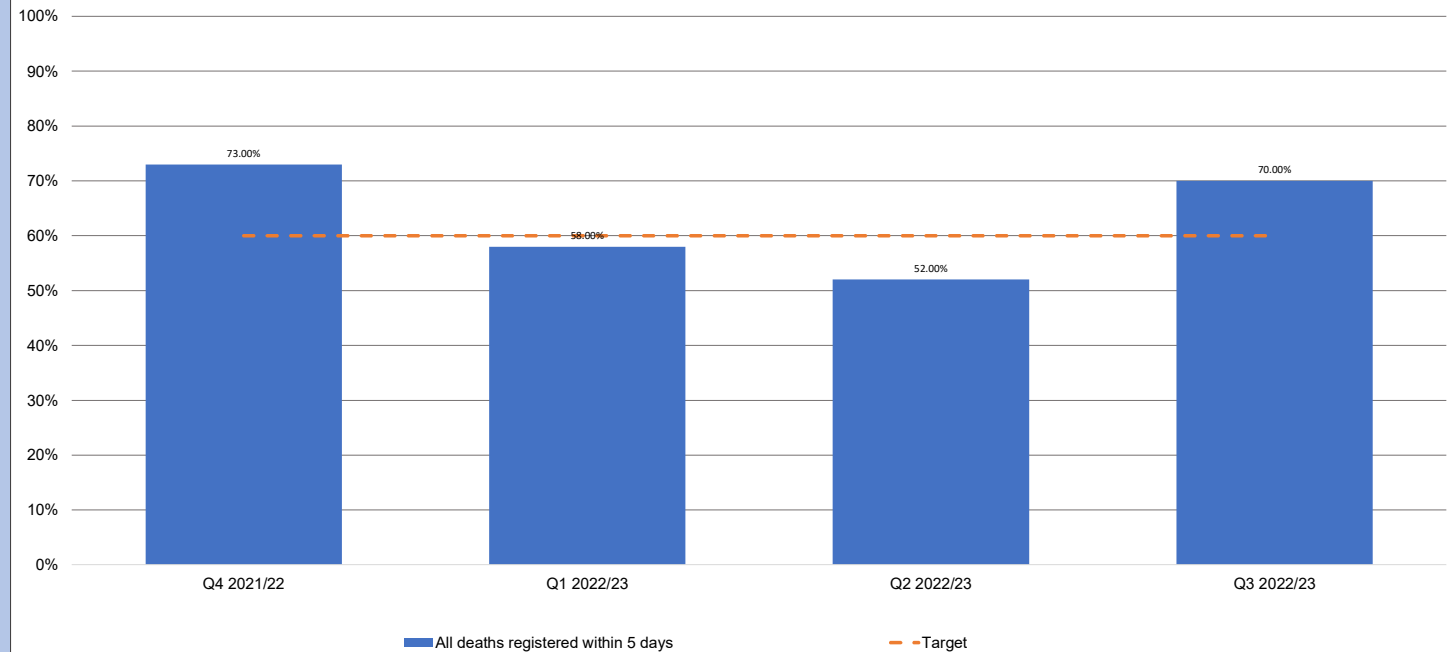
The percentage of all deaths registered within 5 calendar days. The figure refers to non-coronial deaths.

Legislation states 5-day requirement to register births.

Demonstrates volumes and demand on the service.

Shows population trends in the county

The benchmark is the national average.

Useful Links**Cambridgeshire Performance - Registrations - All deaths registered within 5 days****Commentary**

The total number of deaths registered in the last quarter remains approximately the same as in 2021/22. There has been a drop in the percentage of non-coronial deaths registered from 73% in 2021-22 to 63% in 2022-23. However, during that period in 2021 Registration Services were permitted to register deaths by telephone which made for a more efficient service. The regional figure is 40% and national figure is 48%.

