

COUNCIL MEETING

AGENDA

15th March 2022

Burgess Hall,
One Leisure St Ives,
Westwood Road,
St Ives
PE27 6WU

Cambridgeshire County Council Notice of Meeting

The meeting of the County Council will be held at the Burgess Hall, One Leisure St Ives, Westwood Road, St Ives PE27 6WU on Tuesday 15th March 2022 at 10.30a.m.

Agenda

Apologies for Absence

1. Minutes – 8th February 2022 (previously circulated)
[available at [County Council meeting 08/02/2022](#)]
2. Chair's Announcements (oral)
3. Declarations of Interests (oral)
[\[Guidance for Councillors on declaring interests is available here\]](#)
4. Public Question Time (oral)

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

To receive petitions from the public in accordance with Council Procedure Rule 9.4.
6. Section 85 Local Government Act 1972 – Recommendation to Extend Six Month Rule (pages 11-12)
7. Items for determination from Staffing and Appeals Committee
 - a) Senior Manager Pay Data and Pay Policy Statement 2022-2023 (pages 13-29)
 - b) Pay Gap Reporting (pages 30-37)
8. Proposed Changes to the Council's Constitution (pages 38-53)

9. Motions submitted under Council Procedure Rule 10

(oral)

a) Motion from Councillor Ros Hathorn

Repair Cafes

This Council notes that:

- to address the Climate Emergency our relationship with consumer goods has to change.
- Repair cafes are one of the ways this council can support this transition.
- Repair Cafes offer a service where local people take broken items to community cafes and have those items repaired by other members of the community whilst they watch.

The Council also notes that beyond simply saving the repaired item from going to landfill Repair Cafes

- bring people together providing community forums many people who don't identify with other groups feel relaxed about attending
- allow people to do something concrete to respond to the climate emergency
- allow people to put their skills to good use and can create individual feelings of self worth and self esteem
- can bring pride and a feeling of achievement to a community
- they teach skills of mending and can facilitate cross generational relationships which help strengthen communities
- provide opportunities to learn how things work and can be repaired which can lead people to start out on a career in repair or related fields
- enable us to re-educate many people in manual skills which have been lost
- raise the profile of Repair, increasing understanding of what can be mended and encouraging people to get items mended outside the café
- enable a wide range of items to be repaired, as determined by the skills of the volunteers
- provide a relaxed forum where other issues could be addressed, for example mental health or recycling schemes
- respond to a widespread community demand for this type of event

This Council acknowledges that:

- it is vitally important that officers based in communities work with the waste disposal officers and Cambridgeshire and Peterborough Waste Partnership (RECAP) to formulate an effective, efficient and sustainable model which considers the opportunities for addressing other waste issues alongside supporting communities.
- reducing waste and supporting people to live more sustainably must be viewed as a key way in which this council engages with the communities of Cambridgeshire.
- the current model of funding for Repair Cafes within the Innovate and Cultivate Fund therefore needs review.

This Council requests that a report is brought to the meeting of the Communities, Social Mobility and Integration Committee on 21 July 2022 with a model whereby the County Council can support the rollout of new Repair Cafes and offer any necessary support to Repair cafes already operating.

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

b) Motion from Councillor Alex Bulat

The Council notes that:

- The Elections Bill is a major piece of national legislation which will have local level impacts for many Cambridgeshire residents.
- The Bill will introduce measures which will impact electors and local authorities, including mandatory photographic voter ID, overseas voting, and changing the voting and candidacy rights of EU citizens who arrived after 1 January 2021.
- Cambridgeshire is a proudly diverse and welcoming county, with a third of Cambridge residents born abroad, and significant migrant communities across all our districts.
- Our EU and Commonwealth residents can vote in local elections. However, non-EU and non-Commonwealth residents, despite being subject to the same local taxes, do not have a direct democratic say in electing local representatives.

The Council welcomes that:

- The Elections Bill preserves the voting and candidacy rights of EU citizens with pre-settled and settled status who entered the UK before 1 January 2021.
- The London Assembly passed a motion in support of residence-based voting rights on the 11th of November 2021 and that over 30 organisations in the UK democracy and immigration sector have signed a joint statement in support of local voting rights based on residence, not on nationality.

The Council expresses concern that:

- Cambridgeshire EU residents who enter the UK from 1 January 2021 and are not covered by the Withdrawal Agreement, or by bilateral treaties covering voting rights (currently only existing with Poland, Luxembourg, Spain and Portugal), will not have voting and candidacy rights in local elections after the Elections Bill is implemented. This will create an unequal situation where some EU citizens working, studying and living in our county will have the right to vote where others will not.
- The complexity in voter eligibility creates confusion, contributing to the significantly lower voter registration rates for Commonwealth and EU voters and, for many, complete lack of awareness of democratic rights.
- Introducing photo voter ID will pose challenges for some residents, both British and non-British citizens, who do not have valid photo ID, likely to disproportionately affect those with limited digital skills. The implementation of this Bill will create an immediate need for local information provision and outreach.
- The Government's voter ID plans state that councils will be required to provide free voter cards for people without correct identification, but there is little detail on the cost or strategy of implementing this policy. It is key for the County to work with Districts to advocate for sufficient funding to be available to adequately inform our residents.

The Council is recommended to commit to:

- a) Work collaboratively with District Councils to develop a strategy of communications on voter eligibility including accessible information about changes in eligibility for EU citizens and the range of voter ID options that can be used.
- b) Use this programme to increase its efforts to encourage eligible voters who are not registered to vote. For instance, but not limited to, working collaboratively with District Councils who can include information about voter registration and eligibility in council tax letters, council social media communications, local magazines, and through using our County's networks of local partners and community groups where appropriate.
- c) Disseminate information on the Council's channels and through its partnership work, such as collaborating with Community Connectors and relevant organisations working in partnership with the Council.
- d) Ask the Chief Executive to write to the Minister of State for the Cabinet Office, asking that the Elections Bill be amended to extend local election voting rights in England and Northern Ireland to all qualifying foreign nationals in line with voting rights in Scotland and Wales. This would be a UK-wide approach and fair to all our residents who are council tax payers and deserve the right to be represented.

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

c) Motion from Councillor Hilary Cox Condon

This Council notes that:

- The Equality Act 2010 brought together 116 pieces of anti-discrimination - legislation in order to tackle disadvantage more effectively. Section 149 – The Public Sector Equality Duty also called ‘the general equality duty’ requires public bodies in the course of exercising their functions, including developing policies and delivering services, to have due regard to the need to:
 - Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act;
 - Advance equality of opportunity between people who share a protected characteristic and those who do not;
 - Foster good relations between people who share a protected characteristic and those who do not.
- In Cambridgeshire we demonstrate our commitment to our responsibilities under this Act by publishing our workforce equality data, gender pay gap reports, and our equality objectives. Our Single Equalities Strategy 2018-2022 commits us to three equalities objectives:
 - To promote equality and inclusion within our workforce, our Members and through our employment and procurement practices;
 - To promote equality and inclusion through fair and accessible services;
 - To promote equality, inclusion and celebrate diversity in our communities.

Our delivery against these three objectives is supported by a detailed action plan, which has been reviewed and updated throughout the life of the strategy.

This Council recognises that:

- Although the ‘general equality duty’ drives sound decision-making in relation to equalities, encouraging public bodies to understand how different groups of people with particular protected characteristics will be affected by their activities, it does not require public bodies to consider the impact of these decisions on those individuals who experience socio-economic disadvantage.
- The COVID 19 pandemic has exposed inequalities in our communities. National data shows it disproportionately affecting people who are Black, Asian or come from another Minority Ethnic background, disabled people and those who are living with a long-term health condition. In addition, local data provided by [Cambridgeshire Insight](#) shows it disproportionately impacting those who live in care homes, homes with communal living between households, those who live in high occupancy homes and/or those in our communities on the lowest incomes. Poverty in the UK remains a significant issue with 14% of people in Fenland living in poverty in 2019 (the most recent [data set from Central Government](#)). South Cambridgeshire has the lowest rate of poverty in the County at 5.6%.
- People who are not included in the protected characteristics can also face significant challenges related to socio-economic inequalities.

- We have a powerful tool in the form of the Public Sector Duty Regarding Socio-economic Inequalities, Section 1 of The Equality Act 2010, which would help us in our commitment to reduce these inequalities. Whilst government has yet to enact this duty as law, a number of local authorities have adopted this duty to help them address the inequalities in their communities.
- The Public Sector Duty Regarding Socio-economic Inequalities states that,

"An authority to which this section applies must, when making decisions of a strategic nature about how to exercise its functions, have due regard to the desirability of exercising them in a way that is designed to reduce the inequalities of outcome which result from socio-economic disadvantage."

This Council therefore resolves to:

- a) adopt the Public Sector Duty regarding Socio-economic Inequalities so that when the County Council is making decisions of a strategic nature, about how it exercises its functions, it has due regard to the desirability of exercising these functions in a way that is designed to reduce the inequalities of outcome which result from socio-economic disadvantage.
- b) adapt our equality impact assessment tools and processes to take account of this duty so that Members and Officers are assisted in their decision-making and assured that changes in Council policy and practice take into account the impact of decisions on those with protected characteristics as well as the impact of those decisions on those who experience socio-economic disadvantage.
- c) regularly review and update the data we have about socio-economic inequality across the county, including as it relates to the experiences of our communities living in rural isolation and/or poverty/deprivation, working with our communities and our partners to publish this data in an accessible and transparent way through the website Cambridgeshire Insight.
- d) review, develop, and implement training and communications for staff and Members to raise awareness of this duty within our wider Equality, Diversity and Inclusion work, and to develop our understanding of how it applies to our policies and practices, in the services we deliver, and in the services we commission from others.

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

- d) Motion from Councillor Edna Murphy

This Council notes that:

- when the A14 project was completed, part of the legacy of the project was a large tree planting initiative.
- following an agreement between the County Council and what is now National Highways, tens of thousands of tree saplings were planted alongside the new roads built to create much needed noise barriers and make a positive environmental contribution.

- the environmental benefits are critical for reducing the impact of increased vehicle use, and helpful in reducing some of the flooding that is a risk, for example in Oakington to Fenstanton. We need the contribution these trees can make to the absorption of new greenhouse gases generated as a result of creating significant new roadspace.

This Council expresses concern that:

- residents of Longstanton and Girton currently believe they can hear the A14 more than they did before the upgrade.
- residents report many trees are dying. On inspection it is obvious that many tree saplings are failing to thrive.
- if you ask National Highways for an update on the situation they only say they are counting how many trees need replacing.

This Council recognises the need to:

- focus more on the challenge of ensuring that these trees thrive, and that those that do not are replanted, with changes to their management to ensure that they do thrive in future.
- be more proactive in its dealings with National Highways to ensure this project can make a real contribution to mitigating the effects of the climate emergency. It is vital the situation is gripped, and the County Council corporately views this as a critical environmental project, not just a legacy compliance issue from a road building project.

The Council therefore resolves to:

- a) ask that National Highways publish facts and figures on a regular basis about the tree planting work – for example
 - how many trees were planted originally
 - how many alive after periods of time eg quarterly, annually
 - how many are replanted and when
 - what changes to management should be made to ensure more will thrive
 - what annual processes are engaged with in relation to tree management
 - what is the estimated and actual contribution to carbon reduction
- b) report regularly the progress of tree planting and its contribution to reducing the County's carbon footprint from motorised vehicles to the Environment and Green Investment Committee, and the details of the contract to the Strategy and Resources Committee.
- c) ensure that the relevant officers dealing with environment, decarbonisation and flooding are engaged in ensuring the tree planting project is successful, and that the project continues to operate within the Council's decarbonisation goals.

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

e) Motion from Councillor Alan Sharp

Core purpose: To position the County Council towards immediately stopping proposals, which enable moving towards a goal of bringing in any form of road pricing.

This Council:

- opposes the use of congestion charging in greater Cambridge, as a way of resolving the traffic issues in and around Cambridge city.

This Council expresses concern that:

- charging, if implemented, will have the effect of adversely penalising the lower paid workers who work unsocial hours and need their vehicle to be able to get to and from work whilst more affluent employees will be able to pay the charge with little impact on their income.
- this proposal disproportionately targets the poorer elements of our society, who are least able to pay the charge and whose important work during unsocial hours keeps the city running.
- the proposal will, in addition, have a negative impact on the number of visitors to the city and any reduction in visitors will adversely affect the many retail businesses, both independent and national, as well as bars, restaurants and hotels. All of this comes at a time when businesses are recovering from the financial pressures that the last two years of the pandemic has caused.

Therefore, this Council resolves to:

- a) oppose road pricing in all its forms in the Greater Cambridge area.
- b) ask its Member representatives on the Greater Cambridge Partnership (GCP) and Cambridgeshire and Peterborough Combined Authority (CPCA) to take into account the views of the Council when voting on any advancement of road pricing and congestion charging proposals.
- c) ask the Chief Executive, Stephen Moir, to write to the Chief Executives of the GCP and the CPCA and the Mayor of the CPCA, to inform them of the County Council's position.

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

10. Questions

- (a) Cambridgeshire and Peterborough Combined Authority and Overview and Scrutiny Committee (Council Procedure Rule 9.1) (pages 54-74)

- (b) Questions on Fire Authority Issues (pages 75-78)

Report of the Cambridgeshire and Peterborough Fire Authority.

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

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

Dated 7th March 2022

Fiona McMillan
Monitoring Officer

The meeting will be streamed on the Council's website, if you wish to attend in person, please contact Michelle Rowe at the County Council's Democratic Services on Cambridge (01223) 699180 or by email at: michelle.rowe@cambridgeshire.gov.uk

Section 85 Local Government Act 1972 – Recommendation to Extend Six Month Rule

To: Council

Meeting Date: 15 March 2022

From: Director of Governance and Legal Services and Monitoring Officer

Purpose: To seek approval, for the purposes of Section 85 of the Local Government Act 1972, for the absence of Councillor Gerri Bird from any meeting of the Authority from the date of this meeting for six months on the grounds of her ill health.

Recommendation: Council is recommended to:

- i) note that Councillor Gerri Bird has not been able to attend meetings of the Council due to ill-health since her attendance at full Council on 9th November 2021;
- ii) extend its best wishes to Councillor Bird; and
- iii) approve Councillor Bird's non-attendance at meetings of the Council due to ill-health up to 15th September 2022 pursuant to Section 85 of the Local Government Act 1972.

Officer contact:

Name: Michelle Rowe
Post: Democratic Services Manager
Email: michelle.rowe@cambridgeshire.gov.uk
Tel: 01223 699180

Member contact:

Names: Councillor Sebastian Kindersley
Post: Chair of Constitution and Ethics Committee
Email: skindersley@hotmail.com
Tel: 01223 706398

1. BACKGROUND

- 1.1 Under Section 85(1) of the Local Government Act 1972 if a Member fails throughout a period of six consecutive months from the date of his/her last attendance to attend any meeting of the Council or as a representative of the Council on an Outside Body he/she shall, unless the failure was due to some reason approved by the Council before the expiry of that period, cease to be a member of the Authority.
- 1.2 Due to ill-health Councillor Gerri Bird has not been able to attend any Council or Committee meetings since her attendance at full Council on 9th November 2021. A request is put forward to Council to approve an extension to the usual six-month rule to enable Councillor Bird to remain in office. If this request is not approved Councillor Bird will cease to be a member of the Council on 9th May 2022.
- 1.3 Council is therefore asked to give approval to Councillor Bird's non-attendance by reason of ill-health.

Source documents

Local Government Act 1972

[Local Government Act 1972](#)

Senior Manager Pay Data and Pay Policy Statement 2022-2023

To: Full Council

Meeting Date: 15 March 2022

From: Assistant Director HR Services

Purpose: The purpose of this report is to review the data due to be published on senior employee remuneration to ensure compliance with:

- The Local Government Transparency Code 2015
- Chapter 8 of the Localism Act 2011

Recommendations: Council is asked to consider and approve the Pay Policy Statement 2022-2023 (attached at Appendix 2).

