

COUNCIL MEETING

AGENDA

9th November 2021

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 9th November 2021 at 10.30a.m.

Agenda

Apologies for Absence

1. Minutes – 20th July 2021 (previously circulated)
[available at [County Council meeting 20/07/2021](#)]
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. Report of the Staffing and Appeals Committee – (pages 10-12)
Appointment of Chief Executive and Head of Paid Service
7. Reports of the Constitution and Ethics Committee
 - a) Proposed changes to the Constitution (pages 13-46)
 - b) Parental Leave Policy for Councillors (pages 47-52)
8. Pension Fund Committee Annual Report 2020-21 (pages 53-61)
9. Cambridgeshire Local Pension Fund Board Annual Report 2020-21 (pages 62-84)
10. Motions submitted under Council Procedure Rule 10 (oral)
 - (a) Motion from Councillor Mark Goldsack

A motion to protect homes and property from unnecessary surface water.

This motion seeks to ensure that residents homes and property is afforded the maximum protection from surface water particularly. Other water issues exist but this motion seeks urgent attention and action to address known surface water problems across our County.

The Council notes that:

- in my home division of Soham we are constantly struggling to deal with surface rainwater in an effective and non-damaging manner, which is probably mirrored throughout the County.
- excessive and long-standing deep puddles result in water ingress to many properties in the vicinity of such drains and puddle areas.
- the same poor occupants of those properties will inevitably find it increasingly difficult if not impossible to attain household insurance for their homes and property, due to the inability of current drainage systems to effectively handle surface water run-off from heavy storms.

The Council further notes three likely reasons for this.

- Climate: We have a climate status that is now resulting in weather extremes across the globe. In the UK and our county, we are being often hit with extreme rainfall that over burdens the existing system such that extreme puddling occurs, on roads, streets, footpaths and into property, causing localised flooding and highways impairment.
- Development: In the last five decades we have seen exponential growth of development on green and brown field sites, flood plains and more. Such fields were the routes for surface water taking excess from the highway and these too have been built with historically acceptable but increasingly stressed minimal bore pipework for surface water run-off.
- Highways: We have road surface issues, road construction concerns and hidden infrastructure maintenance and design issues that simply are not coping with today's needs. Aged and narrow surface water pipework is failing to handle the volume of water that now collects in the same places time after time. The gullies and drains are cleared but even when 100% clear the bore of the pipe loses against the battle of the incoming surface water.

The Council has a duty to protect the property and lives of those within our county, it therefore resolves to commit to the following actions:

- i undertake a full audit of known issues with underground highways assets to identify narrow bore piping issues and determine, under present conditions and stresses, whether they can be expected to cope with the regular and anticipated deluges and subsequent surface water of the like now regularly seen.
- ii to use the audit and local plans to predict which systems will be overwhelmed and to incorporate that into planning discussions with local planning authorities.
- iii expedite in full the last winter flood review report, taken 9 months thus far, to capture the main causes and actions as a result of the review and integrate these into the requested review. It would appear that the section for surface water management in the current draft report is seriously lacking and does not recognise this as an area of concern with any proposed resolution.

- iv commit to a fully costed programme of works to either replace the small-bore soak away pipework, with appropriate higher bore pipe work solutions that bring immediate relief and also future proof as predicted or supply full details of alternative solutions in those areas with fully costed plans of actions that will mitigate and protect property in areas of known puddling.
- v to ask the Chief Executive to write to all planning authority chairs and request an immediate future proof installation of larger bore pipework to all new developments to avoid surface water run off on highways and other areas as a result of development.

[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 Tom Sanderson

This Council notes that:

- as a result of the tragic events in Afghanistan, there are many thousands of Afghan citizens and their families who are now at significant risk of harm as a result of them working alongside our armed forces in recent years;
- alongside this, several more thousand Afghan citizens are at risk of persecution and harm for other reasons, including their gender, religion, political beliefs, or sexuality;
- several thousand Afghan citizens were supported to leave their home country as part of the evacuation operations delivered by international armed forces and governments, with many arriving into the UK and temporarily housed in bridging accommodation including hotels;
- the government has announced two schemes to support Afghan citizens to resettle in the UK: the Afghan Relocations and Assistance Policy (for Afghan citizens who were locally employed by the British Government in Afghanistan); and the Afghan Citizens' Resettlement Scheme (for Afghan citizens at risk of persecution for other reasons).

This Council recognises:

- its role in ensuring that Afghan citizens know they are welcome in Cambridgeshire;
- that an offer to resettle Afghan citizens in Cambridgeshire is dependent on the availability of suitable, self-contained housing;
- that district and city councils across Cambridgeshire have all confirmed that they will resettle Afghan citizens in their area, or will work with their neighbouring council to provide direct support;
- its role in supporting our district and city council colleagues to resettle and integrate Afghan citizens, and in providing expertise and support from vital services such as education and social care, and that County and District/City Council officers are in open dialogue about the ways in which we can achieve this.

This Council therefore resolves to:

- i sustain, for as long as is necessary, an open, practical, creative and solutions-focussed dialogue with each district and city council in Cambridgeshire, to identify and deliver joint solutions and create joint opportunities to successfully resettle Afghan citizens in our county;
- ii use our best endeavours to help facilitate the identification of suitable housing for Afghan citizens, working closely with but not duplicating the work of our local housing authorities, including engaging with developers and private sector landlords;
- iii deliver training for frontline officers as well as managers to help increase their awareness of the context and circumstances within which new Afghan citizens are arriving in Cambridgeshire to help ensure we can best meet their needs;
- iv ensure all of our services, but especially education, social care and public health, stand ready to support Afghan citizens arriving in Cambridgeshire, with both immediate and emerging needs as necessary;
- v direct the work of our libraries to welcoming and supporting Afghan citizens, as well as other new arrivals, through the creation and delivery of a Libraries of Sanctuary programme;
- vi proactively identify employment (including apprenticeship) opportunities for Afghan citizens within the council;
- vii ensure our adult skills service, Cambridgeshire Skills, develops bespoke English-language courses to meet the needs of new arrivals where the national offer falls short, or where more specialist language training is necessary, and to deliver it in ways that are accessible to our new residents;
- viii mobilise the county's Community Resilience Group to share the responsibility to welcome new arrivals and support their integration into society.

[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 Richard Howitt

This Council expresses its deep concern that the Social Care Plan announced nationally on 7 September, will not meet its stated ambition to fix the social care crisis, once and for all.

Council is asked to note that:

- the method chosen to provide the funding places undue burden on people living on low pay and on families in poverty, and that an additional burden of £1million will be directly imposed on Cambridgeshire County Council itself.
- less than 20 per cent of the funding announced will actually go to social care until 2026, that improvements in NHS capacity will increase pressure on social care,

without providing the resources to meet them and that plans for the NHS to release funding in three years' time are not realistic.

- there is no provision for continuation after 2020/21 of around £15million Government grant to the NHS in Cambridgeshire and Peterborough to meet additional costs from Covid, and that the consequences of Covid are already placing high levels of uncertainty and financial pressure on Cambridgeshire County Council. This includes higher numbers of adult safeguarding enquiries, of adult early help referrals, more Mental Health Act assessments and greater acuity of need.
- the number of elderly persons in Cambridgeshire will increase by more than 30,000 or 25 per cent by 2033. The Council disagrees with the national plan's intention that increased social care costs arising from these demographic pressures will have to be met from the Council Tax and attests that any additional resources provided through the annual Spending Review, can never provide the long-term, sustainable solution promised.
- whilst acknowledging the case for a cap on care fees for individuals, the consequence will be to increase the demand for care packages from the Council and that the Government has not announced any additional resources for the Council and other local authorities to undertake the additional costs arising from new obligations to record care costs of individuals and to assist self-funding persons to find care places.
- Cambridgeshire has relatively higher numbers of self-funders in care compared to many other counties and that this aspect is likely to impose additional cost in particular on the County Council.
- the plan does not address the continuing financial pressures in the independent care sector, or address this authority's concerns for better pay and quality of employment for care workers and to facilitate a more equitable balance between independent and directly provided services within the care sector.
- there is grave concern for the one-in-seven elderly people living with unmet care need, around 24,000 people in our county, who will fail to receive support under the Government's proposals.

The Council therefore:

- i commits to making representations to Government and with partners through the Association of Directors of Adult Social Services, the County Councils Network and the Local Government Association, to call for an alternative plan which genuinely secures reform and funding to enable our authority to meet current pressure, growing demand and unmet need, to provide social care to the people of Cambridgeshire in the long-term.
- ii asks the Chief Executive to write to the Secretary of State for Health and Social Care to call for resources to be provided by Government to fully compensate Cambridgeshire County Council for the additional costs arising from its plan in an enduring way and to raise funds for social care based on principles of fairness, sufficiency and sustainability.

- iii asks the Chief Executive to write to the Secretary of State for Health and Social Care to call for a plan which genuinely fixes the crisis on social care.

[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 Lucy Nethsingha

This council notes:

- the increase in the number of children eligible for Free School Meals, and the increase in the number of families on Universal Credit in Cambridgeshire following the pandemic. With the number of children receiving Free Schools Meals increasing from 12,870 eligible pupils in March 2020 to 16,498 eligible pupils in May 2021
- that in order to be eligible for Free School Meals a family must have a net annual income of no more than £7,400, if in receipt of Universal Credit or have a gross annual income of £16,190, if in receipt of Child Tax Credits (and not be eligible for Working Tax Credits) and that this reflects a very low income, and one likely to have a major impact on the ability of such children to access activities available to most of their peer group.
- the severe impact of poverty on educational outcomes and subsequent life chances for children as demonstrated by numerous studies.
- the pressures which are mounting on family incomes through an increase in National Insurance, and rises in the cost of living, with the costs of petrol, diesel and gas all rising fast and a likely knock on increase in the costs of other goods as a result.

Taking into account the circumstances above this council resolves to:

- i work with partners to set up a funding scheme to support children and young people whose families are on Universal Credit or free school meals to have reduced cost access to out of school activities, in order to support them to reach their educational and personal potential.
- ii write to the Secretary of State for Education and Secretary of State for Works and Pensions to express this council's grave concern at the impact that the cut of £20 a week to Universal Credit will have on many families in Cambridgeshire, and the potential impact of such a reduction on the lives of a large number of children and young people.

[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 Lorna Dupré

A Land Use Framework for Cambridgeshire & Peterborough

This Council welcomes the work being undertaken by the Food, Farming & Countryside Commission to develop a Land Use Framework for the UK, and locally to spearhead this approach here in Cambridgeshire and Peterborough.

Low input farming can simultaneously improve profit margins, increase productivity, and provide environmental benefits. Forestry and agroforestry can support sustainable food and timber production, nature restoration and carbon sequestration.

Current approaches to land use policy inhibit the potential for land to deliver multiple benefits. Governance of land is highly fragmented; and siloed systems encourage tensions between initiatives, with differing governing bodies, schemes and targets often directly clashing in their policy goals. Failure to capitalise on synergies in land usage has resulted in land not fully delivering on its potential to offer a range of public needs. A more strategic approach to land use would enable it to play a better role in delivering key social, economic and environmental objectives and aligning resources for public value.

Like the rest of the UK, Cambridgeshire is faced with burgeoning climate, nature and health crises. Land is our most valuable asset. From farming for healthy food and enabling carbon sequestration to supporting habitat creation, a large part of the solution to these crises is to be found on and in the land.

This Council shares the goals of the Food, Farming & Countryside Commission in wanting to see a common vision for land shaped through the introduction of a land use framework. This framework would

- Support government goals of transformational change in sectors such as housing, farming and climate change;
- Alleviate pressures and tensions currently experienced within land disputes; and
- Facilitate multifunctionality to use land to its full potential.

This Council therefore formally registers its support for the work beginning to be undertaken by partners in Cambridgeshire and Peterborough to

- Convene senior civil servants, policy makers, planners, landowners, environmentalists, and leaders from farming and other rural organisations to progress this work;
- Consolidate the broad principles of such a framework, including its vision, operation and implementation;
- Pilot a land use framework here in our county; and
- Develop detailed policy recommendations for implementation of a framework.

Furthermore, this Council undertakes to

- i Engage with partners bringing together a county-wide group with the necessary skills and approaches who will design, advise and lead this process;

- ii Share information about relevant initiatives that are already happening in Cambridgeshire, especially at local level;
- iii Consider where it might lend support and in-house expertise to processes for gathering and mapping data to enable this project to progress; and
- iv Work with partners in an engagement and listening process, particularly to ensure that marginalised and less-heard voices are included.

[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]

11. Questions

- (a) Cambridgeshire and Peterborough Combined Authority (pages 85-127)
and Overview and Scrutiny Committee
(Council Procedure Rule 9.1)
- (b) Questions on Fire Authority Issues (pages 128-130)

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 1st November 2021

Fiona McMillan
Monitoring Officer

The meeting will be streamed on the Council's website, given the current Covid restrictions 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

Appointment of Chief Executive and Head of Paid Service

To: County Council

Date: 9th November 2021

From: Director of Law & Governance and Monitoring Officer

Purpose: The purpose of this report is to set out the process carried out to appoint a new Chief Executive for Cambridgeshire, and to seek approval for the recommended candidate.

Recommendation: Full Council is asked to:

- a) ratify the appointment of a new Chief Executive (details to follow); and
- b) delegate authority to the Assistant Director of HR Services and the Monitoring Officer to take any further action necessary to give effect to the contents of this report.

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1.0 Background

- 1.1 This report arises following the impending retirement of the current Chief Executive, and the need to recruit a replacement.
- 1.2 Prior to June 2016, Gillian Beasley held the post of Head of Paid Service/Chief Executive in Peterborough City Council (PCC) and since this time she has occupied a shared Chief Executive role with Cambridgeshire County Council (CCC).
- 1.3 Following Mrs Beasley's resignation, the Leaders of both Councils considered the significant challenge both face in moving out of this lengthy pandemic. These challenges include recovery of services, recovery of the economy, continued response to COVID-19, support to the vaccination programme, and the significant financial pressure on each council's budgets. In addition, the new Chief Executive will need to lead work on establishing the financial security of the council to provide vital services into the future.
- 1.4 These challenges are significant for both councils and as a result it is was agreed by both Leaders and endorsed by Staffing and Appeals Committee on 24th August 2021 that each Council would appoint their own Chief Executive.

2.0 Assessment Process to Date

- 2.1 The role was advertised externally with the help of a search and selection agency and a thorough and comprehensive search and selection process was carried out including:
 - Preliminary technical interviews.
 - An Assessment Centre on 28th October with five separate stakeholder panels, including partners and Elected Members.
 - Psychometric testing.
- 2.2 Four candidates have been shortlisted to take part in the Assessment Centre on 28th October. Following this a decision will be made to determine how many of those candidates go forward to final interview.
- 2.3 The final interviews with Staffing and Appeals Committee will take place on Friday 5th November 2021.
- 2.4 Once the preferred candidate has been conditionally offered and accepted the role, their details will be shared with Full Council. This may need to be done on a confidential basis at this stage, depending on the candidate's circumstances. An update to this report will follow.