Actions

Indicator 221: Number of hours of business advice provided to businesses under primary authority

[Return to Index](#)

March 2023

Target	Direction for Improvement	Current Month	Previous Month	Change in Performance
291	↑	389	303	Improving

RAG Rating

Blue

Indicator Description

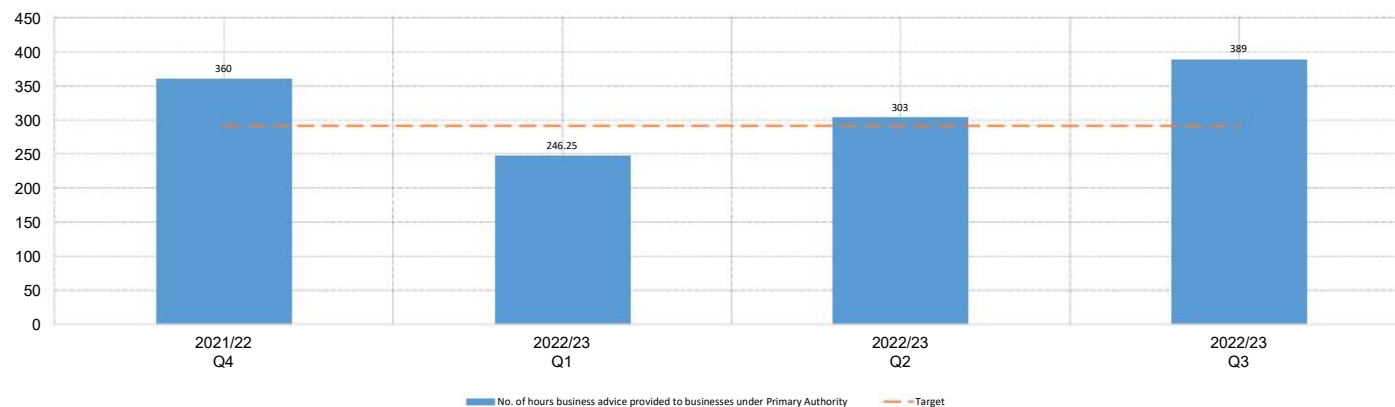
Primary Authority is a national scheme overseen by the Office for Product Safety and Standards whereby national businesses can pay for assured advice from a regulator of their choice. This helps reduce the regulatory burden on businesses by ensuring they receive the appropriate advice at the outset to help them supply legally compliant consumer goods and services both in the UK and abroad. Once assured advice has been given other regulators are obliged to accept the advice given. Providing businesses follow the assured advice, the business is deemed to be compliant with legislation.

Cambridgeshire and Peterborough Trading Standards have over 100 Primary Authority Partnerships. All Primary Authority businesses are required to pay an annual fee, as well as an hourly rate for advice. This indicator demonstrates the demand for advice. The funding derived from the scheme offsets service costs.

The benchmark is based on quarterly figures from 2021/22

Useful Links

Cambridgeshire Performance - Trading Standards: No. of hours business advice provided to businesses under Primary Authority



Commentary

Q1 2022/23 - Whilst this figure falls below the benchmark, this is consistent with Q1 figures for last year where we also saw a lower uptake of advice in Q1. We anticipate this increasing in subsequent quarters in line with previous years so are confident we are still on track with this particular indicator.

Actions

Indicator 222: Percentage of business brought into compliance in all priority areas following inspection/intervention

[Return to Index](#)

March 2023

Target	Direction for Improvement	Current Quarter	Previous Quarter	Change in Performance
65%	↑	70%	44%	Improving