Officer contact:

Name: Janet Atkin
Post: Assistant Director HR Services
Email: janet.atkin@cambridgeshire.gov.uk
Tel: 07775 024309

Member contact:

Names: Councillor Edna Murphy
Post: Chair
Email: Edna.murphy@cambridgeshire.gov.uk
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1.0 Background

- 1.1 In 2015, the Secretary of State for Communities and Local Government issued The Local Government Transparency Code 2015. The code sets out the key principles in making local authorities more transparent and accountable to local people. The Council has been proactive in its compliance with this code.
- 1.2 In addition, under the Localism Act 2011, Local Authorities are required to prepare a Chief Officer Pay Policy Statement for each financial year. This policy statement must be approved by a resolution of the authority, i.e., full Council, and is required to be published by 31 March.

2.0 Current Position

- 2.1 In accordance with the Local Government Transparency Code 2015, we publish on the Council's website:
- The names of employees paid £150,000 and above.
 - The post title, team, grade, salary range, (in £5000 brackets) and salary ceiling point for the top 3 tiers of the organisation, along with details of whether the appointments are permanent or temporary.
 - The post title, grade and salary range of employees earning £50,000 and above.
 - The 'pay multiple' – the ratio between the highest paid salary and the median salary of the authority's workforce.
 - Structure charts showing staff in the top 3 levels of the organisation.
 - Details of vacancies via the jobs' portal.

3.0 Senior Officer Pay Data

- 3.1 The senior manager pay data is provided in Appendix 1. This data considers the 12-month period from 1st of January 2021 to 31st of December 2021.
- 3.2 The tier 1 to 3 data looks at the full time equivalent (FTE) salary of the employees in these tiers of the organisation. There were four posts in the organisation in the reporting period that were paid an FTE salary of more than £150,000. These are:
- Chief Executive, Gillian Beasley with a salary of £173,596. This post was shared with Peterborough City Council on a 50/50 basis therefore Cambridgeshire paid 50% of this salary although Gillian was not directly employed by Cambridgeshire County Council. Please note that the arrangements for Chief Executive will change in 2022 now that Cambridgeshire has employed its own dedicated Chief Executive.
 - Rachel Stoppard the Chief Executive Greater Cambridge Partnership (GCP) with an FTE salary of £151,599. In addition to this FTE salary Rachel Stoppard received an additional market factor payment taking total

earnings to £163,957. The Greater Cambridgeshire Partnership is an independently operated entity. The Partner Authorities jointly support GCP with the majority of the GCP funding coming from a central government grant.

- Wendi Ogle-Welbourn, Executive Director, People and Communities with a salary of £153,898. This post was shared with Peterborough City Council on a 50/50 basis therefore Cambridgeshire paid 50% of this salary. Wendi Ogle-Welbourn was not directly employed by Cambridgeshire County Council and was on the payroll of Peterborough City Council.
- Stephen Cox, Joint Executive Director, Place & Economy with a salary of £151,599. This post was shared with Peterborough City Council on a 50/50 basis therefore Cambridgeshire paid 50% of this salary. From February 2022 this post is no longer shared with Peterborough City Council.

- 3.3 There were 37 posts in Tier 1 to 3 of the organisation in the reporting period. This compares to 35 in the previous year. Of these 37 posts, 21 posts are shared with Peterborough City Council. Appendix 3 outlines the structure charts for the top three tiers of the Council. It should be noted that these charts have been updated with changes that have taken place or are planned to the top three tiers since the end of the reporting period for the data, so there are slight changes in the information contained in Appendix 1 and the structures shown in Appendix 3.
- 3.4 The over 50K data looks at employees total remuneration during the 12-month reporting period. It therefore considers both an employees' basic salary and any additional elements of pay that have been received during the reporting period.
- 3.5 There are currently 177 officers with total earning of £50,000 or above. This is an increase of 21 posts compared to the previous year. 38 of these posts are shared with Peterborough City Council.
- 3.6 There are an increasing number of employees with a basic salary of less than £50K that have total earnings that are over the 50K threshold due to additional elements of pay that they have received. For example, payments for working additional hours and allowances paid for undertaking specific responsibilities. In the reporting period there were 16 people in this category, the majority of them undertaking roles in social care.
- 3.7 The median salary of the organisation in 2021 was £27,041. This is the same as the median salary last year. We calculate a pay ratio annually to compare the Chief Executive's salary and the organisation's median salary (using FTE salaries to undertake this calculation). In the reporting period, the ratio of the Chief Executive's salary to the organisations median salary was 1:6. This is the same ratio as in the previous year. The Chief Executive's salary has remained unchanged from the previous year as Gillian Beasley has not had a salary increase.

- 3.8 The current mean salary for the organisation this year is £29,791. This is a slight increase of £328 compared to the previous year.

4.0 Chief Officer Pay Policy Statement

- 4.1 A copy of the Chief Officer Pay Policy Statement is provided in Appendix 2. This has been updated to reflect changes in job titles and responsibilities.

5.0 Staffing and Appeals Committee

- 5.1 The Staffing and Appeals Committee considered the Senior Manager Pay Data and Pay Policy Statement 2022-23 on 22 February 2022 and resolved unanimously to recommend the Pay Policy Statement 2022-23 to Council for approval.

6.0 Source documents

- 6.1 [The Local Government Transparency Code 2015](#)
[Staffing and Appeals Committee meeting 22/02/2022](#)

Position (post holder details are given for posts with an FTE salary of above £150,000)	Post holder (only given for roles with an FTE over 150K)	Directorate	FTE salary in £5K bands (except for roles with a salary of 150,000 and above)	Bottom of pay grade for the position	Top of pay grade for the position	Employment Type	Appendix 1	Notes
Tier 1								
Chief Executive	Gillian Beasley	Chief Executive	#####	£166,846	£203,923	Permanent	Role shared with PCC - paid on PCC payroll	
Tier 2								
Director of Public Health		Public Health	120,000 - 124,999	£106,800	£124,296	Permanent	Role shared with PCC - paid on CCC payroll	
Director of Customer & Digital Services		Customer and Digital Services	125,000 - 129,999	£120,683	£138,178	Permanent	Role shared with PCC - paid on CCC payroll	
Director of Resources and Chief Finance Officer		Resources	120,000 - 124,999	£120,683	£138,178	Permanent		
Executive Director, People and Communities	Wendi Ogle-Welbourn	People and Communities	#####	£138,508	£169,289	Permanent	Role shared with PCC - paid on CCC payroll	
Service Director Business Improvement and Development		Business, Improvement and Development	130,000 - 134,999	£120,683	£138,178	Permanent	Role shared with PCC - paid on CCC payroll	
Service Director, Legal and Governance		Law and Governance	105,000 - 109,999	£96,220	£107,899	Permanent	Role shared with PCC - paid on CCC payroll	
Joint Executive Director, Place & Economy, Stephen Cox	Stephen Cox	Place and Economy	#####	£128,264	£151,599	Permanent	Role shared with PCC - paid on CCC payroll	
Tier 3								
Head of Public Health Business Programmes		Public Health	55,000 - 59,999	£58,893	£63,575	Permanent	Role shared with PCC - paid on CCC payroll	
Deputy Director Public Health		Public Health	85,000 - 89,999	£69,970	£86,631	Permanent	Role shared with PCC - paid on CCC payroll	
Senior Public Health Consultant		Public Health	95,000 - 99,999	£79,870	£107,681	Permanent	Role shared with PCC - paid on CCC payroll	
Consultant in Public Health - Health & Social Care Innovation		Public Health	80,000 - 84,999	£79,870	£107,681	Permanent	Role shared with PCC - paid on CCC payroll	
Emergency Planning Manager		Customer and Digital Services	50,000 - 54,999	£49,268	£53,170	Permanent	Role shared with PCC - paid on CCC payroll	
Head of Customer Services		Customer and Digital Services	60,000 - 64,999	£58,893	£63,575	Permanent		
Head of Communications and Information		Customer and Digital Services	75,000 - 79,999	£70,026	£75,644	Permanent	Role shared with PCC - paid on CCC payroll	
Assistant Director IT & Digital Services		Customer and Digital Services	95,000 - 99,999	£87,456	£99,136	Permanent	Role shared with PCC - paid on CCC payroll	
Assistant Director HR Services		Customer and Digital Services	85,000 - 89,999	£87,456	£99,136	Permanent		
Chief Executive Greater Cambridge Partnership	Rachel Stopard	Resources	#####	£128,264	£151,599	Permanent	Shared role - primarily grant funded	
Assistant Director - Property		Resources	95,000 - 99,999	£87,456	£99,136	Permanent		
Assistant Director of Finance		Resources	80,000 - 84,999	£78,714	£90,393	Permanent		
Head of Finance Operations		Resources	70,000 - 74,999	£70,026	£75,644	Permanent		
Head of Insurance		Resources	60,000 - 64,999	£58,893	£63,575	Permanent		
Strategic Audit Manager		Resources	60,000 - 64,999	£58,893	£63,575	Permanent		
Service Director, Adults		People and Communities	130,000 - 134,999	£120,683	£138,178	Permanent	Role shared with PCC - paid on CCC payroll	
Service Director, Community and Safety		People and Communities	125,000 - 129,999	£113,205	£138,362	Permanent	Role shared with PCC - paid on PCC payroll	
Service Director, Commissioning		People and Communities	130,000 - 134,999	£120,683	£138,178	Permanent	Role shared with PCC - paid on CCC payroll	
Director of Education		People and Communities	130,000 - 134,999	£120,683	£138,178	Permanent	Role shared with PCC - paid on CCC payroll	
Service Director, Children's and Safeguarding		People and Communities	125,000 - 129,999	£113,205	£138,362	Permanent	Role shared with PCC - paid on PCC payroll	
Head of Business Intelligence		Business, Improvement and Development	75,000 - 79,999	£70,026	£75,644	Permanent	Role shared with PCC - paid on CCC payroll	
Head of Commercial		Business, Improvement and Development	70,000 - 74,999	£70,026	£75,644	Permanent		
Head of Policy, Design and Delivery		Business, Improvement and Development	70,000 - 74,999	£70,026	£75,644	Permanent		
Democratic Services Manager		Law and Governance	50,000 - 54,999	£49,268	£53,170	Permanent		
Data Protection Officer		Law and Governance	60,000 - 64,999	£59,280	£72,453	Permanent	Role shared with PCC - paid on PCC payroll	
Programme Director Connecting Cambridgeshire		Place and Economy	85,000 - 89,999	£78,714	£90,393	Permanent		
Director Highways and Transport		Place and Economy	110,000-114,999	£106,800	£124,296	Permanent		
Assistant Director Planning, Growth and Environment		Place and Economy	85,000 - 89,999	£87,456	£99,136	Permanent		
AD Climate Change and Energy Services		Place and Economy	75,000 - 79,999	£78,714	£90,393	Permanent		

Position	Total Remuneration in £5K Ranges (except where total remuneration is over 150K)	Minimum salary for position (£)	Maximum salary for position (£)	Notes	Shared roles with PCC
Adult Principal Social Worker	50,000-54,999	49,268	53,170	Postholder has had 2 roles within the reporting period	Shared with PCC
Commissioning Team Manager	50,000-54,999	49,268	53,170		Shared with PCC
Strategic Lead for School Governance Peterborough and Cambridgeshire	50,000-54,999	49,268	53,170		Shared with PCC
Commissioning Team Manager Lifestyles and Primary Care	50,000-54,999	49,268	53,170		Shared with PCC
Continuing Healthcare Manager	50,000-54,999	49,268	53,170		Shared with PCC
Team Manager Drugs Alcohol and Sexual Health	50,000-54,999	49,268	53,170		Shared with PCC
HR Business Partner	50,000-54,999	49,268	53,170		
Strengthening Communities Service Manager	50,000-54,999	49,268	53,170		Shared with PCC
Strategic Lead for Integrated SEND Commissioning 0-25	55,000-59,999	58,893	63,575	Postholder has had 2 roles within the reporting period	Shared with PCC
Head of Public Health Business Programmes	55,000-59,999	58,893	63,575		Shared with PCC
Safeguarding and Review Manager	55,000-59,999	58,893	63,575	Postholder has had 2 roles within the reporting period	Shared with PCC
Strategic Admissions & Attendance Manager	55,000-59,999	58,893	63,575		Shared with PCC
Strategic Education Capital Programme Manager	55,000-59,999	58,893	63,575		Shared with PCC
Strategic Education Place Planning Manager	60,000-64,999	58,893	63,575		Shared with PCC
Head of Adults Performance and Strategic Development	60,000-64,999	58,893	63,575		Shared with PCC
Alternative Education and Inclusion Manager - Peterborough & Cambridgeshire	60,000-64,999	58,893	63,575		Shared with PCC
Emergency Planning Manager	60,000-64,999	49,268	53,170	Post holder received 2 allowances and overtime payments that have taken total remuneration over the maximum for the grade	Shared with PCC
Head of Service Transfers of Care	70,000-74,999	70,026	75,644		Shared with PCC
Director of Public Health	70,000-74,999	106,800	124,296	Total remuneration is less than the minimum of the grade as the post holder has been in this post for less than 12 months	Shared with PCC
Head of Business Intelligence	70,000-74,999	70,026	75,644		Shared with PCC
Head of Service Family Safeguarding (CCC & PCC)	70,000-74,999	70,026	75,644		Shared with PCC
Head of Business Systems & Digital	70,000-74,999	70,026	75,644		Shared with PCC
Head of Communications and Information	75,000-79,999	70,026	75,644		Shared with PCC
Head of Youth Support and Care Leavers (CCC & PCC)	75,000-79,999	70,026	75,644		Shared with PCC
Head of Service Fostering & Supervised Contact (CCC & PCC)	75,000-79,999	70,026	75,644		Shared with PCC
Head of IT Strategy Projects & Programmes	75,000-79,999	70,026	75,644		Shared with PCC
Assistant Director: Fostering, Regional Adoption and Young People's Services for Peterborough	75,000-79,999	96,220	107,899	Total remuneration is less than the minimum of the grade as the postholder has in this role for less than 12 months	Shared with PCC
Head of Commissioning Adult Social Care	75,000-79,999	78,714	90,393		Shared with PCC
Deputy Director Public Health	95,000-99,999	69,970	86,631		Shared with PCC
Senior Public Health Consultant	95,000-99,999	79,870	107,681		Shared with PCC
Assistant Director IT & Digital Services	95,000-99,999	87,456	99,136		Shared with PCC
Consultant in Public Health - Health & Social Care Innovation	100,000-104,999	79,870	107,681		Shared with PCC
Service Director, Legal and Governance	100,000-104,999	96,220	107,899		Shared with PCC
Director of Customer & Digital Services for Cambridgeshire County Council	120,000-124,999	120,683	138,178		Shared with PCC
Service Director	125,000-129,999	120,683	138,178		Shared with PCC
Service Director Business Improvement and Development	130,000-134,999	120,683	138,178		Shared with PCC
Director of Education	130,000-134,999	120,683	138,178		Shared with PCC
Service Director Adults	135,000-139,999	120,683	138,178		Shared with PCC
Joint Executive Director, Place & Economy	153,599	128,264	151,599	Total remuneration is over the maximum of the grade as the post holder received a monthly allowance in addition to their basic salary.	Shared with PCC

Notes

This data shows an employee's total remuneration (which is made up of basic salary and additional elements of pay received)

There is no overlap between the salary points on the pay spine. The employees' current range above illustrates the £5,000 range that their salary falls within and does not take account of the grade starting point or ceiling.

There are some positions where an employee's total remuneration is above the top value of the grade - this is due to additional payments received in addition to the employee's basic salary for example additional allowances, overtime payments or a market supplement payment

Appendix 2

Chief Officer Pay Policy Statement – 2022/2023

Effective from 1st April 2022

1. Introduction

Cambridgeshire County Council is committed to operating consistent, transparent and equitable pay arrangements for employees and are committed to ensuring equal pay in employment.

This Chief Officer Pay Policy Statement fulfils the Council's statutory requirements under Chapter 8 of the Localism Act 2011 ("the Act") and was updated and agreed by Full Council in March 2022. The Chief Officer Pay Policy applies to all Statutory and Non-Statutory Chief Officers, (including Deputies), of Cambridgeshire County Council.

In accordance with the Government's Code of Recommended Practice for Local Authorities on Data Transparency, the Council publishes information on all employees earning £50,000 or above.

2. Scope

This Statement details the pay policy and practice in relation to all Statutory and Non-Statutory Chief Officers, (including Deputies) as defined under our constitution.

