

GENERAL PURPOSES COMMITTEE AGENDA PLAN, TRAINING PLAN AND APPOINTMENTS TO OUTSIDE BODIES AND INTERNAL ADVISORY GROUPS AND PANELS

To: **General Purposes Committee**

Meeting Date: **28 May 2019**

From: **Chief Executive**

Electoral division(s): **All**

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

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

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

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

<i>Officer contact:</i>		<i>Member contacts:</i>	
Name:	Michelle Rowe	Names:	Councillors Count & Hickford
Post:	Democratic Services Manager	Post:	Chair/Vice-Chair
Email:	michelle.rowe@cambridgeshire.gov.uk	Email:	Steve.Count@cambridgeshire.gov.uk Roger.Hickford@cambridgeshire.gov.uk
Tel:	01223 699180	Tel:	01223 706398

1. BACKGROUND

- 1.1 The General Purposes Committee reviews its agenda plan and training plan at every meeting.
- 1.2 The County Council's Constitution states that the General Purposes Committee has
 - Authority to nominate representatives to Outside Bodies other than the Combined Authority, Greater Cambridge Partnership, Cambridgeshire and Peterborough Fire Authority, the County Councils Network Council and the Local Government Association
 - Authority to determine the Council's involvement in and representation on County Advisory Groups. The Committee may add to, delete or vary any of these advisory groups, or change their composition or terms of reference.
- 1.3 Appointments to Internal Advisory Groups and Panels are agreed by the relevant Policy and Service Committee.
- 1.4 On 13 June 2017, the Committee agreed to delegate, on a permanent basis between meetings, the appointment of representatives to any outstanding outside bodies, groups, panels and partnership liaison and advisory groups, within the remit of the General Purposes Committee, to the Chief Executive in consultation with the Chairman of General Purposes Committee.

2. APPOINTMENTS

- 2.1 The outside bodies where appointments are required are set out in **Appendix 3** to this report. The current representative(s) is indicated. It is proposed that the Committee should agree the appointments to these bodies.
- 2.2 The internal advisory groups and panels where appointments are required are set out in **Appendix 4** to this report. The current representative(s) is indicated. It is proposed that the Committee should agree the appointments to these bodies.

3. ALIGNMENT WITH CORPORATE PRIORITIES

3.1 A good quality of life for everyone

There are no significant implications for this priority.

3.2 Thriving places for people to live

There are no significant implications for this priority.

3.3 The best start for Cambridgeshire's children

There are no significant implications for this priority.


4. SIGNIFICANT IMPLICATIONS

4.1 There are no significant implications within these categories:

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

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

Source Documents	Location
General Purposes Agenda and Minutes – 29 May 2018	https://cambridgeshire.cmis.uk.com/ccs_live/Committees/tabid/62/ctl/ViewCMIS_Committee_Details/mid/381/id/2/Default.aspx

GENERAL PURPOSES COMMITTEE AGENDA PLAN			Cambridgeshire County Council
---	--	---	----------------------------------

Notes

Committee dates shown in bold are confirmed.

Committee dates shown in brackets and italics are reserve dates.

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

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

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

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

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

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
28/05/19	1. Minutes – 26/03/19	M Rowe		14/05/19	17/05/19
	2. Resources and Performance Report (March) – Corporate and Customer Services and LGSS Managed	T Kelly	Not applicable		
	3. Integrated Resources and Performance Report (March)	R Barnes	2019/003		
	4. Treasury Management Report – Quarter 4 and Outturn Report*	C Oliver/ J Lee	Not applicable		

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
	5. Transformation Funding - Future Financing of the Energy Investment Unit	S Howarth/ J Turner	2019/035		
	6. Plastics Strategy*	S French/ E Bolton	Not applicable		
	7. Data Centre	C Stromberg S Smith	2019/038		
<i>[26/06/19] Provisional Meeting</i>					
16/07/19	1. Minutes – 26/03/19	M Rowe		03/07/19	08/07/19
	2. Resources and Performance Report (May) – Corporate and Customer Services and LGSS Managed	T Kelly	Not applicable		
	3. Integrated Resources and Performance Report (May)	R Barnes	2019/010		
	4. Transformation Fund Monitoring Report Quarter 4 2018/19	A Askham	Not applicable		
	5. Shared Services: IT Strategy for Cambridgeshire and Peterborough	C Stromberg S Smith	Not applicable		
	6. Updated Corporate Energy Strategy and Action Plan	S French	Not applicable		