3.0 Next Steps

- 3.1 Under Section 4 of the Local Government and Housing Act 1989 (as amended), the Council has a legal duty to appoint one of its officers as Head of Paid Service. Under the Council's Constitution this role is performed by the Chief Executive. The Local Authorities (Standing Orders) (England)

Regulations 2001 and the Council's Constitution provide that Full Council must approve the appointment of the Council's Head of Paid Service.

- 3.2 The Council's Officer Employment Rules set out that Full Council will approve the appointment of the Head of Paid Service following the recommendation of such an appointment by the Staffing and Appeals Committee.
- 3.3 The Council also has statutory duty to appoint an Electoral Registration Officer and Returning Officer in accordance with Section 5(7) of the Local Government and Housing Act 1989 and Sections 8, 35 and 52 of the Representation of the People Act 1983 respectively. The new Chief Executive would be expected to be appointed to these positions as well.
- 3.4 The Officer Employment Rules state the following in relation to the appointment of a Chief Executive:
 - (a) The Full Council will approve the appointment of the Chief Executive following the recommendation of such an appointment by the Staffing and Appeals Committee. That committee shall comprise no more than eleven members of the Council;
 - (b) The Full Council may only make or approve the appointment of the Chief Executive where no well-founded objection has been made by any member of the Staffing and Appeals Committee.

4.0 Source Documents

- 4.1 [The Council's Constitution](#)

Proposed Changes to the Constitution

To: County Council

Date: 9th November 2021

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) an amendment to the Terms of Reference of the Children and Young People Committee set out in bold in Section 2.1.4 and append the guidance attached at Appendix 1 to the Constitution;
- (ii) amendments to the Terms of Reference of the Communities, Social Mobility and Inclusion Committee set out in Sections 2.2.1 and 2.2.2;
- (iii) an amendment to the Rules of Procedure for the Pension Fund Board as set out in Section 2.3.1;
- (iv) amendments to the procedure for changes in committee membership as set out in Sections 2.4.5 and 2.4.6;
- (v) repositioning of the substitute procedure rules and additional wording to clarify the role of a substitute when substituting for a Chair or Vice-Chair of a committee as set out in Section 2.5.1;
- (vi) proposed changes to the motions and amendments procedure in the Council Procedure Rules set out in Sections 2.6.4 and 2.7.4;
- (vii) proposed changes to the amendments procedure in the Procedure Rules for Committee and Sub-Committee meetings as set out in Section 2.8.2;
- (viii) the requirement for meetings to adjourn every two hours as set out in Sections 2.9.2 and 2.9.3;

- (ix) an amendment to the Officer Employment Procedure Rules as set out in Section 2.10.2;
- (x) amendments to the Media Protocol as set out in Appendix 2;
- (xi) to delegate authority to the Monitoring Officer to carry out any constitutional amendments required by changes to LGSS; and
- (xii) 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.

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Member contacts:

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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 29 September 2021 and considered and recommended unanimously to full Council several proposed revisions set out in Sections 2 and 3 of this report.

2. Main Issues

Part 3 – Responsibility for Functions

2.1 Co-opted Members' Voting Rights on the Children and Young People Committee

- 2.1.1 A co-opted member of the Children and Young People Committee has asked for clarification of co-opted members' voting rights. Following consideration at its meeting on 29th September 2021, the Constitution and Ethics Committee is recommending to Council that the Constitution be amended to reflect the position more clearly. Similarly, Peterborough City Council has also recently appended the co-opted members guidance note to its Constitution. The guidance to be appended to the Council's Constitution is attached at Appendix 1.
- 2.1.2 Department for Education (DfE) Circular 19/99 states that, where a diocesan body appoints foundation governors of a voluntary school in a local authority area, the local authority committees dealing with education matters should include diocesan representatives as non-elected voting members. Those diocesan representatives will be entitled to vote on:
 - i. Matters which relate to schools maintained by the local authority
 - ii. Matters which relate to pupils who are educated in schools maintained by the local education authority, or who are educated by the local education authority otherwise than at school.
- 2.1.3 The Children and Young People Committee's Terms of Reference (Part 3-3 of the Constitution) currently state that:

'The following representatives, who shall be co-opted as non-elected members with voting rights on those matters relating to the Council's education functions. They may speak but not vote on other matters:

 - 1 Church of England diocesan representative

- 1 Roman Catholic diocesan representative.'

2.1.4 To more accurately reflect the guidance contained in DfE Circular 19/99 it is recommended that the Constitution be amended to read:

'One Church of England diocesan representative and one Roman Catholic diocesan representative shall be co-opted as non-elected members with voting rights on:

- Matters which relate to schools maintained by the local authority
- Matters which relate to pupils who are educated in schools maintained by the local education authority, or who are educated by the local education authority otherwise than at school.

They may speak but not vote on other matters.'

2.2 Communities, Social Mobility and Inclusion Committee – Terms of Reference

2.2.1 The Council has a statutory duty to positively promote equality. Given the Communities, Social Mobility and Inclusion Committee's remit to address inequalities, it is suggested that the Committee takes formal responsibility for this duty, with the following additional delegation being added to its Terms of Reference:

Authority for oversight, operation and review of the Council's response to its equalities duties.

2.2.2 The following responsibilities lie with the Executive Director for People and Communities, as indicated in the Scheme of Delegation, and should therefore be included in the functions delegated to the Committee in its Terms of Reference:

- Community Safety (including Domestic Abuse and Sexual Violence)
- Community Development and Resilience
- Prevent and Hate Crime
- Homelessness Prevention

2.3 Pension Fund Board – Membership and Quorum

2.3.1 The Pension Fund Board has requested Full Council approve an increase in the Board quorum from two to three members. It is proposed that the Rules of Procedure for the Pension Fund Committee, Investment Sub-Committee and Pension Fund Board in Part 3B-9 (Pension Fund Committee and Board) be amended as follows (addition in bold, removal in strikethrough):

| | |
|--------|---|
| Quorum | <p>5 (1/3 plus 1) Committee Members shall form a quorum for meetings of the Committee.</p> <p>4 (1/3 plus 1) Investment Sub-Committee Members shall form a quorum for meetings of the Investment Sub-Committee.</p> <p>23 (1/3 plus 1) Board Members shall form a quorum for meetings of the Board (shall include at least one each from the employer and member sides).</p> <p>No business requiring a decision shall be transacted at any meeting of the Committee or Investment Sub-Committee or Board unless the meeting is quorate. If it arises during the course of a meeting that a quorum is no longer present, the Chair shall either suspend business until a quorum is re-established or declare the meeting at an end and arrange for the completion of the agenda at the next meeting or at a special meeting.</p> |
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Part 4 – Rules of Procedure

2.4 Changes to Committee Membership

2.4.1 According to the Council's Constitution, every person appointed to be a member of a committee or sub-committee will remain a member of that committee until the first of the following events:

- (a) they cease to be a Councillor;
- (b) their resignation;
- (c) changes to political balance necessitate changes to committee membership;
- (d) removal by the proper officer at the request of their group.

2.4.2 Substitute members may attend meetings in that capacity only:

- (i) To take the place of the ordinary member for whom they are the designated substitute.
- (ii) After notifying the relevant Democratic Services Officer of the intended substitution before the start of the meeting.

- 2.4.3 Any changes in a committee's membership must be notified to the Democratic Services Manager by the Group Leader or the majority of the group no later than 12.00 noon five clear working days before the relevant meeting.
- 2.4.4 This leaves no provision for extraordinary circumstances, for example should a Councillor cease to be the member of a committee after resigning from their political group (as occurred with the Adults Committee on 10th December 2020) or sadly die within five clear working days of a meeting. Under the current procedure, the Group would not be able to nominate a new Councillor to take their place on the committee, nor would a substitute be able to attend the meeting.
- 2.4.5 In order to minimise the potential for this situation arising, the following amendment is proposed for Paragraph 4.1 of Part 4.1 of the Constitution (Council Procedure Rules), with removals in strikethrough and additions in bold:

Any changes in membership must be notified to the Democratic Services Manager by the Group Leader or the majority of the group no later than 12.00 noon ~~five clear working days~~ **the working day** before the relevant meeting.

- 2.4.6 An amendment is also proposed for Paragraph 23 of Part 4.4 of the Constitution (Procedure Rules for Committee and Sub-Committee Meetings), with removals in strikethrough and additions in bold:

Any changes in a committee's membership must be notified by the Group Leader or the majority of their group to the Democratic Services Manager no later than 12.00 noon ~~five clear working days~~ **the working day** before the relevant meeting.

2.5 Substitution

- 2.5.1 The procedure for substitution at committee meetings is currently included in the Council Procedure Rules, and not in the Committee Procedure Rules, for which the rules of substitution are relevant. Therefore, it is proposed that the current procedure for substitution, listed below, be transferred to Part 4.4 of the Constitution (Procedure Rules for Committee and Sub-Committee Meetings). It is also proposed to clarify the role of a substitute when substituting for a Chair or Vice-Chair of a committee [additions in bold].

4.2 Powers and Duties

Substitute members, when substituting for an ordinary member of the committee, will have all the powers and duties of any ordinary member of the committee but will not be able to exercise any special powers or duties exercisable by the person they are substituting.

When substituting for the Chair or Vice-Chair of a committee, the substituted Member will have the power and duties of any ordinary Member, but not the additional duty of Chair and Vice-Chair.

4.3 Substitution

Substitute members may attend meetings in that capacity only:

- (i) To take the place of the ordinary member for whom they are the designated substitute.
- (ii) After notifying the relevant Democratic Services Officer of the intended substitution before the start of the meeting.

In the event of the ordinary member of the committee being present at the start of the meeting, the ordinary member may advise that the substitution shall not take effect. The membership of the committee shall be as constituted at the start of the meeting and substitution will not be permitted during the course of the meeting.

Substitute members are eligible for allowances in accordance with the Council's scheme of allowances as if they were appointed members of that committee.

2.6 Procedure for Amendments to Motions

Eligibility of Amendments

- 2.6.1 At the meeting of Council on 15th December 2020, the Chairman of the Council asked the Constitution and Ethics Committee to review the section in the Constitution relating to amendments to motions. He was concerned about an amendment which he felt had negated a motion but had then been allowed following a revision after the deadline for the submission of amendments.

2.6.2 Section 12.6, Amendments to Motions (Part 4.1 – Council Procedure Rules), states the following:

Amendments to Motions

- (a) An amendment to a motion must be relevant to the motion and will either be:
 - (i) To refer the matter to an appropriate body or individual for consideration or reconsideration.
 - (ii) To leave out words.
 - (iii) To leave out words and insert or add others.
 - (iv) To insert or add words.
 - (v) As long as the effect of (ii) to (iv) is not to negate the motion.
- (b) An amendment to a motion must be delivered to the Monitoring Officer and Democratic Services Manager in its intended final form not later than noon one working day before the date of the meeting at which the motion is to be considered. If more than one amendment is received, amendments will be taken at the meeting in the order in which they were received by the Democratic Services Manager.

If no withdrawal, confirmation or change is received by the Monitoring Officer, it will be assumed that the amendment is to be considered in its initial form.

No other amendment may be moved at the meeting except where the Chair of Council may permit, at their absolute discretion, in exceptional circumstances and to ensure the efficient or proper discharge of the Council's business, a further amendment or amendments to be moved.
- (c) Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been disposed of.
- (d) If an amendment is not carried, other amendments to the original motion may be moved.
- (e) If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.

- (f) After an amendment has been carried, the Chair will advise the meeting of the content of the amended motion before accepting any further amendments, or if there are none, put it to the vote.

2.6.3 The current wording of the Council's Standing Orders on amendments reflects the Model Standing Orders issued by Government as part of the Modular Constitution alongside the Local Government Act 2000.

2.6.4 In order to avoid amendments which add wording which is unrelated to the subject of the motion, it is proposed to add the following [addition in bold] to the above section 12.1(a) of the Constitution [addition in bold]:

An amendment to a motion must be relevant to the motion and **should not seek to introduce into the motion a new issue unrelated to the subject in the motion.** It will either be:

2.7 Timing of submission of amendments

2.7.1 Section 12.6(b) of Part 4.1 (Council Procedure Rules) of the Constitution states:

An amendment to a motion must be delivered to the Monitoring Officer and Democratic Services Manager in its intended final form not later than noon one working day before the date of the meeting at which the motion is to be considered.

2.7.2 There is currently no requirement for amendments to be submitted in draft/initial form so the Monitoring Officer can consider if they can be accepted in good time before noon the day before the council meeting. Complex amendments or amendments on specialist service issues often involve the need to contact the relevant Executive Director or Service Director for clarification/guidance before a decision can be made as to whether an amendment can be accepted in the form in which has been submitted.

2.7.3 For example, Peterborough City Council's standing orders require an amendment to be delivered to the Monitoring Officer in its initial form not later than noon three clear working days before the date of the meeting (not including the day of the meeting) at which the motion is to be considered, and to be delivered to the Monitoring Officer in its intended final form not later than noon one working day before the date of the meeting (not including the day of the meeting) at which the motion is to be considered.

If the amendment is not submitted in its initial form by 12.00 noon three clear working days before the date of the meeting it is not to be allowed. There is no opportunity to bypass this process and go straight to the final version.

- 2.7.4 It is therefore proposed to adopt a similar approach to this but to require draft amendments to be submitted two working days before the date of the meeting instead of three, so that they must be received by noon on Friday before a council meeting on Tuesday morning. The Monitoring Officer will then, after discussion with relevant service areas, confirm with the Member proposing the amendment if any alterations are necessary before a final form amendment is submitted before noon on the day before the council meeting [additions in bold].

An amendment to a motion must be delivered to the Monitoring Officer and Democratic Services Manager in its **draft form not later than noon two working days and its intended final form not later than noon one working day** before the date of the meeting at which the motion is to be considered.

It is further proposed, for clarity, that the order of the subsequent two sentences in the above section 12.1(b) of the Constitution be switched as one relates directly to the submission of amendments.

If more than one amendment is received, amendments will be taken at the meeting in the order in which they were received by the Democratic Services Manager.

If no withdrawal, confirmation or change is received by the Monitoring Officer, it will be assumed that the amendment is to be considered in its initial form.

2.8 Amendments to Recommendations and Motions in Committee Meetings

- 2.8.1 The current procedure for amendments to recommendations and motions in committee meetings, as set out in Part 4.4 (Procedure Rules for Committee and Sub-Committee Meetings) states:

15. Amendments to Recommendations and Motions

Amendments to a motion can be moved or seconded by any Councillor to leave out words, to add words or both provided that such changes must not have the effect of reversing a proposal (for example to recommend approval instead of refusal) and must be relevant to the original motion.