3. Basic Pay Determination

The pay grade and the terms and conditions that are applied to each post are determined through the process of HAY job evaluation. This is an analytical scheme, which measures the relative size of jobs across the organisation. The key principles underlying our application of job evaluation are:

- Consistently applied across the authority to ensure fairness.
- Applied by appropriately trained and experienced employees.
- Quality assured to ensure that standards are maintained.
- Open and transparent and accessible for employees and their representatives.
- Considers the relative size of jobs and not the postholders or pay grades.
- Wholly dependent on job role, function and accountability.

4. Chief Officer Pay (Corporate Leadership Team)

Pay Scale

The pay scale for the Corporate Leadership Team is available on our website.

Staffing and Appeals Committee

The Staffing and Appeals Committee determines, on behalf of Full Council, application of the pay policy regarding the remuneration of Statutory and Non Statutory Chief Officers (including Deputies), of the organisation. The Staffing and Appeals Committee comprises 9 members of the Council.

When determining application of the pay policy, the Committee is advised by the Assistant Director HR Services (or their nominees). The Committee may, having sought the advice of the above, choose to be advised by an external independent advisor as appropriate.

Pay Award

There is no automatic cost of living increase. The Chief Executive, in consultation with the Staffing and Appeals Committee determines the level of increase if any, to be applied to the published pay rates for Chief Officers, by reference to our performance against key measurable outcomes and overall affordability given the prevailing budget position. In addition, the National Joint Council (NJC)

award is used as a guideline for the cost of living award. Any such recommendation is reported to the Staffing and Appeals Committee for consideration.

Flexibility for Non-Consolidated Payments

The Staffing and Appeals Committee has the flexibility to award one off non-consolidated performance awards. These are applied in exceptional circumstances only, where individuals have performed above and beyond their job role. Again this will be dependent on clear performance criteria and evidenced outcomes as well as affordability.

Any non-consolidated performance award will be a one-off temporary award for a maximum of one year and based on the development points within each Director Pay grade boundaries and will not exceed the “Absolute Ceiling” of these pay and grade boundaries.

Individual Salary Progression

There is no automatic progression through the development points. Personal development in role may be recognised by the award of discretionary consolidated pay movements each year, in accordance with the locally agreed step values, through the pay/development points.

Application of individual development points will be determined each year by the Chief Executive, taking into consideration the individual’s performance, as evidenced by the Our Conversations appraisal scheme, the individuals personal performance rating and overall affordability given our prevailing budget position. Progression will not go beyond the “Absolute Ceiling” set for each grade.

Any salary progression for the Chief Executive will be determined by the Leader of the Council following the pay rating conversion in January.

Acting Up / Partial Acting Up and Honorarium Payments

Where an officer is required to Act-Up into a higher level Chief Officer/Deputy Chief Officer post they will normally be remunerated at the bottom of the higher graded post’s development point range.

The decision to Act an officer up into a Chief Officer post will be within the remit of the Staffing and Appeals Committee. Where a Chief Officer/Deputy Chief Officer is required to take on temporary additional responsibilities the Staffing and Appeals Committee may consider awarding an honorarium payment based on the difference of their current salary and the additional partial role they are required to carry out. There will be no flexibility to award above the “Absolute Ceiling” for the role.

Any honorarium payments made to the Chief Executive will be subject to Full Council approval as would any payment made to the Returning Officer. In election years, Full Council will be asked to agree any payment to be made to the Returning Officer at the same time as agreeing the Pay Policy.

Market Supplement Payments

Where a business case is put forward to pay a market supplement to a Director, this will be presented to the Staffing and Appeals Committee advised by the Assistant Director HR Services (or their nominees) and Chief Executive for consideration. Any market supplement would be based on a detailed business case that demonstrates some or all of the following:

- Evidence of unsuccessful recruitment campaigns
- Evidence of comparable roles paid at higher levels in benchmark authorities
- Significant evidence of higher than normal turn over/attrition rates
- Significant business continuity/service delivery risks

Market supplement rates are temporary for a maximum period of 12 months, thereafter they must be reviewed annually, and are only made in exceptional circumstances and subject to affordability.

Any proposed market supplement payments made to the Chief Executive would be subject to the above and Full Council approval.

5. Pay Equity – The Pay Multiple

The Council monitors the ratio between the remuneration of its Chief Officers and Deputies and the rest of the workforce.

The current ratio of the Chief Executive's FTE salary to the median salary in the organisation is 1:6 based on a median salary of £27,041.

6. Termination of Employment

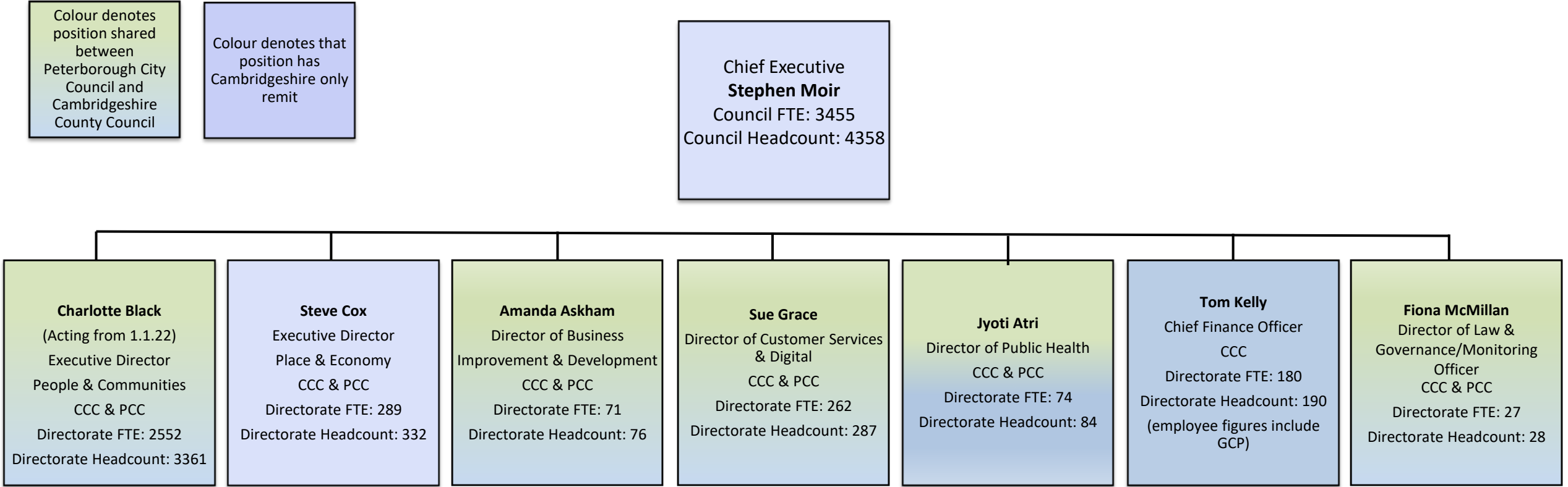
On ceasing to be employed by the Council, employees will be paid contractual payments due under their contract of employment. Our Redundancy Policy details the conditions under which redundancy payments can be made. We calculate redundancy payments based on an individual's actual pay, length of continuous service and age.

7. Review

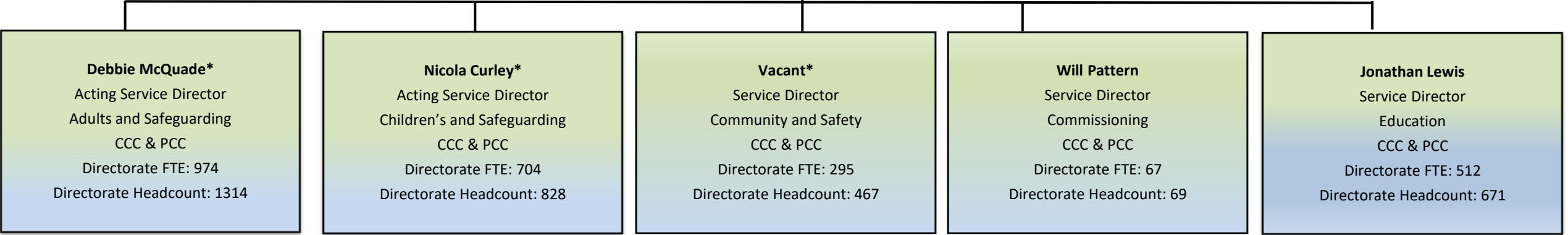
This pay policy statement will be reviewed annually and recommended to Full Council for approval. We may by resolution of the Full Council, amend this Pay Policy Statement during the course of the year to which it relates.

Structure Chart showing tier one to three senior managers. Employee numbers shown by Full Time Equivalent (FTE) and Headcount

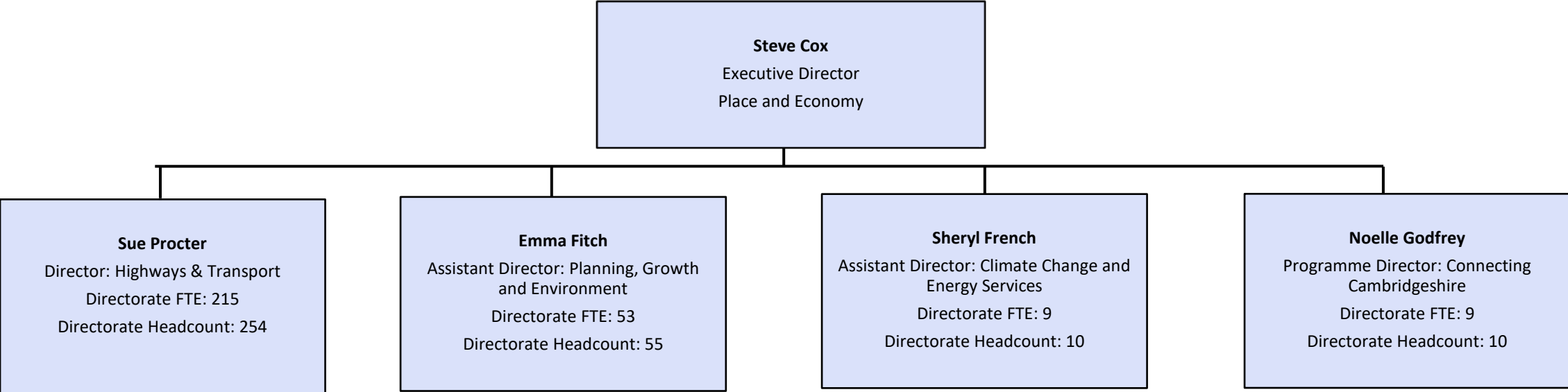
Employee headcount and FTE figures correct as at 31st December 2021



Charlotte Black
Executive Director
People & Communities



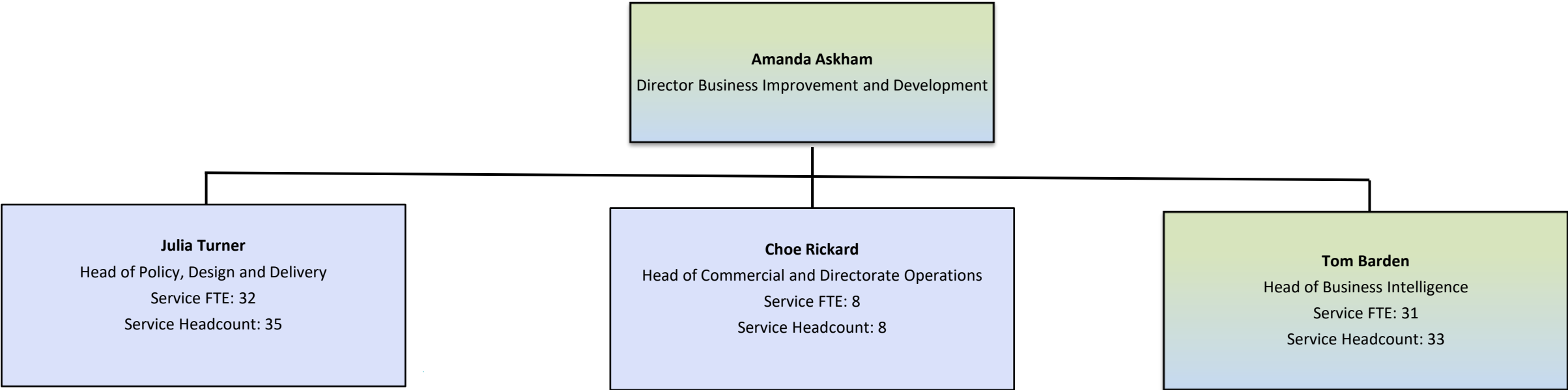
*Denotes that postholder is employed by Peterborough City Council
An additional 6 FTE (12 employees) sit in an executive support team within this structure)

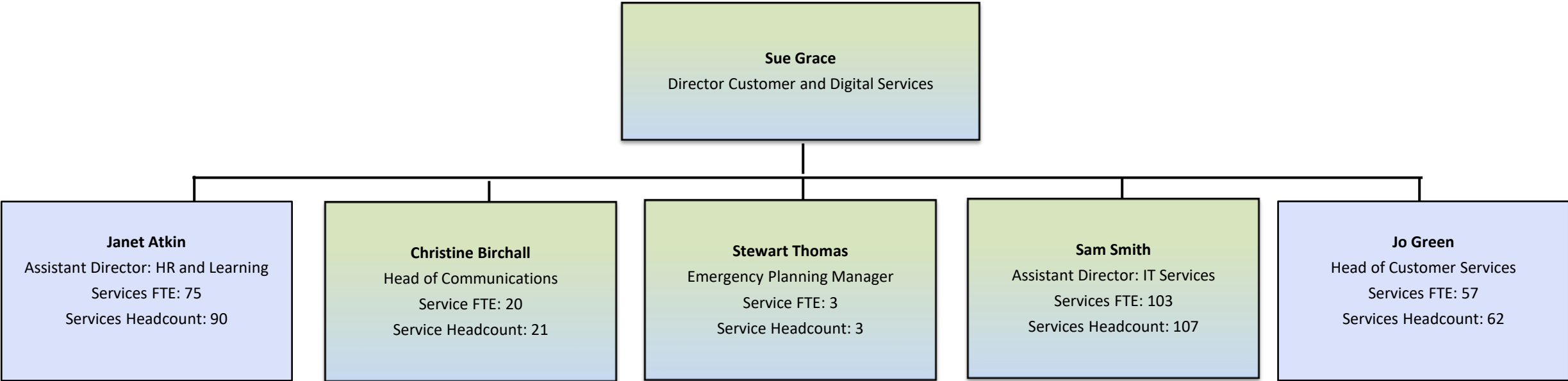


An additional 3 FTE (3 employees) sit in an executive support team within this structure

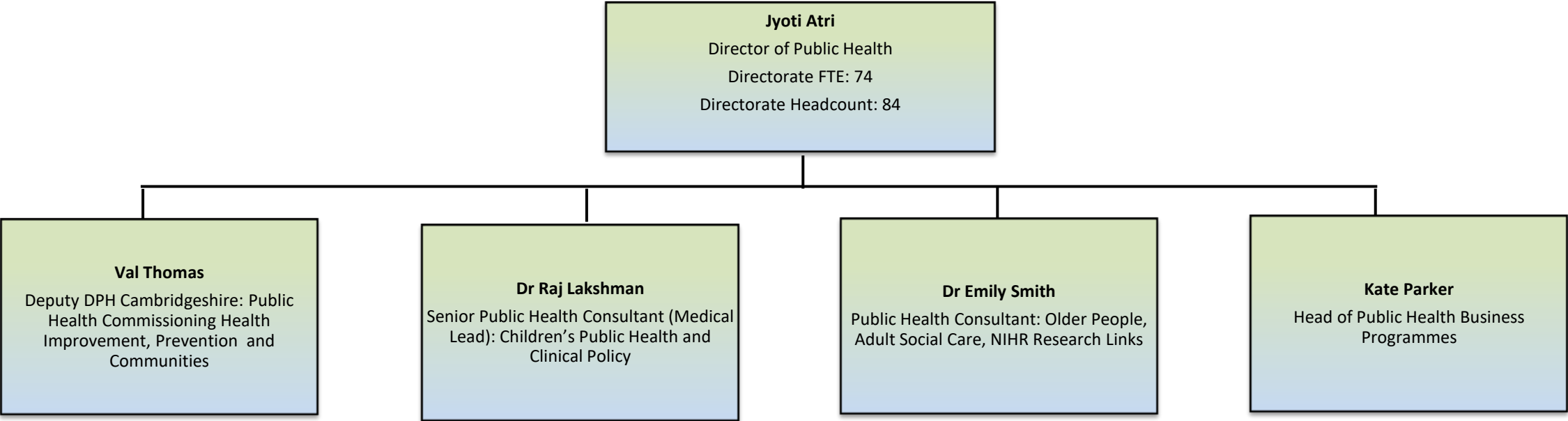
Business Improvement and Development

Showing Structure to Head of Service Level (tier 3) with employee numbers by Full Time Equivalent (FTE) and Headcount