RAG Rating

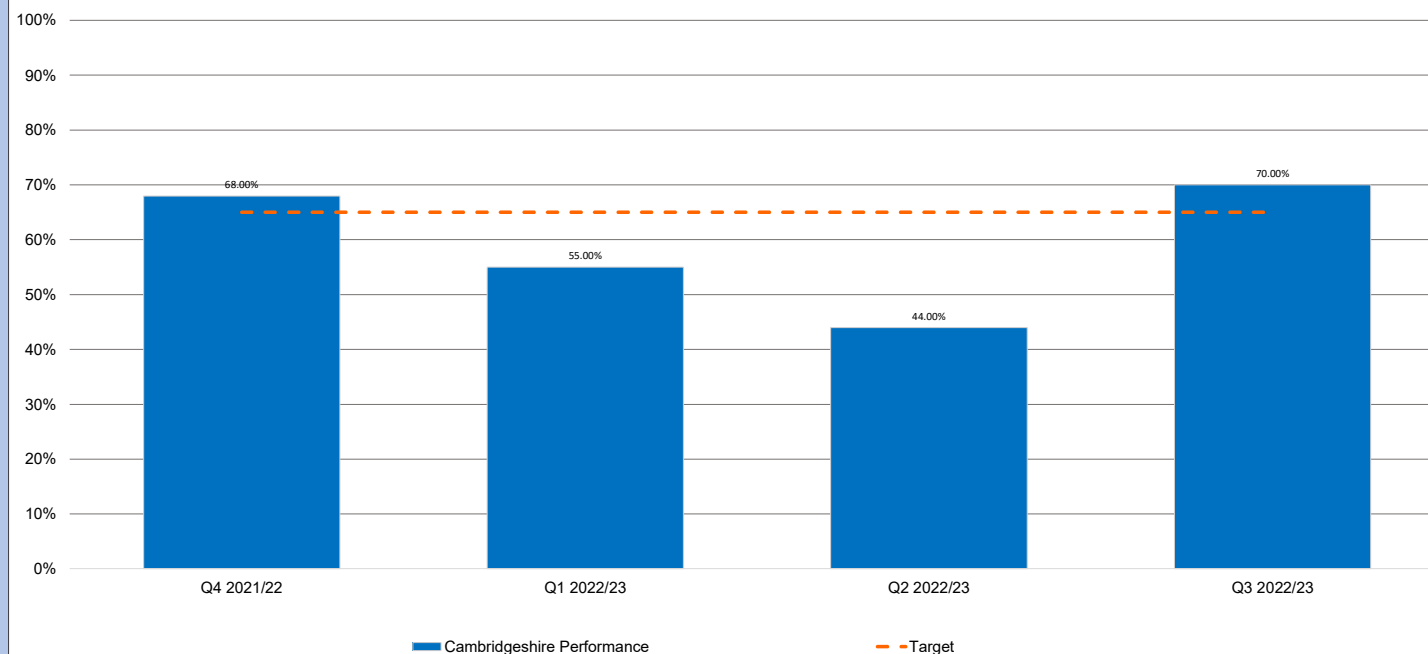
Blue

Indicator Description

Percentage of business brought into compliance in all priority areas following inspection/intervention.

Priority areas are those that present the greatest risk to public safety, health and welfare, cause significant financial detriment like rogue trading or matters that present a risk to the local economy such as animal disease outbreaks.

Premises are visited following a complaint, or as part of an annual inspection, to check compliance with legislation. Where they are found to be non-compliant support is given to reach compliance. On occasion this can be achieved during the visit, or where this is not possible follow up visits will be made. If non-compliances can not be achieved through support and advice, appropriate enforcement action will be taken.

Useful Links**Cambridgeshire Performance - Trading Standards: Percentage of business brought into compliance in all priority areas following inspection/intervention****Commentary**

Q3 - 49% of businesses were compliant when visited. 21% were brought into compliance at the visit, or at a follow up visit. 30% of businesses have ongoing action (at the end of the quarter) to reach compliance. The higher compliance rate at the time of initial visit is a result of more programmed inspections undertaken, rather than being complaint led, therefore compliance is generally higher in the first instance.

Actions

Finance Monitoring Report – January 2023

To: Communities, Social Mobility & Inclusion Committee

Meeting Date: 23 March 2023

From: Executive Director of Strategy and Partnerships, Sue Grace
Service Director of Finance and Procurement, Tom Kelly

Electoral division(s): All

Key decision: No

Outcome: To provide the Committee with the January 2023 financial position for the services within its remit, so that it may comment on the financial position as at the end of January 2023.

Recommendation: The Committee is recommended to:

Note and comment on the report.

Officer contact:

Name: Clare Andrews
Post: Senior Finance Business Partner
Email: clare.andrews@cambridgeshire.gov.uk
Tel: 01223 699758

Member contacts:

Names: Councillor Tom Sanderson and Councillor Hilary Cox Condron
Post: Chair/Vice-Chair
Email: tom.sanderson@cambridgeshire.gov.uk
hilary.coxcondron@cambridgeshire.gov.uk
Tel: 01223 706398