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
	7. Transformation Funding <ul style="list-style-type: none"> - Post Room and Records - Domiciliary care – review of used capacity - Resilience and Independence in SEND Environment 	S Howarth/ J Turner	2019/044		
	8. Laptop Refresh procurement	K Halls	2019/045		
	9. The Commercial Team	A Askham C Sutton	2019/046		
	10. Nearly zero energy buildings Policy: Implications for new Public Sector Buildings	S French	2019/039		
<i>[20/08/19] Provisional Meeting</i>					
26/09/19	1. Minutes – 16/07/19	M Rowe		13/09/19	18/09/19
	2. Resources and Performance Report (July) – Corporate and Customer Services and LGSS Managed	T Kelly	Not applicable		
	3. Integrated Resources and Performance Report (July)	R Barnes	2019/011		
	4. Medium Term Financial Strategy	C Malyon	Not applicable		
	5. Capital Strategy	C Malyon	Not applicable		
	6. Transformation Fund Monitoring Report Quarter 1 2019/20	A Askham	Not applicable		

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
	7. Treasury Management Report – Quarter 1 2019-20	C Oliver/ J Lee	Not applicable		
22/10/19	1. Minutes – 26/09/19	M Rowe		09/10/19	14/10/19
	2. Resources and Performance Report (July) – Corporate and Customer Services and LGSS Managed	T Kelly	Not applicable		
	3. Integrated Resources and Performance Report (August)	R Barnes	2019/012		
26/11/19	1. Minutes – 22/10/19	M Rowe		13/11/19	18/11/19
	2. Resources and Performance Report (September) – Corporate and Customer Services and LGSS Managed	T Kelly	Not applicable		
	3. Integrated Resources and Performance Report (September)	R Barnes	2019/013		
	4. Treasury Management Report – Quarter 2*	C Oliver/ J Lee	Not applicable		
	5. Draft 2019/20 Capital Programme and Capital Prioritisation	C Malyon	Not applicable		
	6. Business Planning 2019-20 to 2023-24 – update	C Malyon	Not applicable		
	7. Transformation Fund Monitoring Report Quarter 2 2019-20	A Askham	Not applicable		
17/12/19	1. Minutes – 26/11/19	M Rowe		04/12/19	09/12/19
	2. Resources and Performance Report (October) – Corporate and Customer Services and LGSS Managed	T Kelly	Not applicable		

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
	3. Integrated Resources and Performance Report – (October)	R Barnes	2019/014		
	4. Amendments to Business Plan Tables (if required)	C Malyon	Not applicable		
	5. Draft Revenue and Capital Business Planning Proposals for 2020-21 to 2024-2025 (whole Council)	C Malyon	Not applicable		
	6. Treasury Management Strategy	C Oliver/ J Lee	Not applicable		
28/01/20	1. Minutes – 17/12/19	M Rowe		15/01/20	20/01/20
	2. Resources and Performance Report (November) – Corporate and Customer Services and LGSS Managed	T Kelly	Not applicable		
	3. Integrated Resources and Performance Report – (November)	R Barnes	2020/001		
	4. Local Government Finance Settlement	C Malyon	Not applicable		
	5. Business Plan*	C Malyon	Not applicable		
	6. Consultation Report	S Grace	Not applicable		
<i>[25/02/20] Provisional Meeting</i>					
24/03/20	1. Minutes – 28/01/20	M Rowe		11/03/20	16/03/20

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
	2. Resources and Performance Report (January) – Corporate and Customer Services and LGSS Managed	T Kelly	Not applicable		
	3. Integrated Resources and Performance Report (January)	R Barnes	2020/002		
	4. Transformation Fund Monitoring Report Quarter 3 2019/20	A Askham	Not applicable		
	5. Treasury Management Report – Quarter 3	C Oliver/ J Lee	Not applicable		
<i>[28/04/20] Provisional Meeting</i>					
02/06/20	1. Minutes – 24/03/20	M Rowe		19/05/20	22/05/20
	2. Resources and Performance Report (March) – Corporate and Customer Services and LGSS Managed	T Kelly	Not applicable		
	3. Integrated Resources and Performance Report (March)	R Barnes	2020/003		
	4. Treasury Management Report – Quarter 4 and Outturn Report*	C Oliver/ J Lee	Not applicable		

GENERAL PURPOSES COMMITTEE TRAINING PLAN

The Training Plan below includes topic areas for GPC approval. Following sign-off by GPC the details for training and development sessions will be worked up.

Appendix 2

Ref	Subject	Desired Learning Outcome/Success Measures	Priority	Date	Responsibility	Nature of training	Attendance by:	Cllrs Attending	Percentage of total
1.	Emergency planning	The Council's roles and responsibilities, how do we respond in an emergency		25th July 2017	Stuart Thomas / Sue Grace		GPC	Bailey Bates Bywater Count Criswell Dupre Hickford Hudson Jenkins Nethsingha Schumann Shuter	80%
2.	Business Intelligence	Data / system integration Date sharing with other authorities. The importance of good		28th November 2017	Tom Barden/ Sue Grace		GPC	Bailey Bywater Criswell Dupre	80%

		governance and information management. <i>(pre reading material required)</i>						Hickford Hudson Jenkins Kavanagh McGuire Nethsingha Shuter Wotherspoon	
--	--	--	--	--	--	--	--	---	--