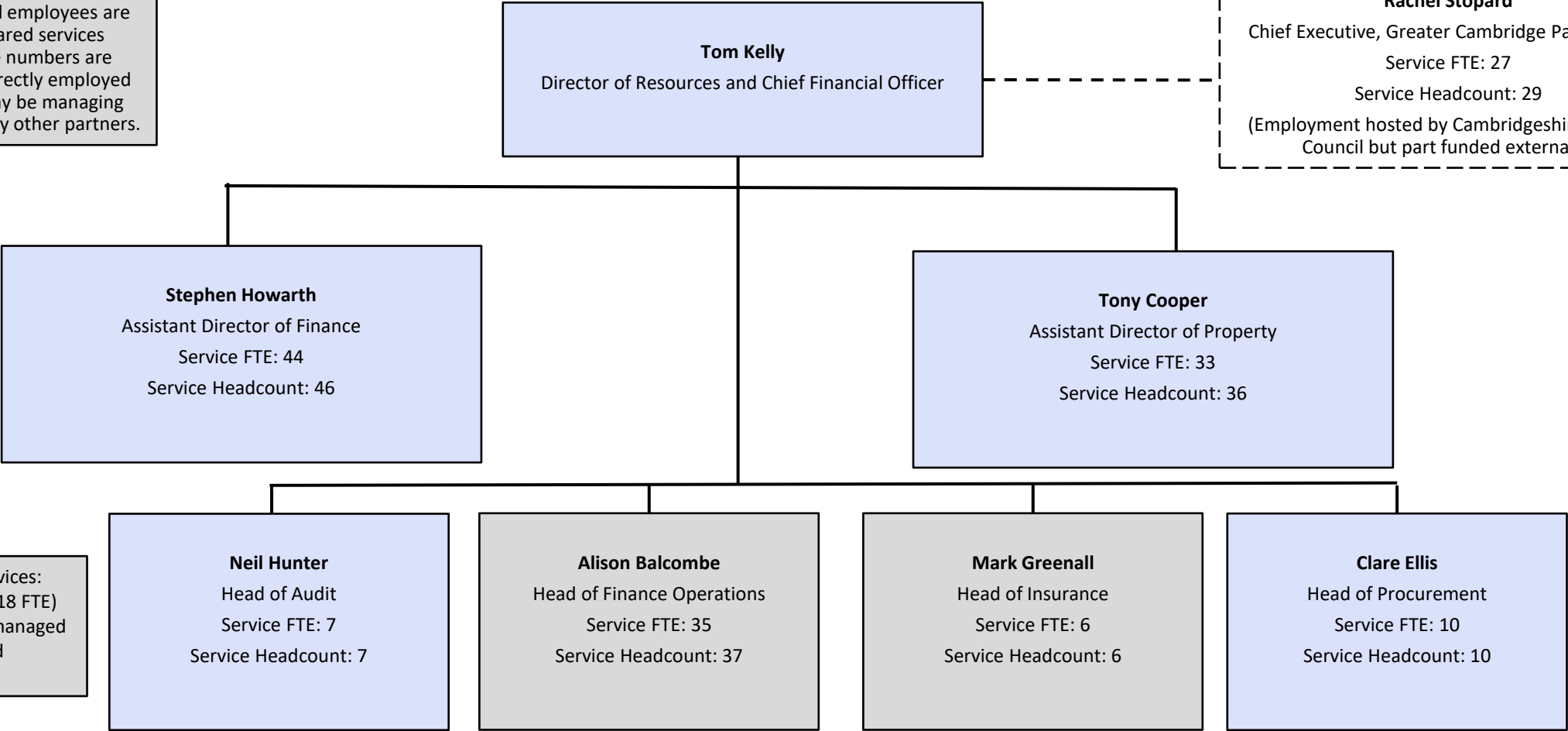


An additional 4 FTE (4 employees) sit in an executive support team within this structure)

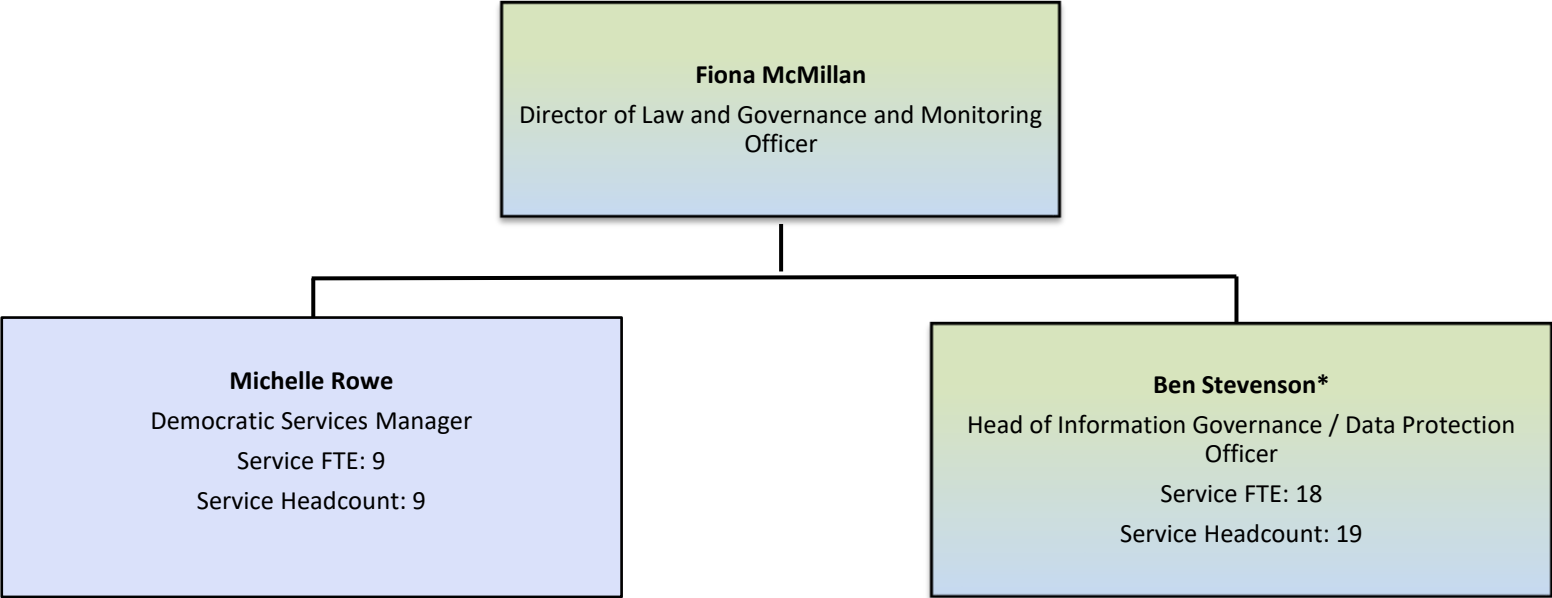


Colour denotes that posts are shared with other local authorities and employees are working as part of a shared services arrangement. Employee numbers are representative of those directly employed by CCC, but managers may be managing additional staff employed by other partners.

Rachel Stopard
Chief Executive, Greater Cambridge Partnership
Service FTE: 27
Service Headcount: 29
(Employment hosted by Cambridgeshire County Council but part funded externally)



Lead Authority Shared Services:
Additional 19 employees (18 FTE)
sit in this directorate but managed
by partners under a shared
services arrangement



*Denotes that postholder is employed by Peterborough City Council

Pay Gap Reporting

To: Full Council

Meeting Date: 15 March 2022

From: Assistant Director HR Services

Purpose: The purpose of this report is to report the gender pay gap publication to ensure compliance with the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

Recommendations: Council is asked to consider and approve the Pay Gap Report 2021 (Appendix 1)

Officer contact:

Name: Janet Atkin
Post: Assistant Director HR Services
Email: janet.atkin@cambridgeshire.gov.uk
Tel: 07775 024309

Member contact:

Names: Councillor Edna Murphy
Post: Chair
Email: Edna.murphy@cambridgeshire.gov.uk
Tel: 01223 706398

1.0 Background

- 1.1 The Equality Act 2010 provides the legislation by which we are required to publish a number of calculations that show the difference between the average earnings of men and women in our Council; it does not involve publishing individual employees' data. The data used for the calculations is the Council's pay data as of 31st March 2021.
- 1.2 At the Full Council meeting in July 2020, our Councillors gave their full backing to tackling racial inequality and racism within the Council and unanimously agreed a motion that racism in all forms, both structural and in individuals, is a serious problem and set out a number of specific actions to address this. One of these actions is to report annually on the Council's ethnicity pay gap, and this has been included in the pay gap report outlined in Appendix 1.

2.0 Gender Pay Gap

- 2.1 Gender pay reporting is used to assess the levels of gender equality in the workplace and the balance of male and female employees at different levels of the Council.
- 2.2 The data shows the Council's mean gender pay gap is 9.6%. Last year our mean gender pay gap was 7.3%. The mean gender pay gap is the difference between the average hourly earnings of men and women.
- 2.3 The Council's median gender pay gap is 8.6%. Last year our median gender pay gap was 8.9%. The median pay gap is the difference between the midpoints in the ranges of hourly earnings of men and women. It takes all salaries in the sample, lines them up in order from lowest to highest, and picks the middle salary.

3.0 Ethnicity Pay Gap

- 3.1 It is likely that reporting an ethnicity pay gap will be a mandatory requirement in future but when and how this will work, with organisations using different classifications, and that disclosing their ethnic origin is voluntary for employees, remains to be defined by Central Government. As such, the method in which we report the ethnicity pay gap may differ in future from how we have approached it in this report if reporting becomes legislative with defined criteria.
- 3.2 Our ethnicity pay gap is calculated in a similar format to the gender pay gap process, comparing the number of employees disclosing their ethnicity against the earnings of employees who are white, and excluding those who have opted to 'prefer not to say' or who have not disclosed any information on their ethnicity.
- 3.3 The data shows the Council's mean ethnicity pay gap is 2.5%, the same as last year's calculation.
- 3.4 The Council's median ethnicity pay gap is also the same as last year at -2.9%. This suggests that our pay gap is in favour of employees who have disclosed they are of an ethnic origin other than "white".

- 3.5 Whilst it is pleasing that the median ethnicity pay gap in particular is positive, it should be noted that the figures could be skewed as we do not hold data for 1 in 4 of our employees. Further efforts have been made to encourage people to share this information, in a joint approach with the Equality and Diversity Network.

4.0 Progress Against Actions

- 4.1 The actions developed to reduce our gender pay gap are managed by the Council's People Strategy Board. This action plan has been updated to incorporate ethnicity pay gap actions and will be the subject of further scrutiny and discussion given the latest reported position.
- 4.2 Members will continue to be updated on progress against these actions through an annual review at Staffing and Appeals Committee.

5.0 Staffing and Appeals Committee

- 5.1 The Staffing and Appeals Committee considered the Pay Gap Report 2021 at Appendix 1 on 22 February 2022 and resolved unanimously to recommend it to Council for approval.

6.0 Source documents

- 6.1 [Staffing and Appeals Committee meeting 22/02/2022](#)

Pay Gap Report

Published March 2022

Cambridgeshire County Council is an employer required by law to carry out Gender Pay Reporting under the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017. This involves carrying out calculations that show the difference between the average earnings of men and women in our Council; it will not involve publishing individual employees' data. The data used for the calculations is the Council's pay data as of 31st March 2021.

We are required to publish the results on a government gender pay gap website, and in addition we publish the high level results on the Cambridgeshire County Council website alongside our pay and transparency data.

Gender pay reporting is used to assess:

- the levels of gender equality in our workplace
- the balance of male and female employees at different levels

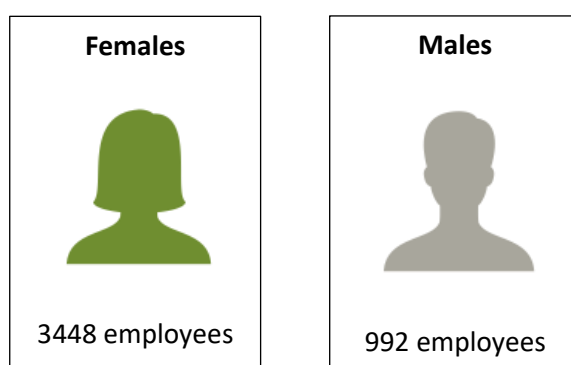
Although not a legislative requirement, we have also chosen to publish our ethnicity pay gap and have included recommendations as a result of the figures into the action plan below.

Few employers in Cambridgeshire can boast the breadth and variety of roles we enjoy at Cambridgeshire County Council. With over 4000 employees, we are one of the biggest employers in the County, with a diverse workforce to be proud of.

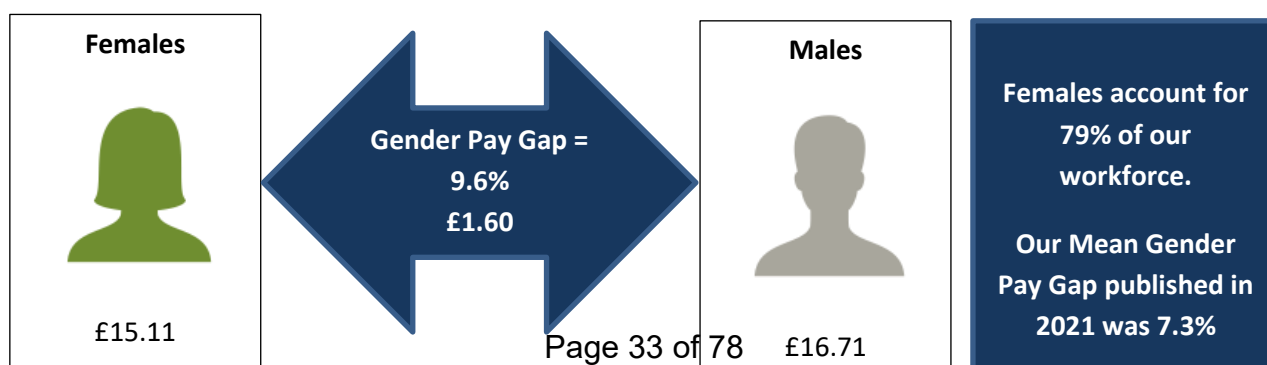
Gender Pay Gap

Our Workforce Profile

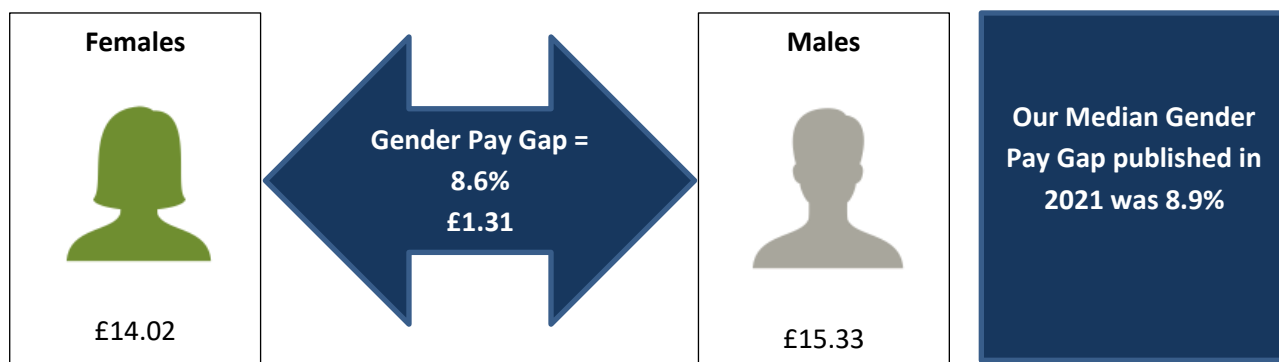
It is worth noting that whilst the headcount for CCC was 4440 on 31st March 2021 (the snapshot) date, some employees were employed in more than one post. It is also worth noting that of these 4440 employees, only 3506 (in 3596 posts) were considered in scope under the government gender pay gap reporting guidelines.