Amendments must be dealt with and voted on one at a time, subject to the exceptions set out in the Rules of Debate.

If an amendment is not carried following a vote then alternative amendments can be moved.

If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.

After an amendment has been carried, the Chair will advise the meeting of the content of the amended motion before accepting any further amendments, or if there are none, put it to the vote.

- 2.8.2 The current procedure allows for amendments to recommendations and motions to be made without prior notice or consultation with officers. This increases the likelihood that an unenforceable amendment is proposed or approved.

It is therefore proposed to replace the above Section 15 of Part 4.4 (Procedure Rules for Committee and Sub-Committee Meetings) with the procedure set out in Section 12.6 of Part 4.1 (Council Procedure Rules), subject to the changes proposed in 2.6.4 and 2.7.4 above, as follows (additions in bold):

15 Amendments to Recommendations and Motions

- (a) An amendment to a motion must be relevant to the motion and **should not seek to introduce into the motion a new issue unrelated to the subject in the motion.** It will either be:

- (i) To refer the matter to an appropriate body or individual for consideration or reconsideration.
- (ii) To leave out words.
- (iii) To leave out words and insert or add others.

(iv) To insert or add words.

(v) As long as the effect of (ii) to (iv) is not to negate the motion.

- (b) An amendment to a motion must be delivered to the Democratic Services Officer supporting the relevant committee in its **draft form not later than noon two working days and its** intended final form not later than noon one working day before the date of the meeting at which the motion is to be considered. If more than one amendment is received, amendments will be taken at the meeting in the order in which they were received by Democratic Services.

If no withdrawal, confirmation or change is received by the Democratic Services Officer supporting the meeting, it will be assumed that the amendment is to be considered in its initial form.

No other amendment may be moved at the meeting except where the Chair may permit, at their absolute discretion, in exceptional circumstances and to ensure the efficient or proper discharge of the Council's business, a further amendment or amendments to be moved.

- (c) Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been disposed of.
- (d) If an amendment is not carried, other amendments to the original motion may be moved.
- (e) If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.
- (f) After an amendment has been carried, the Chair will advise the meeting of the content of the amended motion before accepting any further amendments, or if there are none, put it to the vote.

2.9 Obligatory Adjournment of Meetings

2.9.1 It is recommended that a requirement be added to the Constitution for meetings exceeding two hours to adjourn for ten minutes every two hours.

2.9.2 The following amendment is proposed for Section 2 of Part 4.1 of the Constitution (Council Procedure Rules), with additions in bold:

2. Ordinary Meetings

Ordinary meetings of the Council will take place in accordance with a programme decided at the Council's annual meeting.

Ordinary meetings will:

- (i) Elect a person to preside if the Chair and Vice-Chair are not present.
- (ii) Approve the minutes of the last meeting.
- (iii) Receive any announcements from the Chair, Leader, Committee Chairmen/women or the Chief Executive.
- (iv) Subject to the consent of the person presiding at the meeting:
 - (a) receive questions from, and provide answers to, the public; and
 - (b) receive petitions in accordance with the Council's petitions scheme.
- (v) Deal with any business from the last Council meeting.
- (vi) Consider recommendations from the Council committees on matters requiring a Council decision.
- (vii) Receive reports about and receive questions and answers on the business of joint arrangements and external organisations.
- (viii) Consider motions.
- (ix) Consider any other business specified in the summons to the meeting, including consideration of proposals from the Strategy and Resources Committee in relation to the Council's budget and policy for debate.
- (x) Put questions to the Council's representatives on the Fire Authority and the Combined Authority Board and Overview and Scrutiny Committee.
- (xi) Adjourn for ten minutes approximately every two hours, at an appropriate point.**

2.9.3 The following amendment is proposed for Section 6 of Part 4.4 of the Constitution (Procedure Rules for Committee and Sub-Committee Meetings), with additions in bold:

6. Other Points Regarding the Order of Business

- At any time during the meeting the Chair can adjourn the meeting.
- The order of business can be varied at the discretion of the Chair.
- The minutes of ordinary meetings will not normally be confirmed at special meetings.
- **The meeting will adjourn for ten minutes approximately every two hours at an appropriate point.**

2.10 Appointment of Statutory Officers

2.10.1 Confirmation of the appointment and dismissal of statutory chief officers (the Head of Paid Service, the Monitoring Officer and the Chief Finance Officer) is reserved to Full Council, as indicated in Part 3A (Allocation of Responsibility for Functions – Full Council and Committees) of the Constitution.

2.10.2 However, this procedure is not fully referenced in Part 4.6 (Officer Employment Procedure Rules) of the Constitution. It is therefore recommended that Section 3 of the Officer Employment Procedure Rules be amended as follows, with additions in bold:

3. Appointment of Chief Executive, **Monitoring Officer and Chief Finance Officer (Section 151 Officer)**

- (a) The Full Council will approve the appointment of the Chief Executive, **the Monitoring Officer and the Chief Finance Officer (Section 151 Officer)** following the recommendation of such an appointment by the Staffing and Appeals Committee. That committee shall comprise no more than nine members of the Council;
- (b) The Full Council may only make or approve the appointment of the Chief Executive, **the Monitoring Officer or the Chief Finance Officer (Section 151 Officer)** where no well-founded objection has been made by any member of the Staffing and Appeals Committee.

Part 5 – Codes and Protocols

2.11 Media Protocol

2.11.1 The Council is committed to effective communications so that citizens of the County are well informed about the services that affect their lives every day and how these services are organised, led and developed. The local media – both traditional and increasingly well-followed social media platforms – play a

valuable role in Cambridgeshire life. The Communications Unit operates within the terms and spirit of a legal framework set out in the Local Government Act 1986 – which defines what publicity is, and that it should not be used to solicit support for any political party. It also operates within the National Code of Recommended Practice on Local Authority Publicity, first published by the Government in August 1988 and revised in 2001 and 2011. The revised code states that publicity issued by local authorities should be lawful, cost effective, objective, even-handed, appropriate, have regard to equality and diversity and be issued with care during periods of heightened sensitivity.

2.11.2 To ensure the Council works within both the framework and the code, the communications and media protocol forms part of the Council's Constitution. It is reviewed every four years following Council elections or if significant legal changes happen earlier.

2.11.3 Following a review of the current protocol, the revised protocol is set out in Appendix 2 of the report. Key changes since the protocol was last reviewed include:

- Changes to reflect the practicalities of working with a joint administration, including a ratio for the different Joint Administration Leaders to comment on issues relating to Council policy (e.g. 5.6.1 in Appendix 2)
- The increased use of social media and social media platforms to communicate directly with different audiences (e.g. 5.8 in Appendix 2)
- A stronger focus on the way the council will use research and campaigns to affect behavioural change around key outcomes (e.g. 5.5 in Appendix 2)
- More detailed information about protection for children in our care in relation to media or communications activities (e.g. 6.11 in Appendix 2)
- Clarification around communication in partnerships. (7 in Appendix 2)

3. Local Government Shared Services (LGSS)

3.1 The Constitution requires several amendments to reflect recent changes to the relationship between the Council and LGSS, including the reallocation of delegations to Council officers and the removal of references to now non-existent roles. It is recommended that Full Council delegate authority to the Monitoring Officer to carry out any current or future constitutional amendments required by changes to LGSS.

4. Source Documents

4.1 [The Council's Constitution](#)

4.2 [Constitution and Ethics Committee meeting 29/09/2021](#)

Co-Opted Members of the Children and Young People Committee (CCC) and the Children and Education Scrutiny Committee (PCC)

Diocesan representatives

Under the provisions of section 499 of the Education Act 1996 the Secretary of State issued Department for Education (DfE) Circular 19/99 (copy attached). This is a Direction with guidance which states that where a diocesan body appoints foundation governors of a voluntary school in a local authority area, the local authority committees dealing with education matters should include diocesan representatives as non-elected voting members.

DfE Circular 19/99 states that co-opted diocesan representatives will be entitled to vote on the following matters:

- i. matters which relate to schools maintained by the local education authority;
- ii. matters which relate to pupils who are educated in schools maintained by the local education authority, or who are educated by the local education authority otherwise than at school.

Diocesan representatives are allowed to vote on matters within the Committee's remit which affect how funds already earmarked for education are spent, such as the formula by which individual school budgets are calculated.

Diocesan representatives may not vote on:

- any decision which relates to setting the local authority's total education revenue or capital budget
- any matter which would require the council to raise council tax
- any matter in which the representative has a pecuniary interest or any matter in which the representative has some other personal interest rather than an interest related to their role as diocesan representative. This includes decisions with a direct impact on the school at which the representative is or was a governor or where the representative's children are taught (for example, whether that school or another school should be given priority for the replacement of temporary classrooms).

Parent Governor representatives (PCC only)

Under the provisions of the Local Government Act 2000 the Secretary of State may require an education overview and scrutiny committee or sub-committee to include one or more representatives of parent governors from the local authority's maintained schools, who have been elected in accordance with the regulations. In Peterborough, the Children and Education Scrutiny has the option of appointing up to two parent governor representatives for a term of three years.

Local authorities may allow co-opted members of an overview and scrutiny committee to vote at meetings in accordance with a scheme made by the local authority. Parent

governor representatives appointed to the Children and Education Scrutiny Committee have the same voting rights as Diocesan representatives.

Arrangements

Officers will consider the reports submitted to the Cambridgeshire County Council Children and Young People Committee and the Peterborough City Council Children and Education Scrutiny Committee on a case by case basis to identify those decisions on which co-opted members and parent governor representatives will be eligible to vote.

Co-opted members will be advised in advance of the meeting about those reports on which they would not be eligible to vote. Any questions about voting rights should be raised in advance of the meeting with the Committee's Democratic Services Officer in order for these to be given due consideration.

Appendix 2

Principles and Protocols for Proactive Communications with Media and Social Media Outlets

1. Background and Introduction

- 1.1 Cambridgeshire County Council is committed to effective communications so that citizens of the county are well informed about the services that affect their lives every day and how these services are organised, led and developed. The local media – both traditional and increasingly well-followed social media platforms – play a valuable role in Cambridgeshire life, as they have the ability to reach large numbers of local residents.
- 1.2 The Council's Communications Team aims to provide an efficient and timely response to media enquiries and raise the positive public profile of the authority by actively promoting accurate and balanced coverage of its work and activities.
- 1.3 The proactive communications and marketing of the authority is led by the Head of Communications, working with a team of communication Business Partners responsible for overseeing Corporate and cross-cutting Council issues, People and Public Health, Place, Web and digital, and Internal communications.
- 1.4 To manage the demands of a 24-hour rolling news agenda, the Council's news desk is available from 9:00am to 5:00pm every working day, but provides an on-call emergency communications service for the media, senior officers and Members at other times.
- 1.5 The Communications Team will maintain a rolling, forward grid of media and campaign opportunities which are reviewed on a regular basis and are able to be adapted at short notice. This will be based on suggestions from across all service areas and committees linked to the Council's priority outcomes.
- 1.6 It is recognised that the authority wants to speak on issues of relevance in its community leadership role on behalf of the people of Cambridgeshire, and where national issues or developments in other organisations arise on which the authority has relevant knowledge and experience. It is the role of senior officers, as well as the Communications Team where possible, to maintain an awareness of forthcoming potential external developments which have relevance to the Council's operations or priority outcomes (e.g. the publication of research reports and national Government announcements), and to ensure the authority is ready to react in advance or is able to respond as quickly as possible.

2. The Legal Framework

- 2.1 The Unit operates within the terms and spirit of a legal framework set out in the Local Government Act 1986, which states that:

A local authority shall not publish any material which in whole, or in part, appears to be designed to affect public support for a political party.

- 2.2 The Act defines publicity as:

any communication, in whatever form, addressed to the public at large or to a section of the public.

- 2.3 The Unit operates within the national Code of Recommended Practice on Local Authority Publicity, first published by the Government in August 1988 and revised in 2001 and 2011. The revised code states that publicity issued by local authorities should be lawful, cost effective, objective, even-handed, appropriate, have regard to equality and diversity and be issued with care during periods of heightened sensitivity.
- 2.4 In the event of any potential conflict, the Council's Monitoring Officer will be involved.

3. Principles

A number of fundamental principles underpin the work of the Communications Team.

- 3.1 No surprises / Members first

- 3.1.1 All Members quoted or named on a release (e.g. Leader or Deputy Leader of the Council, Committee Chairs, opposition Spokes, Local Members, etc.), will be sent news releases, statements or responses before they are sent to the media, so that they have time to digest and consider the issue prior to them responding to any follow-up media enquiry.
- 3.1.2 For the majority of news releases, the Team aims to give named Members 12 – 24 hours' notice of the issue of a release, on the understanding that these are not shared in advance of publication time.
- 3.1.3 Where this is not possible, on urgent news items linked to serious issues, releases will still be sent to Members a minimum of 30 minutes before they are issued to the media, and a communications officer will telephone the relevant Member(s) to check receipt.
- 3.1.4 All other Members will be sent links to news releases at the same time that they are issued to the media. Every attempt will be made to make sure Members should not hear critical Council information first from other sources.

- 3.1.5 It is recognised that the urgency of dealing with news stories at short notice will sometimes require telephone contact and out-of-hours contact to ensure a timely response. In order to ensure due respect for Members and officers involved, account will be taken to the level of seriousness of the story and the potential impact of the communication.
- 3.2 Members actively involved
 - 3.2.1 The content of all principal news releases will be shared and developed in draft stages with the Leader and/or appropriate Committee Chair.
- 3.3 Staff informed
 - 3.3.1 Media releases will be agreed with the lead officer or service director and approved by them prior to release. Staff should not learn of changes to their services or employment from the media, and so information about such changes will be shared with them in advance of, or at the same time as media issue. The Council's news releases will also be posted on the internet as soon as they are published.
- 3.4 Honest
 - 3.4.1 The team will never knowingly mislead the media on a story or issue. Communications staff are in a long-term relationship with the local media in particular and they must trust our counsel and respect our honesty of approach.
- 3.5 Accessible and timely
 - 3.5.1 Staff are firm, friendly but polite in dealings with the media, always ensure contact numbers are accurate and appropriate, and return calls efficiently to recognise competing pressures on deadlines. The timeliness of the response rate to media enquiries is recorded and a media officer is available to the media (and key departmental and political contacts) on a 24-hour basis, seven days a week.
- 3.6 Fair
 - 3.6.1 The Team does not routinely favour one media source over another. Where appropriate, staff will identify the relative importance of media sources and be able to clearly justify any strategy that promotes one over another. Where concerns are raised about the impartiality of a particular media source, these will be raised with the media outlet concerned initially, and if unresolved, advice will be sought from the Chief Executive and the Monitoring Officer.