CAMBRIDGESHIRE COUNTY COUNCIL

APPOINTMENTS TO OUTSIDE BODIES: GENERAL PURPOSES COMMITTEE

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
Cambridgeshire Police and Crime Panel The role of the panel is to scrutinise the Police and Crime Commissioner.	7 approx.	3	1. Cllr D Connor (Con) or Cllr S Tierney (Con) 2. Cllr M Shellens (LD) 3. Cllr T Sanderson (Ind.) Subs: 1. Cllr M Howell (Con) 2. Cllr L Nethsingha (LD) Proportionality advised by Peterborough City Council	Jane Webb Senior Democratic Services Officer Legal and Governance Democratic Services Team Chief Executive's Department Peterborough City Council Town Hall Bridge Street PETERBOROUGH PE1 1HQ 01733 452281 07983 322628 jane.webb@peterborough.gov.uk	Other Public Body representative	General Purposes
East of England Local Government Association Resource Portfolio Holders Board Non-executive networking group of Resources Portfolio Holders.	4	1	Councillor R Hickford (Con)	Cinar Altun 01284 758321 Cinar.altun@eelga.gov.uk	Unincorporated Association Member [Information sharing meeting]	General Purposes

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
ESPO Management Committee Purchasing and contracting service for 10 member Authorities.	4	2	1.Councillor I Bates (Con) 2. Councillor M Howell (Con) Substitute. Councillor R Hickford (Con)	Sara Brennan Leicestershire County Council County Hall Glenfield Leicester LE3 8RA 0116 305 7453 sara.brennan@leics.gov.uk	Other Public Body Representative	General Purposes
ESPO Finance and Audit Sub Committee	2	1	Councillor M Howell (Con)	Sara Brennan Leicestershire County Council County Hall Glenfield Leicester LE3 8RA 0116 305 7453 sara.brennan@leics.gov.uk	Other Public Body Representative	General Purposes

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
ESPO Shareholder representative Representing Cambridgeshire's interests with respect to ESPO Trading Limited	-	1	Councillor M Howell (Con) Substitute. Councillor I Bates (Con)	Sara Brennan Leicestershire County Council County Hall Glenfield Leicester LE3 8RA 0116 305 7453 sara.brennan@leics.gov.uk	Other Public Body Representative (The Council partly owns ESPO Trading Limited (less than 20%) so Cllr Howell is the shareholder rep)	General Purposes
LGSS Joint Overview and Scrutiny Working Group The role of the Joint Working Group (JWG) is to hold the LGSS Joint Committee to account for the discharge of its functions and to investigate issues associated with LGSS and make recommendations that seek to improve the quality of services delivered through LGSS.	3	3	Councillor M Howell (Con) Councillor D Jenkins (LD) Vacancy (Lab)	James Edmunds Democratic Services Assistant Manager and Statutory Scrutiny Officer Northamptonshire County Council Room 144 County Hall Northampton NN1 1DN 01604 366053 jedmunds@northamptonshire.gov.uk	Unincorporated Association Member	General Purposes

APPOINTMENTS TO INTERNAL ADVISORY GROUPS AND PANELS

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	COMMITTEE TO APPROVE
Member Development Panel Oversees training and development for Members.	As required	6	Councillor I Bates (Con) Councillor S Criswell (Con) Councillor D Giles (Ind) Councillor L Nethsingha (LD) Councillor M Smith (Con) Councillor J Whitehead (Lab)	Michelle Rowe Democratic Services Manager 01223 699180 michelle.rowe@cambridgeshire.gov.uk	General Purposes
Members' Equality Group To develop and oversee the Equalities Strategy.	As required	5	Councillor Lorna Dupre Councillor Samantha Hoy Councillor Jocelynne Scutt Councillor Amanda Taylor Councillor Joan Whitehead	Sue Grace Director: Corporate & Customer Services 01223 715680 sue.grace@cambridgeshire.gov.uk	General Purposes

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	COMMITTEE TO APPROVE
Outcome Focused Reviews These reviews are an opportunity for the Council to have a deep look at what it does, why it does it, and how it does it. 1. Adult Early Help 2. Cambridgeshire Catering and Cleaning Service (CCS) 3. Cambridgeshire Music 4. Contact Centre 5. County Farms 6. Education ICT 7. The Learning directorate 8. Outdoor Education 9. Professional Centre Services (PCS) 10. Property Services 11. School Admissions and Education Transport 12. Total Transport			1. Councillor A Bailey (Con) 2. Councillor T Wotherspoon (Con) 3. Councillor P Hudson (Con) 4. Councillor S Criswell (Con) 5. Councillor R Hickford (Con) 6. Councillor J Gowing (Con) 7. Councillor S Hoy (Con) 8. Councillor S Bywater (Con) 9. Councillor A Hay (Con) 10. Councillor J Schumann (Con) 11. Councillor L Every (Con) 12. Councillor I Bates (Con)	Owen Garling Transformation Manager 01223 699235 07963 775645 owen.garling@cambridgeshire.gov.uk	Relevant Committee