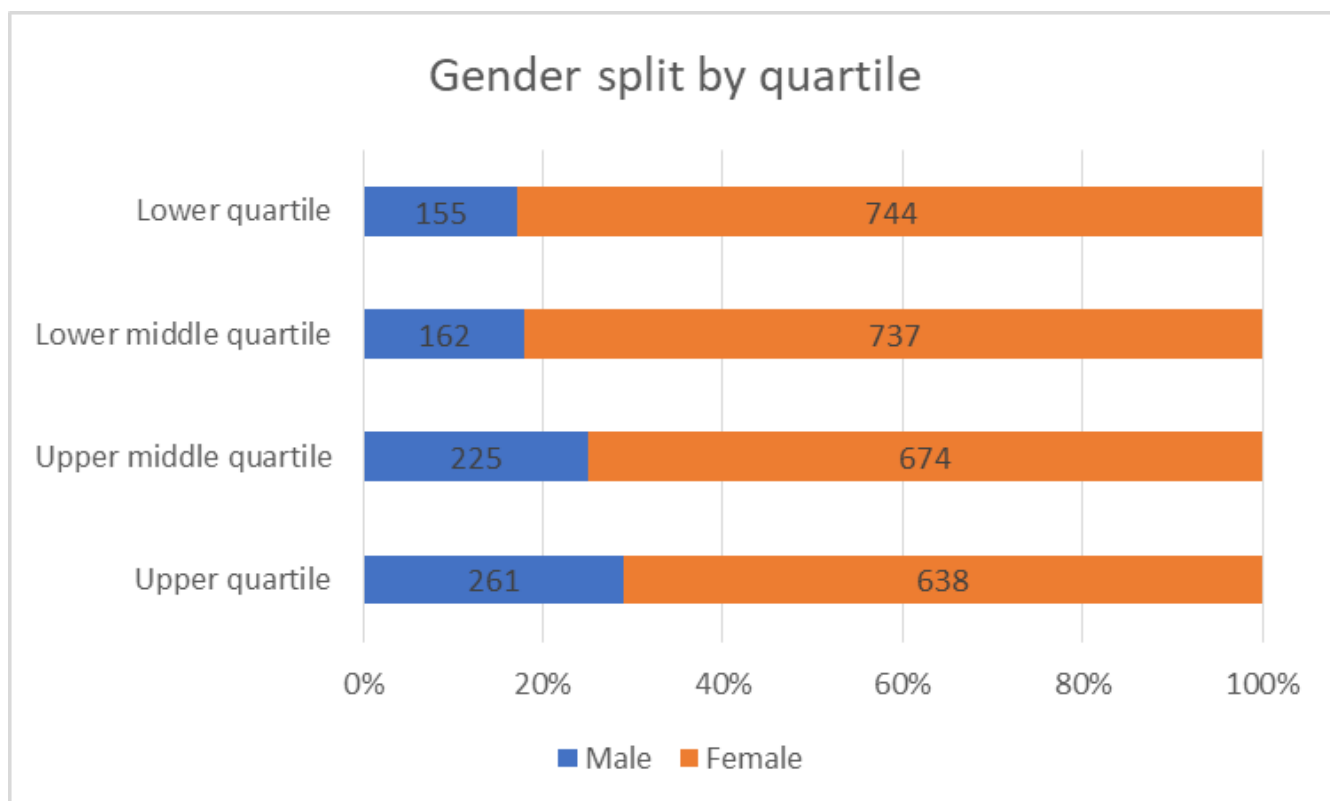
Mean Gender Pay Gap in Hourly Pay



Median Gender Pay Gap in Hourly Pay



Proportion of Males and Females in Each Pay Quartile



The graph above outlines the gender split by pay quartile and illustrates the quartile split by percentage and employee numbers. The lower quartile range relates to hourly rates of up to £10.68. The lower middle quartile is hourly rates of £10.69-£14.38. The upper middle quartile is hourly rates of £14.38-£17.99. The upper quartile relates to hourly rates of £17.99 and above. Where there were employees on the same hourly rate that overlap between hourly pay quartiles i.e. £14.38 and £17.99, men and women have been split as evenly as possible across the hourly pay quartiles, either side of the overlap. Please also note that these figures exclude employees on reduced pay such as absence/maternity and adoption leave/career breaks, and therefore does not correspond to the total headcount figure.

Further analysis of the data demonstrates that females are fairly evenly spread across the pay quartiles, although men are more highly represented in the upper two quartiles.

Mean, Median and Proportion of Employees Receiving a Bonus Payment

Cambridgeshire County Council does not operate a bonus payment scheme, and therefore has no bonus payment pay gaps.

Ethnicity Pay Gap

Until such a time that ethnicity pay gap reporting becomes legislative, there is no agreed calculation or classification for the data. We have, therefore, calculated our ethnicity pay gap in a similar format to the gender pay gap process, comparing the number of employees disclosing they are of an ethnic origin other than white, against the earnings of employees who are white and excluding those who have opted to 'prefer not to say' or who have not disclosed any information on their ethnicity. The method in which we report the ethnicity pay gap may differ in the future if legislative requirements and guidance are introduced.

UNKNOWN	PREFER NOT TO SAY	ETHNICITY OTHER THAN WHITE	WHITE
1010 employees	57 employees	171 employees	2358 employees
28.1 % of employees	1.6% of employees	4.7% of employees	65.6% of employees
Mean hourly rate = £14.30	Mean hourly rate = £16.73	Mean hourly rate = £15.71	Mean hourly rate = £15.92
Median hourly rate = £12.95	Median hourly rate = £14.38	Median hourly rate = £15.33	Median hourly rate = £14.86

Pay Gap

Calculation of the hourly rate of employees of an ethnic origin other than white, compared against those declaring they are white.

Mean Ethnicity Pay Gap	Median Ethnicity Pay Gap
2.5%	-2.9%

The data above demonstrates that those employees of an ethnic origin other than white are earning an average of £0.21 per hour less than white employees. However, those who have declared their ethnicity as other than white equates to only 4.7% of the council. Having further information on ethnicity will help to determine the true mean and median gender pay gap.

Action We Are Taking

Our current workforce data tells us that the council is attracting and retaining women and we have a fairly representative number of female employees across all four pay quartiles. The council has a fair and equitable pay policy in place and promotes flexible working practices. All jobs in the council are evaluated using the Hay methodology to ensure we have equality of grading for male and female employees carrying out the same work.

We undertake a full review and report into our gender pay gap every year and have incorporated ethnicity gap figures into the report that is presented to our Staffing and Appeals Committee. This includes analysis of quantitative data including workforce data and recent staff survey results as well as qualitative data gained through talking to our employees.

The analysis and research undertaken as a result of these reviews emphasise that there is no quick win or simple solution to reduce a pay gap in the workforce. The only way to reduce our pay gaps are to take a long term view of resourcing, developing and engaging our workforce, and the following table summarises the current actions that we are taking in this regard.

THEME	ACTIONS
Development	<ul style="list-style-type: none"> • Develop clearer career pathways across the Council, ensuring that these are inclusive and accessible to all employees. • Managers and leaders need to be trained in how to spot talent and encourage employees to develop – talent management toolkits to be developed alongside the new people strategy encouraging managers to look beyond their own teams and employees existing roles • Further development and promotion of development initiatives to empower female employees. For example, coaching, mentoring and skills development. • We will run focus groups to better understand this why our 'Black African, Caribbean or Black British' or 'mixed and multiple ethnic group' are least likely to know what opportunities or promotion and progression are available to them. • We will run compassionate and inclusive leadership workshops for senior managers with the aim of creating a more inclusive culture and improving outcomes for people from underrepresented groups. • We will encourage managers and employees to have regular discussions about longer term career aspirations and opportunities, and any barriers that may need to be tackled. Our new People Strategy will have a particular focus on Talent Management, building on career conversations already introduced through Our Conversations.
Engagement	<ul style="list-style-type: none"> • Upon returning to the office, we will encourage professional networking groups to continue but ensure that these are not location dependant, so they remain inclusive for employees that are not office based. • We will be introducing a reverse/reciprocal mentoring scheme, aimed at senior managers, who will be mentored by volunteers from underrepresented groups. This should have benefits both ways, both by improving the mentees' understanding of lived experiences and barriers within the organisation, but also by providing exposure and networking opportunities for the mentors. • We will be working with an external consultancy to benchmark our workforce and to determine ways in which we can be more representative and more inclusive. This will involve a follow-up all staff survey on EDI. • We will engage much more with our workforce on our pay gaps, ensuring that employees and candidates have the opportunity to read and hear about the work we are undertaking to close the gaps. • Our corporate outcome for 2022 will continue the focus on Equality, Diversity and Inclusion, encouraging all employees to engage and work together to make the Council a place where everyone feels valued and accepted.
Recruitment and Selection	<ul style="list-style-type: none"> • The recruitment project team will ensure that the new e-recruitment system is able to provide meaningful diversity data that can easily be downloaded and analysed, allowing us better data an insight into who is moving into and within the Council. • We will encourage applications from school leavers, care leavers and employment returners through a continued focus on apprenticeships and work experience. We will focus on roles which are traditionally gender biased to break down perceptions and segregation by sex. • Alongside the system changes, review all recruitment processes to ensure there is no gender or ethnicity bias post shortlisting. • We will build greater flexibility into our recruitment processes allowing them to be tailored to ensure we reach a more diverse pool of candidates each time we advertise. • We aim to increase the gender diversity across all of our grades, including attracting more males into predominately female dominated roles such as our social care teams.
Working Practices	<ul style="list-style-type: none"> • Managers to consider working practices and how they could be made more flexible. For example, review the purpose duration and frequency of meetings and consider how the use of IT for example could facilitate flexible working for employees. This is particularly important when widespread office working resumes, to ensure that our working practices remain as inclusive and accessible as possible. • Carry out a wholesale review of our ways of working 6 months after most teams have returned to work-bases. • Continue to look into and introduce new ways to improve workplace flexibility, helping to support those that have family or caring commitments as well as benefitting the wider workforce. Embed and review the success of the recently launched Support for Informal Carers policy and the Carers Support Plan.

	<ul style="list-style-type: none"> Review the success of the 'flexible from first' and flexible bank holiday schemes, both recently launched to support our existing workforce, and help us to become a more attractive and inclusive employer.
Pay	<ul style="list-style-type: none"> Ensure our pay and progression schemes are transparent so current employees understand how they can progress through the organisation and new employees understand the full pay and grading details of the role that they are applying for. Ensure our employees are clear about how progression ratings apply and the links to the new Our Conversations appraisal process. Conduct a review of the new ratings process, in particular reviewing whether the new scheme has achieved the aim of being more inclusive to females and part time staff. We will adopt the Real Living Wage foundation pay rates for our directly employed staff and will continue to explore the implementation of the real living wage across partners and commissioned services.

Next Steps

The challenge in our Council, as it is nationally, is to eliminate any gender and ethnicity pay gap. We will continue to work on initiatives to reduce our pay gaps including further mid-year analysis and reporting.

Proposed Changes to the Constitution

To: County Council

Date: 15th March 2022

From: The Monitoring Officer

Purpose: To present to Full Council for consideration and approval proposed changes to the Council's Constitution proposed by the Constitution and Ethics Committee.

The current Constitution is on the Council's website at [Constitution](#).

Recommendation: Full Council is asked to approve:

- (i) proposed amendments to the Constitution, as set out in Section 2.12 of the report;
- (ii) incorporation of the Officers' Code of Conduct into the Constitution, as set out in Appendix 2 of the report; and
- (iii) the authorisation to the Monitoring Officer, in consultation with the Chair of the Constitution and Ethics Committee, to make any other minor or consequential amendments to the Constitution necessary for, or incidental to, the implementation of these proposals.

Officer contact:

Name: Michelle Rowe
Post: Democratic Services Manager
Email: michelle.rowe@cambridgeshire.gov.uk
Tel: 01223 699180

Member contacts:

Names: Councillor Sebastian Kindersley
Post: Chair of Constitution and Ethics Committee
Email: skindersley@hotmail.com
Tel: 01223 706398

1. Background

- 1.1 The Local Government Act 2000 requires all local councils to have a constitution that covers all the standing orders, delegated processes and the codes of conduct for councillors. Changes to the Council's Constitution are considered by the Constitution and Ethics Committee before being recommended to Full Council for approval.
- 1.2 The Constitution and Ethics Committee met on 25 February 2022 and considered and recommended unanimously to full Council proposed revisions set out in Sections 2 and 3 of this report.

2. Motions on Notice

Part 4 – Rules of Procedure

- 2.1 Following concern expressed at the Council meeting on 25 January 2022 about the danger of Full Council pre-determining applications to be considered by its Planning Committee, it was requested by the Joint Administration that the Constitution and Ethics Committee consider changes to the Constitution in order to avoid such situations in the future.
- 2.2 The Council Procedure Rules currently restrict public questions and petitions relating to planning applications, but they do not currently include a similar restriction for motions.
- 2.3 The Council has recently taken decisions on motions relating to planning applications. Two motions were submitted to the Council in relation to Nationally Significant Infrastructure Projects (NSIPs), on 'Wisbech Energy from Waste' (July 2020) and 'Sunnica Solar Farm' (July 2021) where the motion movers wished to show their support for concerns raised by residents. Although NSIPs are determined by the Planning Inspectorate (PINS) on behalf of the Secretary of State, such projects, should they reduce in size to trigger the NSIP threshold, could fall for determination by the Council's Planning Committee.
- 2.4 Planning applications can often be contentious and generate significant public interest which in turn is relayed to Members. The Council has a statutory duty to determine planning applications, delegated to the Council's Planning Committee, and the regulatory process places an emphasis on participating members avoiding pre-determination and bias.
- 2.5 Motions to Council regarding planning applications therefore have to be very carefully worded in order to avoid the risk of pre-determination. Members of the Planning Committee have to consider whether taking part in debate and voting on such a motion could lead to a risk of pre-determination or bias, potentially increasing the risk to the Council of legal challenge. If any such challenge is successful, this can potentially vitiate the Council's decision.

- 2.6 Committee memberships are reviewed and can be changed at each annual meeting of Full Council and during the course of the municipal year. If a Member does not excuse themselves from the debate and votes on such a motion, and then subsequently becomes a member or substitute member of the Planning Committee having previously debated and voted on such a motion, they then need to consider the potential risk of being challenged on the grounds of pre-determination and/or bias. If they decide to recuse themselves and other Members are similarly conflicted, there is the potential for an inquorate Planning Committee.
- 2.7 Given the complexity and risk of legal challenge to the determination of planning applications (both by the applicant and members of the public through a judicial review process), the Committee considered whether the best overall defence for the Council against such challenge was to only consider such matters at the relevant Planning Committee (which includes the District Council planning committees where relevant, based on technical officer advice submitted to them by the Council), or through the relevant Examination by the Planning Inspectorate for Nationally Significant Infrastructure Projects.
- 2.8 The Committee noted that current case law offered a defence to the present position where motions on planning matters can be considered by Full Council, highlighting the distinction and separation of powers between Full Council and Planning Committee, particularly where emphasis is placed on measures taken to demonstrate that elected Members sitting on the relevant planning committee are not pre-determined. However, it acknowledged the concerns of planning officers that it would be harder for the Council to defend either an appeal or judicial review where such an event has taken place.
- 2.9 The Committee expressed support for an amendment to the Council Procedure Rules endorsed by planning officers to help strengthen the Council's position in the event of any legal challenge, and ensure that such matters are considered and determined in the correct forum as:
- It would be easier to demonstrate that no pre-determination has taken place, particularly for an application currently awaiting determination by the Council;
 - The current system could potentially leave the Planning Committee short of regular members and trained substitutes to determine an application or inquorate, or with a reduced but quorate committee (that may not represent all political parties) which could be perceived as not doing a very contentious planning application justice;
 - Not all the information on the current planning application would necessarily be available to elected Members at the point of the motion, which is why planning applications are not taken to the relevant planning committee until they are ready with all the information and representations made and assessed;

- The planning system is clear that decisions need to be made based on the development plan and other policy / guidance, so a moratorium type approach to certain developments (e.g. Energy from Waste (EfW) developments) would be used against the Council's own adopted planning policy which has only just been adopted by the Council; and
 - Objectors may interpret a motion as the Council's final and fixed position and wonder why it even entertains any future applications for EfW (incineration) developments – even where it is clarified that it would be to support the concerns of the resident and not determine the application.
- 2.10 Planning appeals are time intensive and costly. The costs are borne by the Council, not PINS. The costs to the Council for the Waterbeach Energy from Waste scheme were significant, and whilst there will be instances where it is necessary to defend such decisions, officers are concerned that the Council is not placed in such a position unnecessarily through concerns around the decision-making process.
- 2.11 Other local authorities have implemented restrictions to motions on notice that relate to planning matters, including Nottinghamshire County Council and Wiltshire County Council.
- 2.12 The Committee acknowledged the risks involved in debating live planning applications at Full Council before they were considered at Planning Committee. There was concern that it made it easier for applicants to raise issues of predetermination and bias. It was also likely that all the facts might not be at the disposal of the Full Council when the motion was considered. The Committee therefore recommended combining sections 10.3 and 10.4 of the Council Procedure Rules to form a list, along with a further restriction to motions related to planning matters, as set out below (addition in bold, removal in strikethrough).