3.7 Prompt and courteous rebuttal

- 3.7.1 Where there is a threat that inaccurate stories could damage the reputation of the Council, the Communications team will challenge the story at source, rather than waiting for it to be published. If inaccurate and damaging stories are published, the team will contact the source concerned and seek redress.

4. Work with Media

4.1 General

- 4.1.1 One of the most important aspects of dealing with and managing the media is being able to provide a prompt response to a query, question or interview request. The sooner we can respond and involve ourselves in the story, the greater the chance we have to influence it. This is especially important where the Council's reputation might be affected.
- 4.1.2 We also wish to influence the news agenda proactively by offering people for interview or providing case studies to illustrate topical issues. Where this happens those involved will have full rights of content approval before issue.
- 4.1.3 We will use links with departments and Council committees, as well as the forward plan to identify opportunities in advance, but still want/have to exploit on-the-day stories, particularly when there is breaking news or developing stories.

4.2 Answering media enquiries

- 4.2.1 The team will answer relevant media enquiries as soon as possible, especially as stories are now posted online quickly. If an issue does not involve the Council, or the Council has no comment to make, we will advise the reporter promptly. If the Communications Team believes that a deadline is too tight, we will negotiate an extension if we can. We encourage Members and officers to respond to the Communications unit as quickly as possible, as missing deadlines and being 'unavailable for comment' can harm the Council's reputation.
- 4.2.3 We will not respond to media outlets posting questions to the Council on social media platforms, but will direct them to make their enquiries through the normal communications route (in or out of hours), where both the questions and answers can be logged and monitored, and appropriate Member or senior officer approval can be sought.

4.3 Approach to aggressive enquiries

- 4.3.1 The Communications Team will answer journalists' enquiries courteously and will expect this to be reciprocated. However, if journalists are aggressive or rude, we reserve the right to politely end a phone conversation and request that the enquiry is made by email.

4.4 Use of Freedom of Information requests (FOIs)

- 4.4.1 We will encourage the media to submit enquiries, rather than FOIs, and remind them that FOIs are answered within a formal timescale, which can be slower than submitting an enquiry through the usual communications route. All FOIs will be sent to the Communications Team's leads for FOI enquiries, who will sense check proposed responses, especially those to requests submitted by the media, and prepare statements where necessary. We work with the FOI team and departments to reduce the number of FOI requests by encouraging the proactive publication of key information to regular schedules.

4.5 Press releases

- 4.5.1 The team will email press releases to all relevant local, regional and national media contacts and will update the distribution list when we become aware of new outlets or journalists. We will also post releases online on the day of publication and, for most, will also post links to the story on the most appropriate social media channels (such as the Council's Facebook, Twitter, Instagram or TikTok sites).

4.6 Briefings

- 4.6.1 The team will always attempt to accommodate journalists' requests for briefings with key Members or officers, provided there are no issues around confidentiality or sensitivity. Briefings can add important context and detail to stories, helping to achieve a more balanced result for the Council.

4.7 Council meetings

- 4.7.1 The Communications Team will work closely with departments in the development of relevant committee papers, and even if this is not required, departments will pass reports to main committees through the key Communications contacts for information as early as possible to reduce the risk that there will be insufficient time to prepare proactive communications or context around sensitive information. We will seek to ensure a relevant Communications officer will participate in Chair/Vice-Chair pre-meetings with officers prior to all service committee meetings, to identify relevant issue for media releases and for use on social media channels.

- 4.7.2 The media and public are free to film, record or photograph Council meetings, provided that they do not disrupt proceedings. We encourage broadcasters, as a courtesy, to inform the communications unit in advance of any meetings they intend to record or film, due to the size of their equipment, so that we can suggest which part of the room they can film from. Full Council meetings are broadcast live and the ambition is for more meetings to be live streamed, and the communications unit will publicise these broadcast meetings on the Council's YouTube channel.
- 4.8 Campaigns/Consultations
- 4.8.1 The team will work with departments and Council committees to develop an annual campaigns and communications service plan to market and promote the Council's key objectives. It will also provide communications support to consultation and engagement related to major Council projects. These activities will use market segmentation to reach the most appropriate audiences and will be based on Citizen First: Digital First principles wherever possible.
- 4.9 Strategic issues
- 4.9.1 It is recognised that the Council faces a number of strategic issues across the authority as a whole, and the Communications Team will maintain regular consultation with the administration to ensure that these are fully integrated in the communications strategy on a continuing basis.
5. Organisation
- Information from the Council is organised in the following distinct ways.
- 5.1 News Releases
- 5.1.1 News releases deal with substantial news matters that the Council wants to promote, publicise or explain. They will often arise from items being raised or considered by Members, Member decisions, important visits, and matters of policy, or a wide range of external matters. These will always carry contacts for comment from all groups represented on committees in order of Member responsibility (Chair, Vice-Chair, other administration Spokes, opposition Spokes).
- 5.1.2 Our releases are targeted to the most relevant media outlets covering the geographical area or specialism, or to the channel most appropriate to the audience. The team will avoid issuing releases to all media outlets regardless of content, as this form of blanket issue leads to loss of credibility.

5.2 Public Information Notices

5.2.1 Public information notices provide important, factual information about normal day-to-day activities of the Council and are both issued to the media proactively and published on the Council's website to share advice and provide data. They include matters such as road works and closures, minor emergencies (such as the temporary closure of offices, schools or other premises to which the public normally have access), and basic event information. These will carry officer or communications contacts only.

5.3 News Statements

5.3.1 Written statements are principally used in respect of sensitive issues to be sure that the Council's position cannot be open to possible misinterpretation or misrepresentation. These will carry communications contacts only.

5.4 Reactive Comments

5.4.1 On reactive communications, the team still work on the principle of 'no surprises' but will also look to be proportionate. Therefore, if approached for comment on a significant issue affecting the Council we will liaise with the most appropriate officer to develop the answer and seek comment or approval from the most appropriate Councillor (usually the Leader or Deputy Leader, or the most appropriate Committee Chair/Vice-Chair).

5.4.2 Reactive statements will not usually be circulated to all Members, but where a written response is made linked to a significant issue or to Council policy it will be sent to Committee Chairs/Vice-Chairs, opposition Spokes or Local Member(s) where appropriate.

5.4.3 If we are approached for comment on an ongoing issue where previous statements have been approved, or on a purely operational matter (dates, times, confirmation of issues, confirmation of responsibilities, follow up on proactive media releases or campaigns, etc.) we will not usually involve Members.

5.5 Campaigns

5.5.1 Behaviour change is one of the primary functions of local government communications, helping to improve the quality of life for Cambridgeshire People, and helping the Council to deliver its services or to run more effectively as well as save taxpayer's money.

5.5.2 The Communications Team will develop an annual plan of proactive campaigns to support the Council delivering its ambitions through behavioural change campaigns, which it will support in detail. These will be agreed with the appropriate service department and committee Chair/Vice-Chair, or the Leader/Deputy Leader of the Council and the Chief Executive.

- 5.5.3 These campaigns will be based on behavioural science insight and will be appropriately resourced, targeted and monitored. In order to run these successfully, they will be limited to areas of greatest priority for the Council. They may be constant (e.g. fostering or social work recruitment), annual (e.g. vaccination uptake), or related to specific issues (e.g. publicising the census or elections).
- 5.5.4 Other campaigns throughout the year may be supported by the team in a 'light touch' manner (e.g. retweeting/sharing materials on the Council's social media platforms from organisations whose aims support those of the Council, or highlighting these campaigns to Council staff and stakeholders through internal routes).
- 5.5.5 The Leader, Deputy Leader, Committee Chairs or Vice-Chairs will act as the lead spokes for any campaign launch, or will be quoted in campaign review materials. Professional comment (e.g. around the specific need for more foster carers) may come from the lead officer.
- 5.6 Political quotes and named media contacts
- 5.6.1 Any quotes on matters relating to the development of Council policies will always come from the Leader or Deputy Leader of the Council on a 2:1 ratio basis across the year, or the most appropriate Committee Chair / Vice-Chair. This principle will also apply to any letters written for publication.
- 5.6.2 Where appropriate, quotes from other members will be included in a news release. This may be the Chair of the Council on civic matters, or the Leader / Deputy Leader of the Council on matters which relate to the leadership of the Council, but will most often be the Chair or Vice-Chair of the relevant committee with responsibility for the area concerned.
- 5.6.3 Where a news release specifically relates to an issue affecting a particular area or geographical division, the Communications unit will advise the Local Member(s) early, their contact details will be added to the release, beneath those of the political leads, and they will be sent the release prior to or simultaneously with distribution to the local media.
- 5.6.4 Where the release is non-controversial, and concerns a local issue that a Local Member is particularly connected or involved with, they may be invited to include a quote in addition to, but not supersede, a quote from the Committee Chair.
- 5.6.5 All quotes should be cleared with the named person before use.

- 5.6.6 In the event of situations where an appropriate Member's quote is needed and the Member is unavailable, the appropriate Group Leader will be contacted for clearance. Officers will not normally approve Members' quotes except where a time constraint makes this inevitable, in which case at least one member of the Council's Joint Management Team (JMT) in addition to the Communications team must approve the quote.
- 5.6.7 In all cases, the names and contact details for the Spokes of all political groups on the committee will be included on our press releases, in order of committee responsibility (Chair, Vice-Chair, other administration Spokes, opposition Spokes).
- 5.6.8 The relevant departmental/officer contact will also be included, followed by that of the Communications team's main number and out of hours contacts.
- 5.6.9 The Chair of the Council (and in their absence, the Vice-Chair) has an important part to play in ceremonial events carried out on behalf of the Council. Their activities will be published and publicised as appropriate.
- 5.6.10 Officers will respond to media requests for interviews/information on matters involving the giving of background technical or practical operational information, non-policy matters, matters involving the implementation of policies or matters of professional responsibility. Officers can be used as lead spokes when the Council's reputation can be enhanced by use of an expert, such as the Director of Public Health talking about health issues.
- 5.6.11 In both cases above, approval will be sought in advance from the appropriate Chair/Vice-Chair, or where there are urgent requests or in an emergency situation from the Chief Executive or the appropriate member of JMT.
- 5.7 Speaking on behalf of the Council
- 5.7.1 Officers who are directly approached by a member of the media for a comment on Council activities should not answer questions themselves. The journalist should be referred to the Communications team, which will manage the response and gain political sign off where appropriate.
- 5.7.2 Councillors who are directly approached by a member of the media may wish to refer the enquiry on to the Communications team, or make use of the guidance contained in this protocol to answer the enquiry themselves. It is helpful, if they answer directly, for them to advise the Communications unit in case of media follow-up.
- 5.7.3 Councillors of all parties are at liberty to communicate directly on issues to do with their council or division responsibilities, making sure that they take full regard of the Members Code of Conduct

- 5.7.4 Officers and Councillors who have contact with the media in a personal capacity or as members of non-Council related organisations must not refer to their Council posts and must make it clear to the journalist concerned that they are speaking in a personal capacity or on behalf of the non-Council related organisation.
- 5.7.5 Trade union officers, who are employees of the Council and who have contact with the media in their trade union or political capacity, must make clear that they are speaking as a union or political group representative.
- 5.8 Social Media
- A social media protocol, which is published on the Council's website, sets out the Council's general approach to the use of social media channels.
- 5.8.1 The Council will use the most appropriate social media channels, including Twitter, Facebook, YouTube, Instagram, LinkedIn and Whatsapp to promote its news or key campaign messages, in addition to conventional media. The Communications unit is responsible for the Council's main channels and has the discretion to write and post material without clearance, provided it is in line with the social media protocol, based on an approved approach around a subject and the Council's key messages.
- 5.8.2 We would remind staff and Members who use social media that reporters and the public will view their posts and use them in stories. We would encourage them (and provide training where necessary), to ensure that their social media activity could not be used to damage the reputation of the Council.
- 5.8.3 It is recognised that there is a rapidly changing media landscape whereby most people receive their news through social media and where the best impact is made through speed of response. The Communications Team will seek to identify potential issues and stories in advance where possible, to enable social media posts in real time where possible, but reflecting the requirements of this protocol.
6. Protocols
- 6.1 Issuing of agendas
- 6.1.1 All committee papers will be made available to the media a minimum of five working days before the meeting concerned and posted on the internet by Democratic Services.
- 6.2 Media attendance at meetings
- 6.2.1 Members of the media must be provided with any additional papers which may have been issued on the day.

6.3 Motions and questions

- 6.3.1 Motions and questions from individual Councillors shown on the agenda will not be publicised through Council news releases in the interests of fairness.

6.4 Reporting debates

- 6.4.1 If a member of the media has not attended a meeting and wants to find out what was said during a debate at a meeting that wasn't broadcast, officers will direct them to the appropriate Committee Chair directly and offer to provide opposition contacts. Staff from the Communications Team will report back to the media on any decision/recommendation reached.
- 6.4.2 Journalists are free to tweet or post from Council meetings and members of the Communications unit will only tweet factual decisions made by committees and Full Council depending on the newsworthiness of the issue being debated.
- 6.4.3 Live broadcasting from Council meetings is permitted and the Council itself live streams the Full Council meetings on its YouTube channel, which the Communications Team will publicise.

6.5 Embargoes

- 6.5.1 Embargoes should be used sparingly. This would most typically be when a news release is linked to a launch event; when an issue of confidentiality requires it; or when a third party requires it (e.g. the announcement of an award or additional funding).
- 6.5.2 Embargoes are not legally enforceable and are adhered to by general local agreement.

6.6 Communications during the pre-election period

- 6.6.1 The Council follows the guidelines set out in the Code of Recommended Practice on Local Government Publicity, which states:

The period between the notice of election and the election itself, publicity relating to individuals involved directly in the election should not be published by local authorities during this period unless expressly authorised by or under statute.

- 6.6.2 No Councillors will be quoted in any releases during the period outlined above when the Council itself is holding an election or if they are involved in elections for other authorities.
- 6.6.3 Wider publicity initiatives also need to be considered carefully during this period. The Code states that:

Local authorities should not publish any publicity on controversial issues

or report views or proposals in such a way that that identifies them with any Members or groups of Members.