1. Background

- 1.1 Finance Monitoring Reports (FMRs) are produced monthly, except for in April, by all services. They report on a range of financial information to enable a view of each service's financial position to be taken.
- 1.2 Budgets for services are agreed by Full Council in the business plan in February of each year, and can be amended in-year by budget virements. In particular, the FMR provides a revenue budget forecast showing the current projection of whether services expect to be over or underspent at the end of the current financial year against those budgets.
- 1.3 The services within the remit of the Communities, Social Mobility and Inclusion Committee were previously reported as part of People and Communities (now People Services). Following the organisational restructure which created the new service areas of People Services, Place and Sustainability, Strategy and Partnerships and Finance and Resources, effective from 1 September 2022, the service areas falling within the remit of the Committee now span two separate service areas.
- 1.4 Domestic Violence and Regulatory Services (Registration, Coroners and Trading Standards) now sit within Place and Sustainability, whilst Communities, Employment and Skills (including Libraries) are now within Strategy and Partnerships.
- 1.5 Rather than presenting two full Finance Monitoring Reports (FMRs) to the Committee, the relevant revenue and capital lines from both the Place and Sustainability and Strategy and Partnerships FMR's are summarised below. This is exceptional for this Committee due to the varied reporting lines for the services within its remit and the officer reporting structure on which FMRs are based. The full reports for Place and Sustainability and Strategy and Partnerships will be presented to the Highways and Transport and Strategy and Resources Committees respectively and will also be published online (see Paragraph 5.2).

2. Main Issues - Revenue

- 2.1 At the end of January 2023, the budgets within the remit of the Committee are currently forecasting an overspend of £11k.

Communities, Social Mobility and Inclusion Committee Summary Table				
Forecast Variance Outturn (Previous)	Directorate	Budget 2022/23	Actual January 2023	Forecast Outturn Variance
£000		£000	£000	£000
0	Domestic Abuse and Sexual Violence Service	2,562	983	0
0	Registration & Citizenship Services	-751	-492	0
50	Coroners	1,988	1,811	36
0	Trading Standards	748	704	0

0	Public Library Services	4,089	3,305	0
0	Cambridgeshire Skills	2,163	799	-0
0	Archives	402	297	-0
0	Cultural Services	325	175	-5
0	Think Communities	13,709	2,580	-20
0	Youth and Community Services	395	48	0
50	Total Expenditure	25,630	10,211	11
0	Grant Funding	-16,386	-10,858	0
50	Total	9,245	-647	11

2.2 The Coroner service is reporting a forecast overspend of £36k, a decrease from the previous month (£50k), due to current vacancies and additional grant. The overspend is due to a higher than budgeted inflationary uplift in the mortuary and body removal costs following the retender of these contracts.

2.3 Offsetting this, there are small underspends in both Think Communities (-£20k) and Cultural Services (-£5k).

3. Main Issues - Capital

3.1 At the end of October 2022, the capital programmes within the remit of the Committee are currently forecasting an underspend of £1.9m

Capital Programme 2022/23						
Total Scheme Revised Budget £000	Original 2022/23 Budget as per BP £000	Scheme	Revised Budget for 2022/23 £000	Actual Spend 2022/23 £000	Forecast Spend - Outturn £000	Forecast Variance 2022/23 £000
		<u>Strategy & Partnerships Service</u>				
		<u>Policy and Communities</u>				
5,000	943	Community Fund	2,429	763	800	(1,629)
113	-	Histon Library Rebuild	36	12	18	(18)
1,172	300	Libraries - Open access & touchdown facilities	614	196	414	(200)
85	85	Library Minor Works	85	15	30	(55)
389	72	EverySpace - Library Improvement Fund	72	(107)	65	(7)
6,759	1,400		3,236	879	1,327	(1,909)

3.2 From the original £5m allocated to the Community Capital Fund, some elements remain unallocated, some projects have failed to go forward as planned, and some have been subject to delay. This means an estimated £1.6m of the original allocation will be rephased into the 2023/24 financial year. The Committee has determined that returned and

unallocated money will be used to deliver a new fund (Cambridgeshire Priorities Capital Fund).

- 3.3 Libraries Open Access and Minor Works budgets have been delayed due to resource availability, including long delays in sourcing material/expertise needed. Histon and EverySpace works were procured at less cost than anticipated.

4. Alignment with corporate priorities

- 4.1 Communities at the heart of everything we do
There are no significant implications for this priority.
- 4.2 A good quality of life for everyone
There are no significant implications for this priority.
- 4.3 Helping our children learn, develop and live life to the full
There are no significant implications for this priority.
- 4.4 Cambridgeshire: a well-connected, safe, clean, green environment
There are no significant implications for this priority.
- 4.5 Protecting and caring for those who need us
There are no significant implications for this priority.