10.3 Scope

~~Motions must be about matters for which the Council has a responsibility or which affect the County. They may propose an addition or change to a policy framework provided that the addition or change could not reasonably have been raised when the policy framework was originally approved.:~~

- (a) Must be about matters for which the Council has a responsibility, or which affect the County;**
- (b) May propose an addition or change to a policy framework, provided that the addition or change could not reasonably have been raised when the policy framework was originally approved;**
- (c) May not raise the competence or performance of a Councillor or officer;**

(d) May not raise any matter involving information that is exempt or normally considered confidential;

(e) May not make any abusive or defamatory comments; and

(f) May not be related to a planning application, or any other quasi-judicial matter, that will or could be determined by the Authority, including Nationally Significant Infrastructure Projects (NCIPS), or for which it is a statutory consultee.

~~10.4 Motions affecting Councillors or persons employed by the Council~~

~~Motions will not be permitted to raise the competence or performance of a councillor or officer, nor any matter involving exempt information or normally considered confidential. A motion cannot make any abusive or defamatory comments.~~

3. Officers' Code of Conduct

Part 5 – Codes and Protocols

- 3.1 The Council has an Officers' Code of Conduct, which is currently published on the Council's intranet and is attached at Appendix 1.
- 3.2 Unlike the Members' Code of Conduct, the Officers' Code of Conduct itself is not currently contained within the Council's Constitution and is instead available to members of the public on request. While containing the Code in the Constitution is not a legal requirement, the Constitution and Ethics Committee was of the view that it was good practice and ensured that any changes were considered by the Committee before being approved by Full Council. This is also the practice carried out by most other local authorities.
- 3.3 The Committee therefore welcomed the proposal to incorporate the Council's current Officers' Code of Conduct into Chapter 5-2 (Officers' Code of Conduct) in the Constitution, which currently only references the actual Code, with the proposed revised chapter attached at Appendix 2.

4. Source Documents

- 4.1 [Cambridgeshire County Council Constitution \(Part 4-1 – Council Procedure Rules\)](#)
- 4.2 [Nottinghamshire County Council Constitution \(Part 5 – Democracy Procedures, Section 59\)](#)
- 4.3 [Wiltshire County Council Constitution \(Part 4 – Council Rules of Procedure, Section 18.7\)](#)
- 4.4 [Standards of Conduct of Local Government in England, Scotland and Wales - GOV.UK](#)
- 4.5 [Constitution and Ethics Committee meeting 25/02/2022](#)

The Way We Do Things

Code of Conduct

1. Introduction

The Code of Conduct defines the standards of behaviour we expect of all our employees. If you do not understand it or how to comply with it, you must ask your line manager to explain it to you.

The intention of the Code of Conduct is to helpfully set out the broad principles of how we should do things – it is not an exhaustive list of what you can and cannot do. (The Code of Conduct is enforced through our disciplinary procedure).

2. Behave professionally

We expect all staff to interact and work with the public and colleagues in an appropriate and professional way at all times.

We expect you to engender public trust and confidence in the Council and not to bring the organisation into disrepute. This includes action outside of work that is relevant to your job role or that may undermine public confidence in you to carry out your role. You must not knowingly publish or post anything, including on social media that could damage the reputation of the Council.

We expect you to co-operate with your manager and comply with all lawful management instructions.

You are expected to work in a professional manner with all Councillors regardless of their political affiliation. If you have or enter into a close personal relationship with an Elected Member you need to disclose this (see Section 11).

3. Act with honesty and Integrity

We expect you to communicate openly and honestly with your line manager about your work.

We expect you to submit accurate claims for expenses and allowances – claiming only for payments, which you are entitled to receive. If you receive any payment in error, for example an overpayment of salary or expenses, you must notify your manager as soon as possible.

You must keep accurate records of your working time where this is required.

You must not order goods for your own personal use through a Council account. You are not permitted to use your position to obtain a discount for goods or services unless this is part of our recognised employee discount scheme.

4. Act lawfully

You must comply with the law in all aspects of your work.

You are required to immediately notify your manager in writing if you are arrested, cautioned, charged or convicted of any crime at any point during your employment. Your manager will assess whether this information has any impact on your job role.

If you suspect that someone is breaking the law you must report this - speak to your line manager in the first instance. Alternatively you should contact Internal Audit or raise your concerns using the Whistleblowing Policy.

If your role involves working in/managing children or adult services you must inform your manager immediately if you are barred for any reason. If you are working in early years childcare, or working with/managing later years childcare (for children up to the age of 8 outside the school day) you must tell your manager immediately if you are disqualified from working with children or if someone who lives or works in your household becomes barred.

5. Respect equality and diversity

Respecting the equality and diversity of the public that we serve and your colleagues is very important. We expect you to promote our commitment to equality and diversity at all times.

You must not discriminate against any individual on the basis of their protected characteristic(s) (i.e. because of their age, disability, race, religion or belief, gender, sexual orientation, gender reassignment, pregnancy or maternity leave or because of a person's marital or civil partnership status).

You should appropriately challenge any discriminatory behaviour that you witness – and seek support from your line manager in the first instance.

6. Contact with the media

You must not make statements to the media on behalf of the Council unless it is your job to do so. All media enquiries should be referred to our Communications Team.

7. Fulfil your safeguarding responsibilities

We are committed to safeguarding children and vulnerable adults and it is essential that you fully comply with our safeguarding policies and procedures. This includes adhering to specific local rules and procedures that apply in your area of work. If you have any concerns about any aspects of safeguarding you must raise these with your line manager in the first instance. Alternatively you should raise any safeguarding concerns using the Whistleblowing Procedure.

8. Handle information securely

We have specific rules on data security, outlined in Information Management Policy, which you need to read and familiarise yourself with. You are required to comply with these rules when handling information. You must not access or use any information obtained in the course of your employment for personal gain.

9. Comply with all policies, rules and procedures

You are required to act in accordance with all of our policies and procedures and comply with local rules that are in place in your area of work.

- IT Policies – i.e. computer misuse policy, internet policy, email policy, mobile device policy
- Health and safety policy and procedures – include the Drug Alcohol and Substance Misuse policy and the Smoke Free Policy
- Anti-Money Laundering and Anti-Fraud and Corruption Policy
- All employment policies

10. Fulfil your management responsibilities

If you have line management responsibility you must make sure your employees are aware of the Code of Conduct and address any breaches as soon as these occur.

We expect you to proactively manage any employment issues that arise in your team in accordance with our employment policies.

You are responsible for proactively managing your team's performance and promptly addressing any performance issues that arise.

You must not be involved in making significant decisions that involve a relative, partner or friend.

You are not permitted to line manage a partner or family member.

11. Declare relevant interests

You are required to declare any private interests that you have and any work that you undertake elsewhere in accordance with table below

Situation	Action required
Undertaking private work (paid or unpaid)	<p>All employees - complete the Private Interests Form before doing any private work.</p> <p>Employees on a P Grade (or equivalent) and above – must also discuss with their Head of Service the potential impact of additional work on their role with us and agree how any potential negative impact will be avoided.</p>
Undertaking consultancy work for another organisation	Obtain permission from your Head of Service prior to undertaking consultancy work.
<p>Potential conflicts of interest. Examples include:</p> <ul style="list-style-type: none"> • Involvement with clubs and societies that we work with or fund • Involvement with organisations that provide similar services to the Council, • Directorships including with companies that are involved with or funded by the Council. • Relationships with elected members. 	<p>Declare any interests that you have outside of work and discuss with your line manager and agree how any conflicts can be avoided.</p> <p>You must also declare if your partner or a close relative's has a potential conflict of interests (e.g. if your partner is involved with an organisation that is tendering for work with the Council).</p>

12. Declare gifts and hospitality

You must declare any gifts and hospitality that you are offered as detailed below. If you have any doubts about whether you should accept a gift or offer of hospitality you should speak to your line manager. There may be specific local rules that apply in your team e.g. to protect vulnerable service users who may feel obliged to give a gift.

Situation	Action required
Offered a token gift (value of £25 or lower)	<p>Check with your manager if this can be accepted</p> <p>Complete a declaration form</p>

Offered a gift that is more than a token gift (value of £25 or above)	Do not accept Return gifts that have already been received Make a declaration
Offers of hospitality	You may attend a function in an official capacity for example a conference related to your job role. Decline any invitations that are primarily or only for social purposes (and that could be viewed as trying to influence your decision making).

13. Data Protection

Any data collected and processed as part of employing and managing employee's is held securely. It is accessed by, and disclosed to, individuals only for the purposes of completing that specific procedure; process or activity. Records are retained and destroyed in accordance with the organisations Retention Schedule.

Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the Data Protection Policy immediately. It may also constitute a disciplinary offence, which may be dealt with under this Disciplinary Procedure.

14. Further information

Employees with questions about the Code of Conduct should speak to their line manager. Managers requiring further guidance should speak to the HR Advisory Team.

Officers' Code of Conduct

1. Introduction

The Assistant Director, HR Services, in consultation with the Monitoring Officer, shall prepare, maintain and review the Council's Code of Conduct for Officers and refer any proposed changes to the Constitution and Ethics Committee for consideration and recommendation to Full Council.

1.1 The Officers' Code of Conduct defines the standards that the Council expects its employees to abide by. These are often more demanding than those expected by other employers because:

- Council employees are paid from public funds;
- The Council's work is open to public scrutiny and is often politically sensitive. The Council's reputation depends on confidence in Council employees. In practice, one act of corruption can undo years of good work; and
- The Council is often the only access point for services which can have a profound impact on the well-being of people who live in the County – there is often no one else that they can turn to.

1.2 The Code contains the basic rules and principles which govern the way the Council's employees work. Where necessary, examples and explanations are given, but the Code is not an exhaustive list of the standards, and employees may still face disciplinary action for allegations of a similar nature. Breaking some rules are so serious that the Council may consider dismissing employees for a first offence without notice.

1.3 The Code applies to all the Council's employees and is recommended to schools. The Council undertakes to apply the Code's rules consistently and fairly, and expects its managers to apply the Code with rigour to ensure that the integrity of employees is beyond reproach. For example, information given on application forms is checked, and the Council works closely with the police, other local authorities and government departments to detect fraud.

2. Behave Professionally

2.1 All staff are expected to interact and work with the public and colleagues in an appropriate and professional way at all times.

- 2.2 Employees are expected to engender public trust and confidence in the Council and not to bring the organisation into disrepute. This includes action outside of work that is relevant to their job role or that may undermine public confidence in them to carry out their role. They must not knowingly publish or post anything, including on social media that could damage the reputation of the Council.
- 2.3 Employees are expected to co-operate with their manager and comply with all lawful management instructions.
- 2.4 Employees are expected to work in a professional manner with all Councillors, regardless of their political affiliation. If they have, or enter into, a close personal relationship with an Elected Member, they need to disclose this (see Section 11).

3. Act with Honesty and Integrity

- 3.1 Employees are expected to communicate openly and honestly with their line manager about their work.
- 3.2 Employees are expected to submit accurate claims for expenses and allowances – claiming only for payments they are entitled to receive. If they receive any payment in error, for example an overpayment of salary or expenses, they must notify their manager as soon as possible.
- 3.3 Employees must keep accurate records of their working time where this is required.
- 3.4 Employees must not order goods for their own personal use through a Council account. They are not permitted to use their position to obtain a discount for goods or services unless this is part of the Council's recognised employee discount scheme.

4. Act Lawfully

- 4.1 Employees must comply with the law in all aspects of their work.
- 4.2 Employees are required to immediately notify their manager in writing if they are arrested, cautioned, charged or convicted of any crime at any point during their employment. Their manager will assess whether this information has any impact on their job role.
- 4.3 If employees suspect that someone is breaking the law, they must report this by speaking to their line manager in the first instance. Alternatively, they should contact Internal Audit or raise their concerns using the Council's Whistleblowing Policy.

- 4.4 If an employee's role involves working in/managing children or adult services, they must inform their manager immediately if they are barred for any reason. If they are working in early years childcare or with/managing later years childcare (for children up to the age of 8 outside the school day), they must tell their manager immediately should they be disqualified from working with children or should someone who lives or works in their household becomes barred.

5. Respect Equality and Diversity

- 5.1 Respecting the equality and diversity of the public and colleagues is very important. Employees are expected to act in accordance with the Council's Respect@Work policy, put the Respect@Work pledge into practice, and promote the Council's commitment to equality and diversity at all times.
- 5.2 Employees must not discriminate against any individual on the basis of their protected characteristic(s) (i.e. because of age, disability, race, religion or belief, gender, sexual orientation, gender reassignment, pregnancy or maternity leave or because of a person's marital or civil partnership status).
- 5.3 Employees should appropriately challenge any discriminatory behaviour that they witness, seeking support from their line manager in the first instance.

6. Contact with the Media

- 6.1 Employees must not make statements to the media on behalf of the Council unless it is their job to do so. All media enquiries should be referred to the Council's Communications Team.

7. Fulfil Safeguarding Responsibilities

- 7.1 The Council is committed to safeguarding children and vulnerable adults, and it is essential that employees fully comply with safeguarding policies and procedures. This includes adhering to specific local rules and procedures that apply in their area of work.
- 7.2 If employees have any concerns about any aspects of safeguarding, they must raise these with their line manager in the first instance. Alternatively, they should raise any safeguarding concerns using the Whistleblowing Procedure.

8. Handle Information Securely

- 8.1 The Council has specific rules on data security, outlined in its Information Management Policy, with which employees need to read and familiarise themselves. Employees are required to comply with these rules when handling information.
- 8.2 Employees must not access or use any information obtained in the course of their employment for personal gain.

9. Comply with All Policies, Rules and Procedures

- 9.1 Employees are required to act in accordance with the Council's policies and procedures and comply with local rules that are in place in their area of work.
- IT Policies – (e.g. computer misuse policy, internet policy, email policy, mobile device policy, etc);
 - Health and safety policies and procedures (e.g. the Drug Alcohol and Substance Misuse policy and the Smoke Free Policy);
 - Anti-Money Laundering and Anti-Fraud and Corruption Policy; and
 - All employment policies.

10. Fulfil Management Responsibilities

- 10.1 If employees have line management responsibility, they must make sure their employees are aware of the Officers' Code of Conduct and address any breaches as soon as these occur.

Employees are expected to model the Council's values and behaviours and embed them within their teams, ensuring that the team's work is aligned with corporate priorities.

- 10.2 The Council expects managers to proactively manage any employment issues that arise in their team in accordance with employment policies.
- 10.3 Managers are responsible for proactively managing their team's performance and promptly addressing any performance issues that arise.
- 10.4 Managers must not be involved in making significant decisions in the course of their work that involve a relative, partner or friend. They are not permitted to line manage a partner or family member.