- 6.6.4 Any prospective candidates (parliamentary, county and district) requesting visits to Council premises must always be treated equally. Council staff should not be included in any photographs that candidates might arrange, to avoid any impression of one party being favoured over another. Council offices should not be used to host political events during this time, unless these premises are available for general hire.
- 6.6.5 Further guidance to officers and members is available from the Council's document on Election Guidance agreed with Chief Officers and Group Leaders before the May 2021 elections.
- 6.7 Letters for Publication
- 6.7.1 The Communications Team will, in consultation with the appropriate service director or Committee Chair, consider drafting replies to letters and articles about the Council or its services that appear in the printed or online media and help draw up letters for publication, if appropriate. In such cases, the Committee Chair concerned will sign the letter or agree who else is best to respond.
- 6.7.2 Group Leaders will consider and deal with any response to letters or comments which are clearly political in nature and, while the Communications Team may flag these to the relevant group, they will not be involved in the drawing up or issuing of any response.
- 6.7.3 The Council's Officers' Code of Conduct states that all contact with the media should be conducted through, or in consultation with, the Communications Team. If an employee wishes to write to a newspaper in their position as a Council employee, they must first obtain permission from their senior manager or Head of Service.
- 6.8 Dealing with Confidential Items
- 6.8.1 Under the Local Government Act 2007, a written record of all key decisions and other executive decisions made by the Council must be made publicly available 'as soon as practicable' after the meeting, even if the decision has been taken as an exempt item. This could be when the minutes of the meeting are available, but could equally be much sooner after the decision has been taken.
- 6.8.2 The Communications Team will always seek to give the outcome of an issue taken in confidential session, unless there are over-riding reasons not to do so, such as the handling of personal and sensitive issues affecting staff or clients, or financial and commercial issues.
- 6.8.3 In these circumstances, officers should liaise with the department concerned before deciding the best course of action to follow and clear the approach with the Monitoring Officer and Chair of the relevant committee.

6.9 Emergency Communications

6.9.1 The Council has a statutory duty under the Civil Contingencies Act 2004 to warn and inform local people in emergency situations to help minimise risk and harm.

6.9.2 The Communications team is a member of the Cambridgeshire and Peterborough Warn and Inform Communications subgroup.

6.9.3 In emergency circumstances, the normal media approvals process may not apply. The Communications Team Leader will approve media activity in consultation with the Chief Executive or relevant 'gold' or 'silver' command.

6.10 Media / Social Media Training

6.10.1 In an organisation comprising 61 elected Members and approximately 4,000 employees it would be impossible and impractical for all communications from or about the Council to be produced and issued by the Communications Team.

6.10.2 While all high profile and sensitive communications, or those most closely supporting the Council's objectives, will be led and developed by the Team, part of its role will be supporting elected Members and Council staff who have responsibility to be good communicators as part of their role.

6.10.3 The Communications Team will provide training to Councillors and staff which encourages a positive relationship in communicating with their communities and the media, and provides information on the best ways to get their information across.

6.11 Fostering and Adoption

6.11.1 Any media requests relating to filming/imagery of children in care requires director sign off. In no case will we allow external media interviews or any filming of any child in care who is under the age of 18 – although our internal team may develop case studies following interviews, using anonymised quotes.

6.11.2 In all cases with either partner videos or media interviews, foster carers must give their consent to be involved in the media/video case study process, and be clearly informed where any materials are going to be used and for how long.

6.11.3 The supporting Social Worker for that foster carer must also be informed and then a briefing must take place before any planned media activity.

6.11.4 A signed consent form will also be completed detailing all of this information, by external parties who work on our behalf and by the Council.

7. Communication on Partnership Issues or Projects

7.1 Partnership working is a common feature of our activities. We work closely with many public sector partners, in particular Peterborough City Council, the Cambridgeshire and Peterborough Clinical Commissioning Group and other

local statutory bodies.

- 7.2 It remains the independent decision of the Council to take part or not to take part in joint communications and all partners should be informed in advance that the authority's agreement should be carefully sought and obtained in relation to any joint communications.
- 7.3 Where we issue joint releases (for instance around a joint response to the Covid-19 pandemic, or joint funding announcements from Government), we will use jointly branded communications headed paper and agree at the outset who the lead spokes will be. Where this is a project with another local government partner, it is likely to involve quotes from the lead spokesperson for each authority. Media approaches for interview will be directed to the most appropriate place or spokes.
- 7.4 Communications protocols must be established with private sector contractors at the outset of major contracts, and this will be the responsibility of the lead department/officer involved in the contract, but should be overseen by the Communications department.
- 7.5 The protocols (template available) will set out responsibilities for which organisation takes the communications lead, frequency and type of communications, sign off and key spokespeople.

The template will, ensure that:

- The Council's role or contribution is identified appropriately and information to media or local residents includes quotes from named Council Members or officers.
- The Council logo is included with others on any documentation.
- The text of information is shared in draft stages between partners and approved by the relevant communications leads prior to distribution.
- The method, manner and timing of distribution are also agreed in advance by the relevant communications leads.
- Depending on the size of the project or partnership the relevant Council committee Chair will be consulted as usual but may not be quoted where it is agreed that the Council is not the lead agency and in the interests of producing succinct media releases.
- Wherever possible, news releases should be issued on joint paper, with contact details for each organisation.

8. Greater Cambridge Partnership (GCP)

- 8.1 Where the GCP is concerned, agreed communication protocols are already in place, as agreed by the GCP Executive Board on which all partners are

represented.

8.2 The key elements are as follows:

- Pro-active communications will, as far as possible, be planned and devised in consultation with the relevant partner agency/ies, via the subject experts (usually an officer) or, in the event of unavailability, through the communications lead.
- Requests for information and/or comments to Members/officers will clearly state the deadline for a response.
- Pro-active and re-active statements will, as far as possible, be seen and approved by the GCP Executive Board Chairperson/Vice-Chairperson who will act as talking heads.

8.3 Inevitably, to maximise an opportunity or to avoid a communications vacuum, there will be occasions when a statement or response needs to be issued dynamically or swiftly to a deadline. It is recognised that, on such occasions, the GCP Programme Director, Communications Manager and/or partners' communications leads will have authority to speak on behalf of the GCP, in good faith, and adhering to the communications principles set out in their strategy, ensuring the GCP Executive Board Chairperson/Vice-Chairperson and relevant officers are kept informed.

8.4 On occasion, it will be relevant for the lead agency to issue a communication which is linked to the GCP programme. In this event, the agency should liaise with the GCP Communications Manager / Programme Director prior to publication.

9. Cambridgeshire and Peterborough Combined Authority

Collaboration on a case-by-case basis on any specific activity until a formal communications protocol is established.

10. Communications Support for Schools

10.1 Practical support for schools is offered in times of particular difficulties or success. This is a traded service primarily for local authority maintained schools and the support can be in the form of general advice and guidance, media releases, supporting with letters to parents, fielding media calls, media briefings and news conferences. However in the event of a significant issue the team will work with Academy Trusts to support schools in times of major crisis and where the reputation of the Council as the local education authority would otherwise be put at risk.

10.2 In general terms:

- The content of all media releases or statements will be cleared in advance with the Headteacher and, if possible, the Chair of Governors

(or where necessary the head of the academy trusts).

- Any media release will make it clear it is being issued on behalf of the school concerned and headed with the name of the school governing body as appropriate.
- Relevant school contact names and numbers will be included on any release except where prior agreement has been reached that Communications team staff should field all calls in the first instance.
- The Chair of the Children and Young People Committee and the director with responsibility for Education will be kept fully informed on media issues affecting schools in line with the 'no surprises' principle and statements will be shared with the local Member as they are issued.
- Where schools are not buying into the traded service, communications support will still be offered at an agreed hourly rate.

Parental Leave Policy for Councillors

To: County Council

Date: 9th November 2021

From: Assistant Director of Human Resources

Purpose: To establish an approach to parental leave for Councillors.

Recommendation: Full Council is asked to approve:

- a) the adoption of the proposed Parental Leave Policy for Councillors attached at Appendix 1; and
- b) 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
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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 Earlier this year, an Independent Remuneration Panel (IRP) was appointed to review the allowances paid to Councillors within the Council. One of the recommendations from the IRP's report was to consider the adoption of a policy to support parental leave for Councillors.

2. Main Issues

- 2.1 The IRP recognised the importance of promoting parental leave and the positive benefits that this could bring to enhance and increase the diversity of Councillor representation.
- 2.2 The Local Government Association (LGA) has undertaken work in this area to develop suggested approaches and policies for councillors' parental leave.
- 2.3 The proposed policy, attached at Appendix 1, considers the recommendations of the IRP alongside the approach suggested by the LGA, and clearly sets out a proposed approach that could be adopted by the Council.
- 2.4 The policy proposes two options for the payment of Special Responsibility Allowances during a period of maternity, paternity, adoption and shared parental leave. The recommendation from the IRP, as well as the approach proposed by the LGA, is that Special Responsibility Allowances continue to be paid, although it is recognised that some councils have chosen to discontinue such payments whilst the Councillor is on leave.
- 2.5 Although the exact costs cannot be forecast, the financial impact of continuing to pay the allowances is considered to be low. As a comparison against the Council's workforce of 4300 employees, an average of 70-80 employees are off at any one time on maternity, paternity, adoption and shared parental leave, which amounts to less than 2% of the workforce. Applying this to the number of Councillors would equate to an average of one individual.

3. Constitution and Ethics Committee

- 3.1 The Constitution and Ethics Committee met on 29 September 2021 to consider this issue. Following a detailed discussion, the Committee is recommending to Council that Councillors entitled to a Special Responsibility Allowance should continue to receive their allowance in full for a period of six months, in the case of absence from their Councillor duties due to leave related to maternity, paternity, adoption and shared parental leave. The Committee was of the view that this was in line with the Council's objectives to improve diversity.
- 3.2 It is important to note that during this sixth month period either the Vice-Chair will need to cover the role of a Chair or another Member will need to be appointed Chair for this period, which will effectively mean paying both the Councillor and the substitute the same SRA.

4. Source documents

4.1 LGA Guidance on Parental Leave for Councillors

4.2 [Constitution and Ethics Committee meeting 29/09/2021](#)

Appendix 1

Parental Leave Policy for Councillors

This Policy sets out Members' entitlement to maternity, paternity, shared parental and adoption leave and relevant allowances relating to such periods of leave.

Introduction

The council recognises that elected Members are not employees of the council and therefore are not entitled to the same rights and benefits that employees receive. Currently, there is no legal entitlement for councillors to have paid parental leave of any kind.

However, the Council is committed to ensuring that Cambridgeshire is a county where families are supported to develop and flourish, and the introduction of a parental leave policy for councillors may help to remove barriers that existing and prospective Members may face.

Principles

The objective of the policy is to ensure that as far as possible Members are able to take appropriate leave at the time of birth or adoption, that both parents are able to take leave, and that reasonable and adequate arrangements are in place to provide cover for councillors during any period of leave taken.

Improved provision for new parents will contribute towards increasing the diversity of experience, age and background of local authority councillors. It will also assist with retaining experienced councillors and making public office more accessible to individuals who might otherwise feel excluded from it.

Maternity and Adoption Leave

Members giving birth, adopting, fostering for adoption, or becoming surrogate parents are entitled to up to 6 months maternity leave from the due date. In the case of premature births, maternity leave will start from the date of birth for a period of up to 6 months. A Member who adopts a child through an approved adoption agency shall be entitled to take up to six months adoption leave from the date of placement.

In exceptional circumstances, and only in cases of prematurity of 29 days or more, additional leave may be taken by agreement, and such exceptional leave shall not be deducted from the total 6-month entitlement. Consideration should also be given to those who have experienced a still birth or late term miscarriages. In those circumstances the provisions of this policy would apply, except where the Member has a miscarriage, termination, or stillborn delivery before or in the 24th week of pregnancy.

Paternity Leave

Two weeks paternity leave is offered to:

- The biological father of a child who has (or expects to have) responsibility for the upbringing of the child.
- The spouse, civil partner or partner of the child's mother or adopter who has (or expects to have) the main responsibility for the child apart from any responsibility of the mother or adopter.
- Parents in a surrogacy situation and approved prospective adopters who look after children as part of a foster to adopt arrangement and who are notified of a match.

Paternity leave should be taken within 56 days of the actual date of birth or, if the child was born prematurely, within the period from the actual date of birth up to 56 days after the expected week of childbirth. In the case of adoption, the leave should be taken within 56 days of the actual date of placement (UK adoption), or the child's entry into Great Britain (overseas adoption).

Shared Parental Leave

A Member who has made Shared Parental Leave arrangements through their employment is requested to advise the Council of these at the earliest possible opportunity. Every effort will be made to replicate such arrangements in terms of leave from Council.

Where both parents are Members, leave may be shared up to a maximum of 24 weeks for the first six months. Special and exceptional arrangements may be made in cases of prematurity.

Allowances

All Members shall continue to receive their Basic Allowance in full whilst on maternity, paternity, adoption and shared parental leave.

Councillors entitled to a Special Responsibility Allowance shall continue to receive their allowance in full for a period of six months, in the case of absence from their Councillor duties due to leave related to maternity, paternity, adoption and shared parental leave.

If a replacement to cover the period of absence under these provisions is appointed by Council or the Leader (or in the case of a party group position the party group) the replacement shall be entitled to claim a Special Responsibility Allowance pro rata for the period over which the cover is provided. The ordinary rules relating to payment of more than one Special Responsibility Allowances shall apply.

If a Councillor stands down, or an election is held during the period when a Councillor is absent due to any of the above and the Councillor is not re-elected or decides not to stand down for re-election, their Basic Allowance any Special Responsibility Allowance will cease from the date they leave office.

Policy and Notification Requirements

Where for reasons connected with maternity leave, adoption leave, paternity leave or shared parental leave a Councillor is unable to attend a meeting of the Council for a period of six months, a dispensation by Council can be sought in accordance with Section 85 of the Local Government Act 1972.

Any Member who takes maternity, paternity, adoption or shared parental leave retains their legal duty under the Local Government Act 1972 to attend a meeting of the Council within a six month period unless the Council Meeting agrees to an extended leave of absence prior to the expiration of that six month period.

Any Member intending to take maternity, paternity, adoption or shared parental leave will be responsible for ensuring that they comply with the relevant notice requirements of the Council, both in terms of the point at which the leave starts and the point at which they return.

Any Member taking leave should ensure that they respond to reasonable requests for information as promptly as possible, and that they keep officers and colleagues informed and updated in relation to intended dates of return and requests for extension of leave.

During a period of absence, the relevant Group Leader may assign another elected Member to cover routine Division enquiries from residents. Any replacement will be temporary and will cease upon

the return of the Member who has taken leave. Replacement Members will not be entitled to a second vote as part of their temporary role.

Members should notify the Monitoring Officer of any request to take leave under this policy 28 days before the qualifying parental leave is due to start.

Resigning from Office and Elections

If a Member decides not to return at the end of their maternity, paternity, shared parental or adoption leave they must notify the Council at the earliest possible opportunity. All allowances will cease from the effective resignation date.

If an election is held during the Member's maternity, paternity, adoption or shared parental and they are not re-elected, or decide not to stand for re-election, their basic allowance and SRA if appropriate will cease from the Monday after the election date when they would technically leave office.

Pension Fund Committee Annual Report 2020-21

To: Council

Meeting Date: 9 November 2021

From: County Council

Purpose: To report on the work of the Pension Fund Committee over the previous year.