5. Significant Implications

- 5.1 Resource Implications
This report sets out details of the overall financial position of the services within the remit of the Communities, Social Mobility and Inclusion Committee.
- 5.2 Procurement/Contractual/Council Contract Procedure Rules Implications
There are no significant implications within this category.
- 5.3 Statutory, Legal and Risk Implications
There are no significant implications within this category.
- 5.4 Equality and Diversity Implications
There are no significant implications within this category.
- 5.5 Engagement and Communications Implications
There are no significant implications within this category.
- 5.6 Localism and Local Member Involvement
There are no significant implications within this category.
- 5.7 Public Health Implications
There are no significant implications within this category.

5.8 Environment and Climate Change Implications on Priority Areas:
There are no significant implications within this category.

Have the resource implications been cleared by Finance? Yes

Name of Financial Officer: Martin Wade / Clare Andrews

Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the Head of Procurement? N/A

Name of Officer:

Has the impact on statutory, legal and risk implications been cleared by the Council's Monitoring Officer or Pathfinder Legal? N/A

Name of Legal Officer:

Have the equality and diversity implications been cleared by your EqIA Super User?

N/A

Name of Officer:

Have any engagement and communication implications been cleared by Communications?

N/A

Name of Officer:

Have any localism and Local Member involvement issues been cleared by your Service Contact? N/A

Name of Officer:

Have any Public Health implications been cleared by Public Health?

N/A

Name of Officer:

6. Source Documents

- 6.1 As well as presentation of the FMR to Committees, reports are made available online each month - [Finance monitoring reports - Cambridgeshire County Council](#)

Communities, Social Mobility and Inclusion Committee Agenda Plan

Notes

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.

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

- Minutes of previous meeting and Minutes Action Log
- Agenda Plan, Training Plan and Appointments to Outside Bodies and Internal Advisory Groups and Panels

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
23/03/23	Coroner Service Toxicology Provision	R Lovelidge	2023/034	13/03/23	15/03/23
	Household Support Fund 2023/24	L Riddle	2023/024		
	Library Stock Procurement	G Porter	2023/043		
	Cambridgeshire Skills Six-Month Review	T Molloy			
	The Council's Approach to Supporting Asylum Seekers, Refugees, and Migrants	L Riddle			
	Cultivate Cambs – Endorsement of Recommendations (March 2023)	M Oliver			
	Performance Monitoring Report – Quarter 3 (2022-23)	J Ossel			
	Finance Monitoring Report	C Andrews			

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
18/05/23	Cambridgeshire Priorities Capital Fund	S Parker		08/05/23	10/05/23
	Cambridgeshire Skills Accountability Statement	T Molloy			
06/07/23	Support Cambridgeshire Update	M Oliver		26/06/23	28/06/23
	Performance Monitoring Report – Quarter 4 (2022-23)	J Ossel			
	Finance Monitoring Report – Outturn 2022-23	C Andrews			
	Finance Monitoring Report	C Andrews			
<i>[14/09/23] Reserve date</i>				04/09/23	06/09/23
09/10/23	Business Planning Update for 2024-29	T Kelly		27/09/23	29/09/23
	Cambridgeshire and Peterborough Coroner Service Annual Report	P Gell			
	Cambridgeshire Skills Six-Month Review	T Molloy			
	Council of Sanctuary Membership	L Riddle			
	Performance Monitoring Report – Quarter 1 (2023-24)	J Ossel			
	Finance Monitoring Report	C Andrews			

07/12/23	Business Planning Proposals for 2024-29	T Kelly		27/11/23	29/11/23
	Cambridgeshire Registration Service Annual Report	P Gell			
	Cambridgeshire and Peterborough Trading Standards Annual Report	P Gell			
	Library Service Annual Report	G Porter			
	Cultivate Cambs Annual Evaluation Report 2021-2022	M Oliver			
	Performance Monitoring Report – Quarter 2 (2023-24)	J Ossel			
	Finance Monitoring Report	C Andrews			
[11/01/24] Reserve date				29/12/23	03/01/24
21/03/24	Cambridgeshire Skills Six-Month Review	T Molloy		11/03/24	13/03/24
	Performance Monitoring Report – Quarter 3 (2023-24)	J Ossel			
	Finance Monitoring Report	C Andrews			
[09/05/24] Reserve date				26/04/24	30/04/24

Please contact Democratic Services (democraticservices@cambridgeshire.gov.uk) if you require this information in a more accessible format.