11. Declare Relevant Interests

- 11.1 Employees are required to declare any private interests and any work that they undertake elsewhere in accordance with the table below.

Situation	Action Required
Undertaking private work (paid or unpaid)	<p>All employees must complete the Private Interests form before doing any private work.</p> <p>Employees on a P Grade (or equivalent) and above must also discuss with their Head of Service the potential impact of additional work on their role with the Council and agree how any potential negative impact will be avoided.</p>
Undertaking consultancy work for another organisation	All employees must obtain permission from their Head of Service prior to undertaking consultancy work.
<p>Potential conflicts of interest</p> <p>Examples include:</p> <ul style="list-style-type: none"> • Involvement with clubs and societies that the Council works with or funds; • Involvement with organisations that provide similar services to the Council; • Directorships, including with companies that are involved with or funded by the Council; and • Relationships with elected Members 	<p>All employees must declare any interests that they have outside of work and discuss with their line manager and agree how any conflicts can be avoided.</p> <p>They must also declare if their partner or a close relative has a potential conflict of interests (for example, if their partner is involved with an organisation that is tendering for work with the Council).</p>

12. Declare Gifts and Hospitality

- 12.1 Employees must declare any gifts and hospitality that they are offered as detailed in the table below. If they have any doubts about whether they should accept a gift or offer of hospitality, they should speak to their line manager. There may be specific local rules that apply in their team (e.g. to protect vulnerable service users who may feel obliged to give a gift).

Situation	Action Required
Offered a token gift (value of £25 or lower)	Employees must check with their manager if this can be accepted.

	They must complete a declaration form.
Offered a gift that is more than a token gift (value of £25 or above)	<p>Employees must not accept this.</p> <p>They must return gifts that have already been received.</p> <p>They must make a declaration.</p>
Offers of hospitality	<p>Employees may attend a function in an official capacity (for example, a conference related to their job role).</p> <p>Employees must decline any invitations that are primarily or only for social purposes (and that could be viewed as trying to influence their decision making).</p>

13. Data Protection

- 13.1 Any data collected and processed as part of employing and managing employees is held securely. It is accessed by, and disclosed to, individuals only for the purposes of completing that specific procedure, process or activity. Records are retained and destroyed in accordance with the Council's Retention Schedule.
- 13.2 Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the Data Protection Policy immediately. It may also constitute a disciplinary offence, which may be dealt with under the Council's Disciplinary Procedure.

14. Further Information

Employees with questions about the Code of Conduct should speak to their line manager. Managers requiring further guidance should speak to the HR Advisory Team.



Cambridgeshire & Peterborough Combined Authority

Reports from Constituent Council Representatives on the Combined Authority

Audit and Governance Committee
28 January 2022
Councillor Graham Wilson

Overview and Scrutiny Committee
24 January 2022
Councillor Michael Atkins
Councillor Mark Goldsack

Combined Authority Board
26 January 2022
Councillor Lucy Nethsingha

The above meetings have taken place in January 2022.

Audit and Governance Committee – 28th January 2022

The Audit and Governance Committee met on 28th January 2022; the decision summary is attached as Appendix 1.

Overview and Scrutiny Committee – 24th January 2022

The Overview and Scrutiny Committee met on 24th January 2022; the decision summary is attached as Appendix 2.

Combined Authority Board – 26th January 2022

The Combined Authority Board met on 26th January 2022; the decision summary is attached as Appendix 3.

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

Audit and Governance Committee Decision Summary

Meeting: 28 January 2022

Agenda/Minutes: [Audit and Governance Committee – 28 January 2022](#)

Chair: John Pye (Chair and Independent Person)

Summary of decisions taken at this meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1	Apologies and Declarations of Interests	Apologies were received from Cllr Ian Benney, substituted by Cllr Jan French. No disclosable interests were declared.
2	Chair's Announcements	The Chair made the following announcements:
3	Minutes of the Previous Meeting and Action Notes	The minutes from the meeting held on 17 th December 2021 were agreed as a correct record. Nick Sweeney, Residential Development Manager was in attendance (via zoom) to provide a verbal update on an outstanding action regarding the Housing risks on the Corporate register. The Actions from the previous meeting were noted.
4	Combined Authority Update	The Committee received a verbal update from the Chief Executive Officer for the Combined Authority, Eileen Milner.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
5	Internal Audit	<p>The Committee received the report from the Internal Auditor, Dan Harris (RSM) which provided an update on the progress being made against the internal audit plan for 2021/22.</p> <p>The Committee noted the progress report.</p>
6	Review of Governance and Ways of Working	<p>The Committee received the report from the Interim Head of Governance which provided the Committee with an overview of the purpose of the review of governance and ways of working at the Combined Authority and the evidence being gathered to inform the review.</p> <p>The Committee noted the report and requested that a further update be brought to this Committee at the March meeting.</p>
7	Financial Strategies	<p>The Committee received the report from the Senior technical Accountant which requested that the Audit and Governance Committee review the proposed Capital, Investment and Treasury Management Strategies and MRP Statement for 2022/23</p> <p>The Committee noted the report.</p>
8	Trading Companies	<p>The Committee received the report from the Monitoring Officer which provided the Committee with an update to the draft terms of reference in relation to the review and assessment of the Combined Authority's trading companies in line with the statutory powers invested in the Committee.</p> <p>With six votes for and one abstention the Committee approved the terms of reference of the Committee in relation to the Combined Authority trading companies.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
9	Work Programme	<p>The Committee received and noted the work programme with the below additions being agreed.</p> <p>The Committee requested that as part of the risk register report for the next meeting that further detail on the Covid impact be provided.</p> <p>The Chair requested that the standard items that were due to come to the Committee at future meetings be added into the work programme.</p> <p>The upcoming development session where the committee would undertake a self-assessment exercise would be held virtually with potential dates to be circulated to members.</p> <p>The Annual report for the Committee should be brought to the March meeting for the member to review before being presented at the AGM for the CA Board in June.</p>
10	Date of next meeting	<p>The Committee would next meet on Friday, 11 March 2022 at 10:00</p> <p>Venue to be confirmed.</p>

Overview and Scrutiny Committee Decision Summary

Meeting: 24 January 2022

Agenda/Minutes: [Overview and Scrutiny Committee – 24 January 2022](#)

Chair: Cllr Lorna Dupré

Summary of decisions taken at this meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1.	Apologies	No apologies received.
2.	Declarations of Interest	No declaration of interests were made.
3.	Minutes of the Previous Meeting	The minutes of the last meeting were agreed as an accurate record.
4.	Public Questions	None received.
5.	Chair of Transport and Infrastructure in attendance.	<p>Mayor Nik Johnson was in attendance (via zoom) in his capacity as the Chair for the Transport and Infrastructure Committee. Director for Transport, Rowland Potter was also in attendance.</p> <p>The Committee had been invited to submit questions prior to the meeting for the Chair of Transport; the O&S Chair invited those members who had submitted questions to read their questions and receive the written response and ask further supplementary questions.</p> <p>An additional question on e-scooters was also allowed.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		Full list of questions and responses are attached as an appendix to the minutes.
6.	Draft Sustainable Growth Ambition Statement and 2022/23 Draft Budget and Medium-term Financial Plan (MTFP) 2022 to 2026	<p>The Committee received the report from the Chief Finance Officer and the Director for Delivery and Strategy which provided the Overview and Scrutiny Committee with an update to the consultation of the draft Sustainable Growth Ambition Statement and the draft 2022-23 Budget and Medium-Term Financial Plan (MTFP) and also provided the Committee with responses to questions asked and comments made on the draft SGAS and budget/MTFP by members of the Overview and Scrutiny Committee at their consultation meeting of 13 December 2021</p> <p>In response to a question on the 500k housing team and its current reduced role; officers advised this was being looked at and a response including a timeframe would be provided to the Committee.</p> <p>The Chair requested some clarity on whether there would be a second consultation on the MTFP given the lack of detail provided and officers agreed to check with the legal team and provide a response, but it would likely be for the CA Board to decide whether a further consultation was required.</p> <p>The Committee noted the reports and response provided.</p>
7.	Accommodation Strategy	<p>The Committee received the report from the Residential Development Manager which informed the Overview and Scrutiny Committee that Combined Authority Leaders approved a strategy and process for identifying and securing office accommodation on 8th December 2021.</p> <p>The Committee requested that a further update be provided at a future meeting.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		The Committee thanked the officers and noted the report.
8.	Combined Authority Forward Plan	<p>The Forward Plan was noted.</p> <p>Cllr Coles and Cllr Miscandlon as the Lead Members for Skills advised that they had asked 11 questions at the Skills Committee held earlier that month and they would circulate these once available.</p> <p>Cllr Coles suggested that he take on the Rapporteur role to consider Community Learning and would provide a scoping document at the next meeting.</p> <p>Cllr Van De Weyer as the Lead Member for Housing advised that there would be a consideration of the purpose and function for the Combined Authority Housing activities and that this should be considered at the March meeting to enable this to be fed into the CA Board item.</p> <p>Cllr Atkins as Lead Member for Climate Change advised that the CA Board would be the Climate Change Strategy at their meeting in March and that the Committee should add this to their work programme.</p> <p>Cllr Dew as Lead Member for the Business Board advised that there was good ongoing work in relation to the University of Peterborough and that the Business Board had appointed two new Board members.</p>
9.	CA Board Agenda	No questions were submitted for the CA Board.
10.	Work Programme	The Committee received the report which requested that members discuss and agree items for the work programme.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>The Committee agreed to not hold the reserve meeting in February.</p> <p>The Committee noted the work programme.</p>
11.	Date and Time of Next Meeting	The next meeting of the Committee is on Monday, 26 th March at 11:00 at Sand Martin House.

Combined Authority Board Decision Summary

Meeting: 26 January 2022

Agenda/Minutes: Combined Authority Board - 26 January 2022

Chair: Mayor Dr Nik Johnson

Summary of decisions taken at this meeting

Combined Authority Board Decision Summary

Meeting: Wednesday 26 January 2022

Part 1 - Governance Items

1.1 Announcements, Apologies for Absence and Declarations of Interest

Apologies were received from Councillor Anna Bailey, substituted by Councillor Josh Schumann; Councillor Edna Murphy – Fire Authority; Darryl Preston- Police and Crime Commissioner; and Jan Thomas – Clinical Commissioning Group.

The following declarations of interest were made:

Item 1.4 - Public Questions: Mayor Dr Nik Johnson, as a resident of Gransden Parish and Councillor Bridget Smith as district councillor for Gamlingay.

Item 3.4 – Market Towns Programme: Approval of Recommended Projects (Funding Call 7) – Councillor Josh Schumann as a Trustee of Viva Arts. Having taken the advice of the Monitoring Officer, Councillor Schumann spoke on this item but abstained from voting.

Item 4.1 – Local Transport and Connectivity Plan Update: Councillor Boden declared an interest as a Trustee of the community transport body which delivered the Route 68 bus service in Wisbech.

Various reports: Mr Austen Adams as a Director of Metalcraft Ltd and a shareholder in the company.

1.2 Minutes of the Combined Authority Board meeting on 24 November 2021 and Action Log

The minutes of the meeting on 24 November 2021 were approved as an accurate record and signed by the Mayor.

The action log was noted.

1.3 Petitions

No petitions were received.

1.4 Public Questions

Two public questions were received. The first was from Gamlingay Parish Council and a copy of that question and response (when published) can be viewed [here](#). The second was received too late to be considered and will receive a written response.

Part 2 – Finance

2.1 Budget Monitor Update – January 2022

It was resolved to:

- a) Note the financial position of the Combined Authority for the year to date.
- b) Note the completion, and clean audit opinion, of the 2020-21 accounts of the Combined Authority, and its subsidiaries.

- c) Approve the Combined Authority's continued use of the PSAA to appoint the suppliers of External Audit services for 5 financial years beginning 1st April 2023. (c£44k p.a. for 5 years). d) Note the increase in the ICT External Support budget per ODN 324- 2022

2.2 Sustainable Growth Ambition Statement, 2022/23 Budget and Medium-Term Financial Plan 2022 to 2026

It was resolved to:

- a) ~~Adopt the Sustainable Growth Ambition Statement~~ (WITHDRAWN)
- b) Approve the revenue budget for 2022/23 and the Medium-Term Financial Plan 2022/23 to 2025/26.
- c) Approve the Capital Programme 2022/23 to 2025/26 d) Note the Section 73 Officer's statutory Section 25 statement
- d) Note the Section 73 Officer's statutory Section 25 statement.

2.3 Mayor's Budget 2022-23

It was resolved to:

Approve the Mayor's draft budget for 2022-23

Part 3 – Combined Authority Decisions

3.1 Allocation of Additional Home to School Transport Funds - Academic Year 2021-22

It was resolved to:

Allocate the balance of Additional Home to School Transport grants in line with the audited expenditure figures of each Authority below:

Cambridgeshire County Council: £344,211
Peterborough City Council: £208,340
Cambridgeshire and Peterborough Combined Authority: £50,522

subject to funding confirmation from the Department for Education.

3.2 Transport Levy 2022-23

It was resolved to:

- a) Approve the amount and apportionment of the Transport Levy for the 2022-23 financial year as set out below:

Total Levy: £13,229,793

- i. Peterborough City Council: £3,544,817
- ii. Cambridgeshire County Council: £9,684,976

3.3 Market Towns Programme - Reprofile of Budget

It was resolved to:

Approve the reprofile of the Market Town Budgets set out in paragraph 2.3 of the report.

3.4 Market Towns Programme – Approval of Recommended Projects (Funding Call 7)

It was resolved to:

Approve project proposals received under Market Towns Programme received from East Cambridgeshire District Council for the town of Soham to the sum of £470,000.

3.5 Greater South-East Energy Hub - Mobilisation of Schemes and Reprofiting of Budget

It was resolved to:

1.
 - a) Approve the creation of budget lines as set out in 8.1 to deliver the services set out in the MoU for the £118,389,025 Sustainable Warmth programme.
 - b) Delegate Authority to the Chief Executive, in consultation with the Chief Finance Officer and Monitoring Officer, to enter into contracts for Managing Agent(s), works or other, as required, to expend the funding for the Sustainable Warmth programme, as set out in 3.9
2.
 - a) Note the ongoing work with BEIS to produce a recovery plan for the Green Homes Grant (LAD 2 programme)
 - b) Approve the formation of the CPCA Programme Board for the Energy Hub programme.
 - c) Delegate authority to the Chief Executive and Monitoring Officer to approve the Terms of Reference for the CPCA Programme Board by 31st January 2022.
3. In line with the LAD2 variation letter received from BEIS, approve the corresponding reprofiling of the LAD2 and Public Sector Decarbonisation Fund budgets.
4.
 - a) Approve the creation and amendment of budget lines as set out in 5.1 (a to d) to deliver the services set out in the seventh variation to the Local Energy Capacity Support MoU for c.£2,164,358 and Social Housing Decarbonisation Fund – Technical Assistance Facility Online Hub MoU as detailed in 5.1(e) for £150,000.
 - b) To award a grant of £1.5m to The London Borough of Hounslow Council as Lead Authority for the Net Zero Investment Design & Scoping Programme.

- c) Delegate authority to the Chief Executive, in consultation with the Chief Finance Officer and Monitoring Officer, to enter into agreements and approve the budgets corresponding to the BEIS funding agreements.

3.6 Progress Against Devolution Deal Commitments

It was resolved to:

- a) Note the Devolution Deal Report from Overview and Scrutiny Committee in Appendix 1.
- b) Note the reporting on Devolution Deal progress in its new format, which reflects the Overview and Scrutiny Committee's comments, as set out in Appendix 2.

3.7 Affordable Housing Scheme - Proposed Variation to Loan Relating to Former Alexander House, Ely

It was resolved to:

- a) Approve the extension of the maturity of the existing £4.84m Loan Facility with Laragh Homes from 25 months (7th February 2022) to 28 months (7th May 2022).
- b) Increase the number of potential monthly drawdowns against the facility from 25 to 28.
- c) To agree that the rate of interest to be applied to the loan from 7th February 2022 will be 6% over base, until the loan is fully repaid.