Recommendation: Council is recommended to note the content of the report.

Officer contact:

Name: Mark Whitby
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Member contact:

Names: Councillor A Whelan
Post: Chair of the Pension Fund Committee
Email: alisonwhelan@outlook.com
Tel: 07737 500409

1. Annual Reports to the Council

- 1.1 Some of the Council's committees report to the Council annually on their work to improve awareness of any concerns and to provide the Council with an opportunity to debate issues which might not otherwise be referred for discussion. It also allows the Council to exercise oversight of activity in a number of important areas and to emphasise the accountability of these committees to the Council.

2. Background

- 2.1 Part 3B of the Constitution states that the Pension Fund Committee has delegated responsibility, with regards to the Cambridgeshire Local Government Pension Fund, for:
- Funding Strategy;
 - Investment Strategy;
 - Administration Strategy;
 - Communication Strategy;
 - Discretions;
 - Governance; and
 - Risk Management.
- 2.2 It is the responsibility of the Pension Fund Committee to develop and maintain strategies, policies and procedures, thus ensuring effective governance, oversight and accountability is upheld on behalf of the Fund's stakeholders.
- 2.3 The information contained in sections 3, 4 and 5 of this report demonstrates the key decisions and approvals that have been made by the Pension Fund Committee during 2020/21, supported by the Investment Sub-Committee.

3. Key Governance Activities of the Pension Fund Committee

3.1 Approval of the Pension Fund Annual Business Plan and Medium Term Strategy

- 3.1.1 Each year the Pension Fund Committee agrees a Pension Fund Business Plan and Medium Term Strategy that sets out how the Fund's objectives will be met and other key priorities for the year and following two years.
- 3.1.2 The Strategy also details performance indicators for both the Fund and its employers and an estimate of the Fund account.
- 3.1.3 The purpose of the business plan is to:
- Explain the background and objectives of Cambridgeshire County Council in respect of the management of the Cambridgeshire Pension Fund;
 - Document the priorities and improvements to be implemented by the Pensions Service during the next three years to help achieve those objectives;
 - Enable progress and performance to be monitored in relation to established priorities; and
 - Provide a clear vision for the next three years.

- 3.1.4 The business plan also details performance indicators for both the Fund and its employers and an estimate of the Fund account.
- 3.1.5 The Pension Fund Committee receives regular updates on how the Fund is meeting its objectives via Business Plan Update reports presented at every meeting.
- 3.1.6 The Pension Fund Committee approved the Annual Business Plan and Medium Term Strategy in June 2020.

3.2 Approval of the Cambridgeshire Pension Fund Communication Strategy and Plan

- 3.2.1 The Local Government Pension Scheme Regulations 2013 requires the Pension Fund to prepare, maintain and publish a written statement setting out its policy concerning communications with members and scheme employers.
- 3.2.2 In addition to some minor changes, the Digital Communication Strategy, which was approved by the Pension Fund Committee in January 2020 was also incorporated.
- 3.2.3 The Communication Plan outlined the core communication activities for the year and also provided some scheduled communication on the coronavirus pandemic.
- 3.2.4 At the October 2020 meeting of the Pension Fund Committee the updates to the Strategy and the Plan were approved.

3.3 Approval of the Cambridgeshire Pension Fund Data Improvement Policy

- 3.3.1 The primary purpose of the Cambridgeshire Pension Fund is to pay the correct pension benefits to its members when they become due. It is therefore essential that the Fund achieves and maintains the highest possible data quality standards.
- 3.3.2 The Data Policy and Plan were first put into place in October 2018 and due to a number of process improvements it was necessary to update the policy.
- 3.3.3 Revisions to the policy were made in the following areas:
 - Data Audit
 - LGPS National Insurance Database
 - Member tracing and mortality screening
 - Overseas proof of continued existence checks
- 3.3.4 The Pension Fund Committee approved the amendments to the policy in December 2020.

3.4 Update to the Funding Strategy Statement

- 3.4.1 The Funding Strategy Statement was previously approved by the Pension Fund Committee as part of the 2019 valuation process. Following publication, there were amendments to the Local Government Pension Scheme Regulations 2013 affecting cessations from the Fund, requiring further revision to the strategy statement.
- 3.4.2 The amendments gave administering authorities some discretion when determining whether or not an exit credit is payable and, if so, the value of that exit credit. These amendments required changes to both the Funding Strategy Statement and Administering Authority Discretions Policy.
- 3.4.3 The amendments to the Funding Strategy Statement and Administering Authority Discretions Policy were approved by the Pension Fund Committee in October 2020.

3.5 Review of the Administration Strategy

- 3.5.1 The Local Government Pension Scheme Regulations 2013 provide that administering authorities may prepare, maintain and publish a written Statement setting out their policy concerning administration matters, and that the administering authority and its employing authorities must then have regard to that strategy when carrying out their functions.
- 3.5.2 The Strategy was updated to reflect administration changes and in addition was made a standalone document as this was previously a joint Strategy with the Northamptonshire Pension Fund.
- 3.5.3 The Pension Fund Committee approved the amendments to the Strategy in December 2020 in preparation for consultation with relevant stakeholders.
- 3.5.4 Following the consultation, the Strategy was adopted and published.

3.6 Multiple Investment Strategies

- 3.6.1 The Pension Fund Committee had previously approved activity within the Fund's business plan to investigate and consider a framework for the implementation of multiple employer investment strategies.
- 3.6.2 Officers proposed to engage the Actuary to carry out asset-liability modelling against different investment strategies to determine if better outcomes can be achieved for different groups of employers.
- 3.6.3 Following a presentation from the Actuary, the Pension Fund Committee approved to the asset-liability modelling in December 2020 and the conclusions are due to be presented to the Pension Fund Committee in October 2021.

3.7 Approval of the Annual Report and Statement of Accounts

- 3.7.1 The Pension Fund's Statement of Accounts form part of the County Council's Statement of Accounts and is covered by the external auditor's opinion on those accounts.

- 3.7.2 The Annual Report and Statement of Accounts have been subject to audit fieldwork by the County Council's external auditor. Whilst the external auditor performs a full audit of the Statement of Accounts, their work on the Annual Report is limited to a review to ensure compliance with guidance and consistency with the Statement of Accounts.
- 3.7.3 The Statement of Accounts is the financial representation of every activity that the Fund has been directly or indirectly involved with over the course of the financial year.
- 3.7.4 They are based on actual transactions accounted for within the Fund's financial ledger, information received from Fund Managers and the Fund's Custodian, and assumptions and estimations utilising the professional judgement of officers in order to give a true and fair statement of the Fund's financial position.
- 3.7.5 At 31st March 2021, the Fund was valued at £3.85bn, an increase of £856.4m from 31st March 2020. This was primarily as a result of strong financial growth during the year mainly due to the outperformance of global equities.
- 3.7.6 The Annual Report in respect of 2020-21 was approved by the Pension Fund Committee in July 2021.

4. Key Investment Activities of the Pension Fund Committee

4.1 Decisions surrounding Asset Pooling

- 4.1.1 The Cambridgeshire Pension Fund has continued to work with 10 other Local Government pension funds in the ACCESS Pool to meet the Government's asset pooling agenda, delivering scale, strong governance, reduced costs and improved capacity to invest in infrastructure.
- 4.1.2 The Chairman of each ACCESS fund sits on a Joint Committee, which meets quarterly and has oversight of the work of the Pool and delegated authority with regards to specific asset pooling functions. Listed assets held within the ACCESS Pool are run by Link Fund Solutions, a FCA regulated "Operator". The ACCESS investment platform and governance structure is illustrated below.



- 4.1.3 ACCESS has strong effective governance and operational structures as demonstrated in the chart above, with collective total assets of £56bn (as at 31 March 2021), of which over £31bn (57%) has been pooled or is under pool governance, serving 3,400 employers with 1.1 million members including 300,000 pensioners, delivering net savings since inception in excess of £25m.
- 4.1.4 In January 2021, the Joint Committee agreed the approach ACCESS will take to implement pooled arrangements for alternative / non-listed assets. This will cover the four areas set out below:
- Private Equity
 - Private Debt
 - Infrastructure
 - Property
- 4.1.5 In January 2021, Minerva were appointed to conduct a review of the pool's Responsible Investment guidelines and advise on future reporting requirements.
- 4.1.6 A review of the size and scope of the ACCESS Support Unit was undertaken resulting in the establishment of two additional FTE positions to further support both the development and ongoing work of the Pool.
- 4.1.7 The Cambridgeshire Pension Fund transferred its first active fund to the Pool in 2018-19. As at 31 March 2021 the Fund has pooled over 61% of the Fund's assets, generating annualised fee savings for the 2020/21 financial year resulting from the asset pooling agenda in excess of £1.7m. The Funds pooled assets at 31 March 2021 are: -

| UBS Passive equities: | £m | % of Fund |
|----------------------------------|-----------------|----------------|
| Passive Global Equity | £957.1 | (25.3%) |
| Link Fund Solution Funds: | | |
| Global Equity -J.O. Hambro | £509.5 | (13.5%) |
| Global Equity –Longview | £362.0 | (9.6%) |
| Global Equity –Dodge and Cox | £486.7 | (12.9%) |
| Total pooled assets | £2,315.3 | (61.3%) |

4.2 Strategic Changes to the Funds Asset Allocation and portfolios

- 4.2.1 The 2020/21 financial year continued the Fund's diversification programme recognising the relatively high value of equities and the benefits of reducing its significant exposure to listed equities by diversifying into other forms of growth investments. This programme resulted in a reduction in the asset allocation to listed equities from 58% to 55%, increasing its fixed income allocation from 12% to 15% to accommodate two new multi asset mandates in a move away from low yield traditional mandates in order to enhance returns. The allocation to alternative assets of 30% was maintained. The risk management equity protection overlay of £500m adopted in November 2019 to safeguard against volatility in equity markets, remained in place throughout the year.
- 4.2.2 There have been no structural changes to the Fund's actively managed equity mandates. The Fund's existing managers reflect different investment approaches as below: -

J O Hambro – Momentum/Growth style
Dodge and Cox – Core Value style

Longview – style neutral

- 4.2.3 All the above listed equity mandates are managed within the ACCESS asset pool.
- 4.2.4 The Fund is working with ACCESS partners the option to appoint a fourth active mandate with specific focus on emerging markets.
- 4.2.5 The Funds passive allocation is split between traditional market capitalisations and “Factor” Funds. The former allocates to geographic indices such as North America, Europe, UK Japan and Asia Pacific which accounts for two thirds of the passive allocation (16.7% of the Fund at 31 March 2021) with the remainder focussing on passive style biases such as low volatility, value and quality stocks (8.5%).
- 4.2.6 The Fund’s Alternative allocation is 30% spreading across a wide range of asset types. This segment of the mandate covers less liquid investments with long-term commitments in return for expected enhanced returns over more liquid asset classes, commonly referred to as an illiquidity premium. For example, Private Equity is expected to yield 6% above listed equities over time. The allocation within alternatives is further divided as shown below: -
- Property 10%
 - Secured Loans 2%
 - Private Equity 12%
 - Infrastructure 6%
- 4.2.7 The main developments in 2020/21 within the alternatives allocation included maintaining commitments to private equity and a new commitment to a residential property shared ownership fund. The most significant cash flow in the year was the drawdown of £60m for the JP Morgan infrastructure fund to which the fund made a commitment in the prior financial year.

4.3 Review of Investment Strategy Statement

- 4.3.1 The Local Government Pension Scheme (Management and Investment of Funds) Regulations 2016 (“the Regulations”) set out the requirement for the preparation and publication of the Fund’s Investment Strategy Statement (ISS).
- 4.3.2 The Investment Strategy Statement sets out the Fund’s investment beliefs, strategic asset allocation, key investment risks and its approach to Responsible Investment (RI) and Environmental, Social and Governance (ESG) issues.
- 4.3.3 During 2020, the Investment Sub Committee reviewed the Fund’s approach to RI, which encompasses both financial and non-financial factors, bringing together ESG factors and broader systemic issues, e.g. climate change and sustainable development, along with active ownership (stewardship) as these can have a material impact on financial performance.
- 4.3.4 The draft Investment Strategy Statement was published on the Fund’s website for consultation and feedback from interested parties with the final draft to be presented to the Pension Fund Committee in December 2021.

5. Service Activities of the Pension Fund Committee

5.1 Cyber Resilience

- 5.1.1 Cyber-crime is posing increasingly sophisticated threats to the administration of the Fund. Officers carried out a cyber-security self-assessment using the Aon (the funds governance consultants) cyber-security score card. The results were submitted to Aon who have analysed the results and produced a report setting out the recommendations to improve the Fund's cyber resilience.
- 5.1.2 During 2021/22 work has started to map out the Fund's assets and data flows to identify areas of risk and to develop a cyber-strategy/action plan to implement changes that will increase the Fund's resilience to cyber-crime.

5.2 Age Discrimination Remedy

- 5.2.1 In October 2020, the Pension Fund Committee were presented a report on the McCloud judgement and regular updates have been provided at every meeting via the Business Plan Update.
- 5.2.2 In the LGPS the protection compares the benefits payable under current rules with benefits that would have been paid if the scheme had not changed in 2014 and pays the higher.
- 5.2.3 Members who have been discriminated against need to be offered appropriate remedies to ensure they are placed in an equivalent position to the protected members. Such remedies would need to ensure that the benefits of unprotected members would need to be raised rather than the benefits of protected members being reduced.
- 5.2.4 The implementation plan continues to be worked through in order to carry out the remedial work required.

5.3 Reports noted by the Pension Fund Committee

- 5.3.1 During the year the Pension Fund Committee have been presented with various reports. The reports consist of a range of information in relation to the administration to the Fund. The Administration Report in particular, provides the Committee with the performance of the Fund and performance information regarding Scheme Employers. Reports such as Asset Pooling and Risk Monitoring refer back to the Business Plan whereby progress is reported against a designated activity. The Governance and Compliance Report is designed as a best practice report whereby compliance can be demonstrated and information provided to the Committee on current issues under discussion. The Employers Admissions and Cessations Report is a report which informs the Committee on employers who enter and exit the Fund and the rationale behind specific types of entry.
- 5.3.2 These reports demonstrate to the Committee that appropriate thought and consideration have been provided to the delegated areas under the Constitution and that the Committee can challenge information further and make recommendations where appropriate.

- 5.3.3 All Pension Fund Committee reports highlight risks associated with the proposal and appropriate mitigations. Risks are monitored throughout the year to ensure they remain fit for purpose.
- 5.4 Cambridgeshire Pension Fund's continued approach to the pandemic
- 5.4.1 During the latter part of the 2019/20 financial year officers identified the risks facing the Fund as a result of the pandemic and produced a specific log to manage these risks.
- 5.4.2 During 2020/21, officers have continued to monitor and assess the risks with the Pension Fund Committee and Pension Fund Board receiving regular updates.
- 5.4.3 In addition, in July 2020, the Fund's Actuary, Hymans Robertson delivered a verbal briefing to members during the meeting. The briefing focused particularly on the impact of:
- recent market movements on the funding level since the 2019 valuation
 - economic lockdown on employer covenant
 - the impact of potentially higher death rates
- 5.4.4 The briefing aimed to highlight potential short, medium and long term impacts and also suggested actions the Fund could take to mitigate the impacts.
- 5.4.5 Due to officers working from home the biggest impact of the pandemic was to customer service as there was no telephony system in place to make and receive calls for a considerable time. An answer phone system was used to mitigate some of the impact whereby Officers could call members back from work mobiles. This issue has now been resolved with sufficient staff presence within Angel Square to take phone calls. Officers adapted to different working arrangements well with no significant performance issues. Financial impacts on the Fund reversed early on into the pandemic which alleviated initial concerns.

Source documents

Business Plan and Medium Term Strategy 2020/21
Communication Strategy and Plan
Data Improvement Policy
Funding Strategy Statement
Administration Strategy
Annual Report and Statement of Accounts
Investment Strategy Statement

Location

Pensions Service, One Angel Square

Local Pension Board Annual Report 2020-21

To: County Council

Date: 9th November 2021

From: Chair of the Local Pension Board

Purpose: To report on the work of the Local Pension Board over the previous year.

Recommendation: It is recommended that Full Council note the content of the report.

Officer contact:

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

Member contacts:

Names: Councillors Simon King and Philippa Slatter
Post: Members of the Local Pension Board
Email: simon.king@cambridgeshire.gov.uk & cllr.philippa.slatter@gmail.com
Tel: 01223 706398

1. Annual Reports to the Council

- 1.1 Some of the Council's committees report to the Council annually on their work to improve awareness of issues and to provide the Council with an opportunity to debate issues which might not otherwise be referred for discussion. It also allows the Council to exercise oversight of activity in a number of important areas and to emphasise the accountability of these committees to the Council.

2. Background

- 2.1 The Local Government Pension Scheme (LGPS) for Cambridgeshire, which is administered by the County Council, provides pensions and related benefits for employees of the County Council, Peterborough and Cambridge City Council, the five District Councils, and other public sector employers and bodies admitted to the Fund within the county.
- 2.2 Information about the LGPS for Cambridgeshire is included in the Annual Report of the Cambridgeshire Pension Fund Committee attached at Agenda Item No. 8.
- 2.3 The Public Services Pensions Act 2013 requires all Public Service Pension Schemes to establish a Local Pension Board to assist the Administering Authority (Cambridgeshire County Council) to:
- secure compliance with the LGPS regulations and other legislation relating to the governance and administration of the LGPS and also the requirements imposed by the Pensions Regulator in relation to the LGPS; and
 - ensure the effective and efficient governance and administration of the LGPS.

The Cambridgeshire Local Pension Board is in addition to the existing Cambridgeshire Pension Fund Committee. It is a non-decision making body and is designed to act as a critical friend to the existing Committee and Investment Sub-Committee.

- 2.4 The Local Pension Board comprises 3 scheme employer and 3 scheme member representatives and meets approximately 4 times a year.

3. Cambridgeshire Local Pension Board Report 2020-21

- 3.1 A copy of the full Cambridgeshire Local Pension Board Report for 2020-21 is attached at Appendix 1.

4. Source Documents

- 4.1 Cambridgeshire Local Pension Fund Board agendas and minutes.
[Cambridgeshire Local Pension Fund Board](#)

Cambridgeshire Pension Fund Board

Annual Report 2020-21

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Chair's Foreword

It is my pleasure, as Chair of the Cambridgeshire Pension Fund Board, to introduce the sixth Cambridgeshire Pension Fund Board Annual Report, for 2020-21. The Board was established in accordance with the Public Service Pensions Act 2013. Our task is to assist Cambridgeshire County Council by making sure it is administering the Local Government Pension Scheme effectively and efficiently and is compliant with the law.

I was delighted to be elected Chair of the Board at its first meeting of the municipal year in July 2021. I was also pleased to welcome back Barry O'Sullivan who continues in the role of Vice-Chair. I must first, however, thank our previous Chairman, Councillor Simon King, for his leadership and excellent service to the Board over the past four years. This report covers the last year of Councillor King's chairmanship. During that year, the country was in the grip of the largest public health emergency in generations. The Board, therefore, continued to meet regularly and virtually via Zoom. All meetings of the Board are available to watch on the County Council's YouTube site at [Cambridgeshire County Council - YouTube](#)

As Chair, I am keen for the Board to continue to work hard to protect both the interests of the Pension Fund and its members. I am grateful for the commitment and support from members of the Board but, as Councillor King acknowledged in his last annual report, these members cannot continue in post forever. During 2020-21, David Brooks and John Stokes who had been members of the Board since 2015 stood down as Scheme Member Representatives. Having worked with both David and John, I would, on behalf of the Board and all of members of the scheme, like to thank them for their commitment and hard work. The Board has since welcomed Val Limb and Martin Dachs who I am sure will do an equally good job.

I am confident that the dedication and commitment of Board members to assist Cambridgeshire County Council in maintaining the high standards of the administration of the Fund will continue into 2021-22. This commitment is demonstrated by the exceptionally high attendance at meetings over this last year, and the Board's commitment during these challenging times to attend meetings virtually.

I welcome comments and feedback on the Local Government Pension Scheme from both employers and members, and encourage them to raise any issues of concern directly with me.

Councillor Denis Payne
Chair of Cambridgeshire Local Pension Board

Background

The Public Services Pensions Act 2013 requires all Public Service Pension Schemes to establish a Local Pension Board to assist the Administering Authority (Cambridgeshire County Council) to:

- secure compliance with the Local Government Pension Scheme (LGPS) regulations and other legislation relating to the governance and administration of the LGPS and also the requirements imposed by the Pensions Regulator in relation to the LGPS; and
- ensure the effective and efficient governance and administration of the LGPS.

The Cambridgeshire Local Pension Board is in addition to the existing Cambridgeshire Pension Fund Committee. It is a non-decision-making body and is designed to act as a critical friend to the existing Committee and Investment Sub-Committee.

The Local Government Pension Scheme (Amendment) (Governance) Regulations 2015 relating to the creation and ongoing operation of the local pension boards were laid before Parliament on 28th January 2015 and came into force on 20th February 2015.

The Cambridgeshire Local Pension Board was established by Cambridgeshire County Council (the administering authority) at its full Council meeting on 24th March 2015. The first meeting of the Board was held on 16th July 2015.

Role and Remit

The role and remit of the Cambridgeshire Local Pension Board is to assist Cambridgeshire County Council (the administering authority) by making sure it is administering the Local Government Pension Scheme effectively and efficiently and, in doing so, is complying with relevant laws and regulations. The Board does this by reviewing the policies and practices that Cambridgeshire County Council has adopted and checking them against the applicable regulations, as well as comparing them to examples of best practice elsewhere.

Governance Compliance Statement

Each Administering Authority must have in place a Governance Compliance Statement that sets out whether it delegates its functions, or part of its functions, under the Regulations to a committee, a sub-committee or an officer of the authority. Where the Administering Authority does delegate its functions, the statement must include:

- the terms, structure and operational procedures of the delegation;
- the frequency of any committee or sub-committee meetings;
- whether such a committee or sub-committee includes representatives of scheme employers or members, and if so, whether those representatives have voting rights;
- the extent to which a delegation, or the absences of a delegation, complies with guidance given by the Secretary of State and, to the extent that it does not so comply, the reasons for not complying; and
- details of the terms, structure and operational procedures relating to the Local Pension Board.

Constitution and Membership

Cambridgeshire County Council approved the terms of reference for the Cambridgeshire Local Pension Board on the basis that the Board is a stand-alone authority. With the assistance of the Local Pension Board, it has also approved standing orders for the Board. [A copy of Part 3B of the Council's constitution, within which the scheme of delegation is held, is available here](#) (see from page 6)

A Local Pension Board must include an equal number of employer and member representatives with a minimum requirement of four in total. At its meeting on 24th March 2015, Cambridgeshire County Council agreed to establish a Local Pension Board with three employer representatives and three scheme member representatives. The term of appointment for all members is four years or until qualification for membership ceases.

The method of appointment is two employer representatives appointed by Cambridgeshire County Council Full Council and all other members appointed via an open and transparent selection process. An application pack containing the terms of reference and an outline of the knowledge and understanding, and capacity requirements is available and advertised to employers and members within the Fund in a way that is compliant with the Local Government Pension Scheme (LGPS) – Guidance on the Creation and Operation of Local Pension Boards in England and Wales whenever a new member is recruited. Following receipt of applications from potential representatives, a short listing and interview process involving the Council's Monitoring Officer or her representative determines whether the representative has the required attributes to carry out the role effectively. At the request of the Board, the Monitoring Officer has agreed that the Chair and Vice-Chair of the Board can be involved in the interview process.

The membership of the Board is as set out overleaf:

Employer Representatives



Councillor Simon King
Cambridgeshire County Council Conservative Group
Simon.King@cambridgeshire.gov.uk
Appointed: 23 May 2017



Councillor Elisa Meschini
Cambridgeshire County Council Labour Group
elisa.meschini@cambridgeshire.gov.uk
Appointed: 15 May 2018



Councillor Denis Payne
Histon and Impington Parish Councillor
cllr.denis.payne@gmail.com
Appointed: 3 February 2017
Reappointed: 22 February 2021

Scheme Member Representatives



David Brooks

Former Vice- Principal –Business of The Thomas Deacon Academy

Appointed: 21 October 2015

Reappointed: 3 May 2019

Retired: 31 December 2020



Barry O'Sullivan

Cambridgeshire County Council, Customer Service Advisor

Barry.O'Sullivan@cambridgeshire.gov.uk

Appointed: 16 July 2015

Reappointed: 3 May 2019



John Stokes

Former Senior Architectural Technologist

Appointed: 16 July 2015

Reappointed: 3 May 2019

Retired: 21 February 2021



Val Limb
Former Senior Internal Auditor (Manager) – The Phoenix Group
Appointed: 1 January 2021

Martin Dachs
Interim Finance Director
Appointed: 23 February 2021

The Chair and Vice-Chair of the Board are elected by the Board on annual basis.

For this reporting period, the Chairman was Councillor Simon King and the Vice-Chairman was Barry O'Sullivan.

The Board has met four times during the period of this Annual Report.

The attendance record for members of the Board is detailed below:

Employer Representatives

| Date | Councillor Simon King | Councillor Elisa Meschini | Councillor Denis Payne |
|------------------|-----------------------|---------------------------|------------------------|
| 3 July 2020 | Attended | Attended | Attended |
| 6 November 2020 | Attended | Attended | Attended |
| 22 February 2021 | Attended | Attended | Attended |
| 23 April 2021 | Attended | Attended | Attended |

Scheme Member Representatives

| Date | David Brooks | Barry O'Sullivan | John Stokes | Val Limb | Martin Dachs |
|------------------|----------------|------------------|----------------|---------------|---------------|
| 3 July 2020 | Attended | Attended | Attended | Not appointed | Not appointed |
| 6 November 2020 | Attended | Attended | Attended | Not appointed | Not appointed |
| 22 February 2021 | Not applicable | Attended | Attended | Attended | Not appointed |
| 23 April 2021 | Not applicable | Attended | Not applicable | Attended | Attended |

Code of Conduct and Conflicts Policy

Cambridgeshire County Council (the Administering Authority) is required to prepare and approve a code of conduct for the Board to adopt. The code of conduct should set out the standards of behaviour expected of members, incorporating the 'Seven Principles of Public Life' (known as the Nolan Principles).

The elected and co-opted members of a local authority are governed by their local authority's code of conduct for councillors. This code is required of every local authority by the Localism Act 2011 and sets out the standards of behaviour expected of individuals in their capacity as councillors. In addition, there is a legal obligation for councillors to disclose, in a register maintained by the authority's monitoring officer, certain pecuniary interests, as defined in regulations made under the 2011 Act. Both of these requirements apply to any members of a Local Pension Board who are also councillors of a local authority. They do not apply to members of a Local Pension Board who are not councillors unless they are specifically adopted in terms of reference or other policy document to apply to the other members of the Board.

The Cambridgeshire Local Pension Board has agreed formally, at its meeting on 21st October 2015, to adopt the Cambridgeshire County Council Code of Conduct for all members of the Board. [A link to the completed code of conduct forms for County Councillor Board members is available here](#)

The code of conduct forms for non-County Councillor members are retained by the Democratic Services Assistant, Rhiannon Leighton, supporting the Board.

It is not anticipated that significant conflicts of interest will arise in the same way as would be the case if the Board was making decisions on a regular basis (compared, for example, to a Pension Fund Committee). However, officers will take steps to identify, monitor and manage conflicts effectively. At its meeting on 20 April 2018, the Board agreed a formal Pension Fund Conflicts of Interest Policy, under which a register of conflicts of interest will be maintained and published on the administering authority's website.

Knowledge and Understanding

In accordance with Section 248A of the Pensions Act 2004, every individual who is a member of a Local Pension Board must be conversant with:

- the rules of the Local Government Pension Scheme (LGPS)
- any document recording policy about the administration of the Fund which is for the time being adopted in relation to the Fund.

Each individual must have knowledge and understanding of the law relating to pensions and such other matters as may be prescribed.

Cambridgeshire County Council (the Administering Authority) is required to make appropriate training to Local Pension Board members to assist them in undertaking their role and where possible support all members of the Board in undertaking that training. The Board approved a Knowledge and Understanding Policy Framework for Cambridgeshire Pension Fund Board Members at its meeting on 21 October 2015.

The Pensions Regulator has provided an e-learning programme which has been developed to meet the needs of all members of public sector scheme pension boards, whether or not they have access to other learning. The majority of members of the Cambridgeshire Local Pension Board have already completed the Pension Regulator's Toolkit, which is a compulsory requirement under the Knowledge Management Policy. [Members who have not completed the Toolkit have been contacted with a reminder and provided with this link](#)

The Local Pension Board is required to keep appropriate records of the learning activities of individual members and the Local Pension Board as a whole. This will assist members in demonstrating their compliance, if necessary, with the legal requirement and how they have mitigated risks associated with knowledge gaps. It is a statutory requirement to include details of the training undertaken by members of the Pension Fund Board in the Fund's Annual Report. In addition, this information may be required by other agencies such as the Pensions Regulator from time to time.