By recommendation to the Combined Authority Board

Part 4 – Transport and Infrastructure Committee recommendations to the Combined Authority Board

4.1 Local Transport and Connectivity Plan Update

It was resolved to:

- a) Note progress on the Local Transport and Connectivity Plan (LTCP).
- b) Provide feedback and agree to amended timetable for delivering the Local Transport and Connectivity (LTCP) programme.
- c) Agree to a programme of public consultation for twelve weeks commencing in May 2022.
- d) Delegate authority to the Head of Transport to prepare the public consultation, and to brief members of the CA Board and Transport and Infrastructure on its content.

4.2 Fengate Access Study

It was resolved to:

- a) Approve the drawdown of £150,000 to complete the Full Business Case stage of the project.
- b) Approve the slippage of the remaining in-year subject to approval budget and note the need for a further reprofile exercise once the revised project timeframe is established in January.

4.3 Fengate Phase 2 University of Peterborough Access

It was resolved to:

- a) Approve the University of Peterborough Access Study Package Assessment Report – Outline Business Case Phase 1.
- b) Approve the drawdown of £1.8m in respect of the costs associated with the Outline Business Case Phase 2, and to conclude a Grant Funding Agreement with Peterborough City Council on terms approved by the Head of Transport and Chief Legal Officer/ Monitoring Officer.
- c) Approve the submission of the updated application at Appendix 2 to the Department of Transport's Major Route Network Programme fund.

4.4 St Ives and A141 Strategic Outline Business Case

It was resolved to:

- a) Approve the development and costing up of the next stage of the project for Outline Business Case and Preliminary design.
- b) Approve the programme for, and costing up of, the Local Improvement schemes for St Ives.

4.5 A10 Outline Business Case

It was resolved to:

- a) Note the outputs of the Cambridgeshire County Council Highways and Infrastructure Committee paper.
- b) Delegate authority to the Head of Transport, in consultation with the Monitoring Officer and Chief Finance Officer, to develop the scope for the delivery of the Outline Business Case.

- c) Approve the release of £2m funding from the Department for Transport, to be spent in 2022-23, for the delivery of the Outline Business Case, and agree reprofiling the remaining 2021-22 budget into 2022-23.
- d) Subject to an extension to the existing DfT grant being agreed, delegate authority to the Head of Transport, in consultation with the Monitoring Officer and Chief Finance Officer, to issue a capital grant funding agreement for the delivery of the outline business case by Cambridgeshire County Council.

Part 5 – Skills Committee recommendations to the Combined Authority Board

5.1 University of Peterborough Phase 3 Business Case

It was resolved to:

1. Approve the University of Peterborough Phase 3 Business Case
2. Approve the use of option a) in section 4.2, to use the existing special purpose vehicle Peterborough HE Property Company Ltd (Prop Co 1), for the delivery of Phase 3 of the University Programme, as the owner and developer of the second teaching building.
3. Consent, as shareholder, to modification of the Shareholders Agreement relating to Peterborough HE Property Company Ltd (Prop Co 1), on such terms as the Chief Executive of the CPCA in consultation with the Chief Legal Officer (Monitoring Officer), and the Deputy Chief Finance Officer (s73 Officer) may agree, to include at a minimum the maintenance by the CPCA of the drag along rights, described at paragraph 4.2 of the report to the Skills Committee of 17 January 2022 (link below) and in order to reflect the share allotments as noted in paragraph 4 below.
4. Consent, as shareholder, to Peterborough HE Property Company Ltd (Prop Co 1):
 - a) issuing the following shares:
 - i. To Peterborough City Council, shares to the value of £20m (in consideration of it investing £20m of Levelling Up Fund (LUF) funding)

- ii. To CPCA, shares to the value of £2m (in consideration of it investing £2m of Local Growth Fund funding)
- iii. To Anglia Ruskin University, shares to the value of £4m in consideration of it investing £4m)

and note that the share issue should be completed by 31 March 2022

- b) Agreeing revisions to the Development Management Agreement to extend the delivery specification in relation to the project management and delivery services and associated support services to relate also to Phase 3.
 - c) Entering into a land transfer with PCC to acquire the Phase 3 land and then enter into an agreement for lease, and lease with ARU Peterborough in respect of the Phase 3 Building, and such consequential and other ancillary agreements on such terms as the Chief Executive of the CPCA in consultation with the Chief Legal Officer (Monitoring Officer), and the Deputy Chief Finance Officer (s73 Officer) may agree.
 - d) Adopting a revised Business Plan, including such changes as are necessary to reflect the construction works and agreement for lease, and lease to ARU-Peterborough of the Phase 3 building in addition to the Phase 1 building.
5. Delegate authority to the Chief Executive of the CPCA in consultation with the Chief Legal Officer (Monitoring Officer), and the Deputy Chief Finance Officer (s73 Officer) to agree:
- a) such changes to the Collaboration Agreement providing that changes to the delivery obligations (and respective timings) are made as described in 5.2 of this report.
 - b) In respect of the Collaboration Agreement, such changes in respect of increased target for student numbers, the curriculum model, and the site and building plan as described in paragraph 5.2 of this report.
 - c) The Development Management Agreement, such changes in respect of the provision of programme management services to Propco1, related to the Phase 3 construction project, are made as described in 5.2 of this report.

- d) To create or modify any such other documents as the Chief Legal Officer (Monitoring Officer) advises are necessary to give effect to the recommendations

5.2 Health and Care Sector Work Academy

It was resolved to:

- a) Approve the new profiled spend in accordance with the approved extension of the innovative employment pilot on recruitment and progression in the Health & Care Sector.
- b) Note the performance of the Health and Care Sector Work Academy to date.

5.3 Employment and Skills Strategy and Action Plan

It was resolved to:

- a) Approve the Employment and Skills Strategy.
- b) Note that the Employment and Skills Strategy will be incorporated in the wider Economic Growth and Skills Strategy, due to be published in March 2022.

5.4 Growth Works Management Review - January 2022

It was resolved to:

- a) Note the Growth Works programme performance up to 31st October 2021.

Part 6 – Housing and Communities Committee Recommendations to the Combined Authority

6.1 Digital Connectivity Business Case

It was resolved to:

- a) Approve the Digital Connectivity Business Case included as Appendix 1 to this report.
- b) Approve £4.5m budget from the subject to approval line in the Medium-Term Financial Plan for 2022/23 to 2024/25.

Part 7 – Business Board recommendations to the Combined Authority Board

7.1 Strategic Funding Management Review January 2022

It was resolved to:

- a) Approve the revised strategic approach for targeting Category 1 of the Business Board recycled funds.
- b) Approve the criteria for the project scoring assessment of applications to the Business Board recycled funds.
- c) Approve the process for investing Business Board recycled funds as stated at Category 1 and 2.

Part 8 – Governance Reports

8.1 Combined Authority Board and Committee Membership Changes January 2022

It was resolved to:

- a) Note the appointment by Cambridge City Council of Councillor Anna Smith as its substitute member on the Combined Authority Board for the remainder of the municipal year 2021/2022
- b) Ratify the appointment by Cambridge City Council of Councillor Katie Thornburrow as its member on the Transport and Infrastructure Committee for the remainder of the municipal year 2021/2022.
- c) Ratify the appointment by Cambridge City Council of Councillor Richard Robertson as its substitute member on the Transport and Infrastructure Committee for the remainder of the municipal year 2021/2022.
- d) Ratify the appointment by Cambridge City Council of Councillor Cllr Niamh Sweeney as its member on the Skills Committee for the remainder of the municipal year 2021/2022.
- e) Note the appointment by Peterborough City Council of Councillor Mohammed Haseeb as its substitute member on the Audit and Governance Committee for the remainder of the municipal year 2021/2022.
- f) Note the named substitute representative for the Police and Crime Commissioner's Office (John Peach).
- g) Note the appointment by Fenland District Council of Councillor Jan Smith as its substitute member on the Audit and Governance Committee for the remainder of the municipal year 2021/2022.

8.2 Annotated Forward Plan – 14 January 2022

It was resolved to approve the Forward Plan for January 2022.

CAMBRIDGESHIRE AND PETERBOROUGH FIRE AUTHORITY UPDATE

TO: Cambridgeshire County Council

FROM: Chair, Cambridgeshire and Peterborough Fire Authority

DATE: 15 March 2022

1. FIRE AUTHORITY BUDGET 2022/23 and RELATED FINANCIAL MATTERS

1.1 At its meeting on 10 February 2022 the Fire Authority considered a report on its budget, reviewed the Budget Book 2022/23 and approved the following recommendations;

- an Authority budget requirement of £31,226,300,
- an Authority precept of Authority Tax from District Authorities and Peterborough City Authority of £22,214,110,
- an Authority Tax for each band of property, based on the number of band D equivalent properties notified to the Fire Authority by the District Authorities and Peterborough City Authority (296,307) ranging from Band A at £49.98 to Band H at £149.94,
- approval of the Prudential and Treasury Indicators as set out in the Budget Book (page 11),
- approval of the Treasury Management Strategy Statement as set out in the Budget Book (pages 10 to 17),
- approval of the Capital Programme as detailed in the Budget Book (page 9),
- approval of the Minimum Revenue Provision Policy Statement as detailed in the Budget Book (page 18).

1.2 By way of background, the Service received its draft settlement for 2022/23 in December 2021 and the summarised draft Authority budget was presented to the Policy and Resources Committee in the same month, seeking approval to consult with the public for a precept increase of 2%. The draft budget was presented to the same Committee at its meeting in late January 2022 (at which time the public consultation was still ongoing). There was significant challenge and scrutiny from Members at this meeting resulting in approval (by a majority vote) for the proposed increase in precept for 2022 and endorsement of the budget for presentation to the wider Fire Authority the following month. As stated in paragraph 1.1 above, the budget was approved at that meeting and the final approval was unanimous; feedback from the public consultation showed 76% of respondents supported the proposed increase in Council Tax.

1.3 The budget for 2022/23 has been built to include an assumed 2% pay award, as well as significant inflationary pressures on fuel and energy.

- 1.4 Also at its February 2022 meeting, the Authority;
- approved the Members' Allowance Scheme rates for 2022/23,
 - approved the Pay Policy Statement for 2022/23.
- 1.5 Full details of the Budget Book and the above mentioned documents can be found on the CFRS website.
- 1.6 Many of you will be aware that the fire sector is facing significant budget pressures against a background of increasing focus on national reform; at the time of writing, the publication of the Home Office White Paper consultation and the second part of the review into the Police and Crime Commissioner governance model are still awaited. I have, however written to Lord Greenhalgh, Minister of State for Building Safety and Fire raising my concerns about long term future financial planning and urging Government to provide clarity for the medium term next year to ensure the Authority can plan effectively and requesting that the mechanism for allowing fire authorities flexibility around Council Tax precept increases is reviewed.
- 2. HER MAJESTY'S INSPECTORATE OF CONSTABULARY AND FIRE AND RESCUE SERVICES (HMICFRS) – INSPECTION OUTCOME**
- 2.1 Since our last report to Council, I have been delighted to learn that the Service has once again been assessed as **Good** across all three of the main inspection pillars; how efficient and effective it is and how well it looks after our people. It also scored **Good** in 10 of the 11 sub-categories too, which is fantastic news and a real achievement as the bar was set higher this year. This outcome will undoubtedly put the Service amongst the best fire and rescue services in the country again.
- 2.2 Being one of the first to undergo a second assessment and for it to take place in the midst of the pandemic, just as we were coming out of another lockdown, makes the outcome even more pleasing. COVID has hit people hard and everyone, whether they are still coming into work or working from home, has seen significant changes to their working environment and how they interact with colleagues. To achieve these scores despite all the additional challenges of COVID is incredible and an indication of a Service that has an excellent leadership team and a well-motivated, well-supported workforce and bodes well for any who may need to call on the Service in future.
- 2.3 As you would expect the report details much of the good work undertaken and many areas where improvements have been made since the last inspection, as well as some areas where further improvement could be made; as Chair of the Authority I welcome these comments and along with all Members of the Authority look forward to working together to pursue continuous improvement.
- 2.4 The full report can be found here
<https://www.justiceinspectors.gov.uk/hmicfrs/frs-assessment/frs-2021/cambridgeshire/>

3. PROPERTY PORTFOLIO – UPDATE

TOPPING OUT CEREMONY – NEW COMMUNITY FIRE STATION AND TRAINING CENTRE HUNTINGDON

- 3.1 Council may recall that construction on the new site of the training facility and community fire station in Huntingdon began in September 2021 and by way of an update on progress, I can report that an official 'topping out' ceremony was held in early February to mark a key milestone in the project; completion of the highest point of the main building.
- 3.2 Our Deputy Chief Executive Officer joined project team colleagues and Artisan representatives to view the progress and was very enthusiastic about how much progress has been made and that you can actually now visualise the excellent facility it will become for our firefighters, support staff and local community.
- 3.3 The building work is anticipated to be completed in late 2022, with occupation by staff expected by early 2023.

RELOCATION OF PAPWORTH TO CAMBOURNE COMMUNITY FIRE STATION

- 3.4 In 2010 the Service accepted, under Section 106, to have a community fire station built by the developers of the Cambourne township. It was acknowledged that we would see a shift in risk over time from Papworth to the Cambourne area partly driven by the move of Papworth Hospital to the Addenbrookes site. This has now been realised.
- 3.5 Our Integrated Risk Management Plan, which is a requirement of the Fire and Rescue National Framework for England, details the risks within our county and the organisations plans for mitigating them. It also details our emergency response standards for both rural and urban areas and our commitment to use our resources to provide the best service possible to the community against a changing risk profile. This move, which we hope to complete by April 2022, better supports these commitments.
- 3.6 The Service and the Authority recognise that moving a local fire station can be unsettling for those in that community and in recognition of this, engagement with key stakeholder groups has and continues to be undertaken with a priority that information is provided to local residents.

4. LGBT+ HISTORY MONTH

- 4.1 The month of February was LGBT+ History Month, a month to promote equality and diversity for the benefit of all, by increasing the visibility of lesbian, gay, bisexual and transgender (“LGBT+”) people, their history, lives and their experiences and raising awareness and advancing education on matters affecting the LGBT+ community. It’s also about working to make everywhere a safe space for all LGBT+ communities while promoting the welfare of LGBT+ people.

- 4.2 The Service traditionally turns its focus to recognising the community, much as it does for Black History Month in October. It considers it important that time is taken to focus on the underrepresented communities to ensure it can truly uphold its vision of people being at the centre of everything it does, whether that be colleagues or the wider community (making CFRS a place where everyone feels welcome, respected and where they can be their true self at work).
- 4.3 I'm pleased to report that the LGBTQIA+ ambassador led a number of successful activities ranging from updates throughout the month on internal communication channels, making available a whole host of materials to order and/or wear for example, email/social media banners, wallcharts of LGBT+ historical figures, lanyards, laces, badges, bugs and stickers and ensuring the "progress flag" from those CFRS locations that have a flag pole, was flown. The progress flag builds on the well-known rainbow flag but has a more defined recognition of the trans community and those from underrepresent minority groups too.

5. CELEBRATING TEN YEARS OF COMBINED FIRE CONTROL

- 5.1 On 25 October 2011, the 999 call functions for Cambridgeshire and Suffolk fire and rescue services joined together to form the first collaboration of its kind, taking calls for both counties. Since coming together, call handlers have taken more than 177,000 emergency calls and sent around 178,000 fire engines to incidents.
- 5.2 Both Chief Fire Officers (Chris Strickland and Dan Fearn) have been very public about how incredibly proud they are of the 40 call handlers that work within the Huntingdon based facility recognising the calm, professional and often life-saving advice they give to the residents of both counties in their time of need whilst mobilising the appropriate assets to deal with the emergency. I would like to add, on behalf of the Authority, my own appreciation of the work done and continuing to be done 24/7 by the watches.
- 5.3 The project has clearly demonstrated what can be achieved in terms of collaboration and efficiency. By joining forces, this collaboration alone has saved each fire service over £4m over the last decade and the innovative approach has led the way for other services around the country to merge their own control functions.

BIBLIOGRAPHY

Source Documents	Location	Contact Officer
Fire Authority Minutes 2021/22 Various	Fire Service HQ Hinchingbrooke Cottage Huntingdon	Dawn Cave 01223 699178 Dawn.cave@cambridgeshire.gov.uk