A schedule detailing the training undertaken by Cambridgeshire Local Pension Board members is detailed below:

| Member | Event | Date |
|---|--|------------|
| Cllr Simon King [Appointed 23 May 2017] | Statutory and non-statutory policies – training item | 23/02/2018 |
| | Cross Pool Open Forum | 27/03/2018 |
| | CIPFA Training Day | 09/05/2018 |
| | Introduction to the LGPS | 26/09/2018 |
| | Completion of the Pension Regulator's Toolkit | 29/09/2018 |
| | Internal Dispute Resolution Procedure | 15/02/2019 |
| | Investment Presentation | 15/02/2019 |
| | Cyber Resilience | 03/05/2019 |
| | Monitoring and Maintaining Outsourced Providers | 01/07/2019 |
| | Valuation Presentation | 01/07/2019 |
| | Valuation Presentation (Committee) | 10/10/2020 |
| | LGPS Investment costs and risk management (virtual) | 03/06/2020 |
| | Schroders Training Session (virtual) | 19/06/2020 |
| | Schroders Training Session (virtual) | 26/06/2020 |
| | Investment Training Day (virtual) | 15/07/2020 |
| | Pension Information Day (virtual) | 10/02/2021 |
| Cllr Elisa Meschini [Appointed 15 May 2018] | CIPFA Training Day | 04/07/2018 |
| | Internal Dispute Resolution Procedure | 15/02/2019 |
| | Investment Presentation | 15/02/2019 |
| | Cyber Resilience | 03/05/2019 |
| | Monitoring and Managing Outsourced Providers | 01/07/2019 |
| | Valuation Presentation | 01/07/2019 |
| | Investment Information Day | 17/07/2019 |
| | Pension Information Day (virtual) | 15/07/2020 |
| Cllr Denis Payne [Appointed 3 February 2017] | Completion of the Pension Regulator's Toolkit | 28/02/2017 |
| | Training Needs Analysis | 07/03/2017 |
| | Local Pension Board Two Years on Seminar | 28/06/2017 |
| | Pension Information Day | 05/07/2017 |
| | LGC Investment Summit | 07/09/2017 |
| | Pension Information Day | 06/10/2017 |
| | Pension Information Day | 22/11/2017 |
| | Employers Forum | 29/11/2017 |
| | Pension Information Day | 07/02/2018 |
| | Statutory and non-statutory policies – training item | 23/02/2018 |
| | Local Pension Board three Years on Seminar | 27/06/2018 |
| | CIPFA Training Day | 09/05/2018 |
| | LGC Investment Summit | 07/09/2018 |
| | Internal Dispute Resolution Procedure | 15/02/2019 |
| | Investment Presentation | 15/02/2019 |
| | Cyber Resilience | 03/05/2019 |

| Member | Event | Date |
|---|--|-------------|
| | PLSA Local Authority Conference | 13/05/2019 |
| | Local Pension Board Annual Event | 26/06/2019 |
| | Monitoring and Maintaining Outsourced Providers | 01/07/2019 |
| | Valuation Presentation | 01/07/2019 |
| | LGC Investment Seminar | 06/09/2019 |
| | Pension Information Day | 06/03/2020 |
| | Schroders Training Session (virtual) | 12/06/2020 |
| | Schroders Training Session (virtual) | 19/06/2020 |
| | Schroders Training Session (virtual) | 15/07/2020 |
| | Investment Training Day (virtual) | 15/07/2020 |
| | PLSA Annual Conference (virtual) | 12-16/10/20 |
| | LAPF Strategic Investment Forum (virtual) | 4-5/02/2021 |
| | Pension Information Day (virtual) | 10/02/2021 |
| | Local Pension Board Spring Seminar (virtual) | 18/02/2021 |
| | | |
| Barry O'Sullivan [Appointed 16 July 2015] | LGA Local Pension Board Training | 21/05/2015 |
| | LGSS Joint Local Pension Board Training | 01/09/2015 |
| | UBS First Steps | 03/11/2015 |
| | UBS Second Steps | 03/11/2015 |
| | LGSS Valuation Training | 03/02/2016 |
| | Local Pension Board Seminar | 29/06/2016 |
| | Pension Ombudsman Case Study - Training item | 22/07/2016 |
| | Completion of the Pension Regulator's Toolkit | 02/02/2016 |
| | LGC Investment Seminar | 03/02/2017 |
| | Local Pension Board Two years on Seminar | 28/06/2017 |
| | Pension Information Day | 05/07/2017 |
| | Unison Eastern Regional pensions forum | 22/09/2017 |
| | National LGPS Seminar | 10/01/2018 |
| | Pension Information Day | 06/10/2017 |
| | Pension Information Day | 22/11/2017 |
| | Training Needs Analysis | 06/12/2017 |
| | National LGPS Seminar | 10/01/2018 |
| | Statutory and non-statutory policies – training item | 23/02/2018 |
| | CIPFA Training | 09/05/2018 |
| | CIPFA Training | 04/07/2018 |
| | LGC Investment Summit | 06/09/2018 |
| | UNISON LGPS Seminar | 11/12/2018 |
| | Internal Dispute Resolution Procedure | 15/02/2019 |
| | Investment Presentation | 15/02/2019 |
| | Local Pension Board Annual Event | 26/06/2019 |
| | Monitoring and Managing Outsourced Providers | 01/07/2019 |
| | Valuation Presentation | 01/07/2019 |
| | LGC Investment Seminar | 08/09/2019 |
| | Investment Information Day | 09/10/2019 |
| | Pension Information Day | 06/03/2020 |
| | Investment Training Day (virtual) | 15/07/2020 |
| | Pension Information Day (virtual) | 10/02/2021 |

| Member | Event | Date |
|---|---|-------------|
| | Local Pension Board Spring Seminar (virtual) | 10/02/2021 |
| | | |
| John Stokes [Appointed 16 July 2015] | LGA Local Pension Board Training | 21/05/2015 |
| | LGSS Joint Local Pension Board Training | 01/09/2015 |
| | LGSS Pensions Liability Driven Investment & Passive Investment Training Day | 27/10/2015 |
| | LGSS Valuation Training | 03/02/2016 |
| | Completion of the Pension Regulator's Toolkit | |
| | Schroders Trustee Training | 10/06/2016 |
| | Pension Ombudsman Case Study - Training item | 22/07/2016 |
| | LGC Investment Seminar | 02/03/2017 |
| | Local Pension Board 2 Years on Seminar | 28/06/2017 |
| | LGC Investment Summit | 07/09/2017 |
| | Pension Information Day | 06/10/2017 |
| | Pension Information Day | 22/11/2017 |
| | Training Needs Analysis | 06/12/2017 |
| | LAPFF Conference | 06/12/2017 |
| | CIPFA Training | 09/05/2018 |
| | CIPFA Training | 12/09/2018 |
| | LAPFF Conference | 05/12/2018 |
| | LGPS Governance Conference | 17/01/2019 |
| | Internal Dispute Resolution Procedure | 15/02/2019 |
| | Investment Presentation | 15/02/2019 |
| | Cyber Resilience | 03/05/2019 |
| | Monitoring and Maintaining Outsourced Providers | 01/07/2019 |
| | Valuation Presentation | 01/07/2019 |
| | LGC Investment Seminar | 06/09/2019 |
| | Investment Information Day | 09/10/2019 |
| | LAPFF Annual Conference | 4-6/12/2019 |
| | Investment Information Day (virtual) | 15/07/2020 |
| | | |
| David Brooks [Appointed 21 October 2015] | Completion of the Pension Regulator's Toolkit | 17/02/2016 |
| | Pension Ombudsman Case Study - Training item | 22/06/2016 |
| | 14th Annual Trustee Conference | 29/06/2017 |
| | Pension Information Day | 06/10/2017 |
| | Training Needs Analysis | 06/12/2017 |
| | Statutory and non-statutory policies – training item | 23/02/2018 |
| | CIPFA Training | 09/05/2018 |
| | CIPFA Training | 12/09/2018 |
| | Internal Dispute Resolution Procedure | 15/02/2019 |
| | Investment Presentation | 15/02/2019 |
| | Cyber Resilience | 03/05/2019 |
| | Monitoring and Managing Outsourced Providers | 01/07/2019 |
| | Valuation Presentation | 01/07/2019 |
| | Investment Information Day | 17/07/2019 |

| | | |
|---|--|---|
| Val Limb [Appointed 1 January 2021] | LAPF Strategic Investment Forum (virtual) Pension Information Day (virtual) Local Pension Board Spring Seminar (virtual) | 4-5/02/2021 10/02/2021 18/02/2021 |
| Martin Dachs [Appointed 23 February 2021] | | |

It is important to note that at the beginning of the pandemic all face to face training was cancelled. It took time for virtual training to be set up so there was very little training available in much of 2020.

A Local Pension Board is also required to prepare and keep updated a list of the core documents recording policy about the administration of the Fund and make sure that the list and documents (as well as the rules of the LGPS) are accessible to its members.

[The Pensions Service has prepared such a list for Cambridgeshire Local Pension Board members, which is available here.](#)

In October 2018, the Board had opportunity to feed into the proposed Training Strategy and in December 2018 this was approved by the Pension Fund Committee. The Strategy is based on a training credits concept reflecting a mix of training from e-learning to training days which recognises people's commitments.

Reporting Breaches of the Law to the Pensions Regulator Policy

In accordance with section 70 of the Pensions Act 2004, certain individuals must report to the Pensions Regulator as soon as reasonably practicable where that individual has reasonable cause to believe that:

- a duty which is relevant to the administration of the LGPS, and is imposed by or by virtue of an enactment or rule of law, has not been or is not being complied with; and
- the failure to comply is likely to be of material significance to the Regulator in the exercise of any its functions.

This obligation directly applies to each individual who is a member of the Local Pension Board. The Local Pension Board must therefore have effective arrangements in place to meet its duty to report breaches of law.

At its meeting on 21st October 2015, the Cambridgeshire Local Pension Board was informed that, in line with the Pensions Regulator's Code of Practice number 14 (Governance and administration of public service pension schemes), the Fund had developed a policy that sets out the mechanism for reporting breaches of the law.

The policy ensures that those with a responsibility to report breaches of the law are able to meet their legal obligations, by analysing situations effectively in order to make an informed decision on whether a breach has been made.

As the Cambridgeshire Pension Fund Board does not have decision making powers, the Board is not able to approve this policy. Instead it reviewed the Policy on 21st October 2015 before it was approved by the Pension Fund Committee at its meeting on 22nd October 2015. It also reviewed the policy on 6th July 2018 recommending changes to the Pension Fund Committee.

[A copy of the "Reporting Breaches of the Law to the Pensions Regulator Policy" is available here.](#)

Work Programme 2020-21

The Cambridgeshire Local Pension Fund Board has met four times in 2020-21, on 3rd July 2020, 6th November 2020, 22nd February 2021 and 23rd April 2021.

Board Meeting – 3rd July 2020

This was the first meeting of the Board in the municipal year. The Board considered the Internal Audit Report, Administration Performance Report, Governance and Compliance Report, Pension Fund Annual Business Plan and Medium Term Strategy 2019 to 2021, and Governance and Administration Risk Management in light of the Coronavirus pandemic.

At this meeting, the Board highlighted the need for a more proactive approach to be taken to seek the views of employers and scheme members on investments. It also remained concerned about scamming and was informed that the County Council had been proactive in setting up anti scam champions.

Board Meeting – 6th November 2020

At this meeting, the Board reviewed its Terms of Reference and received an update on the appointment of new representatives. It also considered the Cambridgeshire Pension Data Improvement Policy, the Cambridgeshire Pension Fund – 2020-21 Communications Strategy, Funding Strategy Statement Update, Administration Performance Report, Pension Fund Annual Business Plan Update Report 2020-21, Governance and Compliance Report, Risk Register, Age Discrimination Remedy in the LGPS (McCloud) and Cost Cap Mechanism update, Pension Fund Annual Report, Statement of Accounts 2019-20, and ACCESS Asset Pooling Update.

Board Meeting – 22nd February 2021

The Board was delighted to note the reappointment of Councillor Payne as employer representative and paid tribute to his contribution to the Board so far.

In addition, Members received reports on the Pension Fund Annual Business Plan, Administration Performance, Governance and Compliance, Risk Monitoring, Administration Strategy Review, and Asset Pooling Update.

Board Meeting – 23rd April 2021

Members considered reports at this meeting on Administration Performance, Risk Monitoring, Pension Fund Annual Business Plan Update 2020/21, Pension Fund Annual Business Plan and Medium-Term Strategy 2021/22 to 2023/24, Effectiveness Review, Governance and Compliance, and Asset Pooling Update.

Work Programme 2021-22

The Cambridgeshire Local Pension Board maintains a work programme (agenda plan) which is considered at every meeting. The Work Programme for 2021-22 is as set out below:

2 July 2021

- Administration Performance Report
- Risk Monitoring Report
- Draft Cyber Strategy

5 November 2021

- Administration Report
- Business Plan Update
- Governance and Compliance Report
- Risk Monitoring
- Training Strategy
- ACCESS Update
- Data & Asset Mapping review
- Admission Bodies, Scheme Employers and Bulk Transfer Policy

28 January 2022

- Administration Report
- Business Plan Update
- Governance and Compliance Report
- Risk Monitoring
- Cambridgeshire Pension Fund Engagement
- Business Continuity Plan
- Responsible Investment Policy
- Anti-Fraud and Corruption Policy

29 April 2022

- Administration Report
- Business Plan Update
- Governance and Compliance Report
- Risk Monitoring
- Code of Practice Action Plan
- Effectiveness Review of the Pension Fund Board
- Risk Strategy

The Pension Fund Board supports the Pension Fund Committee in meeting its statutory obligations. The agenda plan for the year ensures a balance of pre and post scrutiny review on policies and strategies as well as information papers for comment and

consideration. The work of the Board is delivered to the Committee to support their decision-making processes.

Key Officers supporting the Local Pension Board

Head of Pensions

Mark Whitby

Mark.Whitby@westnorthants.gov.uk

Governance & Regulations Manager

Joanne Kent

Joanne.Kent@westnorthants.gov.uk

Governance Officer

Michelle Oakensen

Michelle.Oakensen@westnorthants.gov.uk

Democratic Services Deputy Manager

Daniel Snowdon

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Democratic Services Assistant

Rhiannon Leighton

rhiannon.leighton@cambridgeshire.gov.uk



Cambridgeshire & Peterborough Combined Authority

Reports from Constituent Council Representatives on the Combined Authority

Audit and Governance Committee
30 July and 24 September 2021
Councillor Graham Wilson

Overview and Scrutiny Committee
26 July, 23 August, and 27 September 2021
Councillor Mark Goldsack
Councillor Edna Murphy

Combined Authority Board
28 July, 25 August, and 29 September 2021
Councillor Lucy Nethsingha

The above meetings have taken place in July, August and September 2021.

Audit and Governance Committee – 30th July and 24 September 2021

The Audit and Governance Committee met on 30th July and the 24th September 2021; the decision summaries are attached as Appendices 1 and 2.

Overview and Scrutiny Committee – 26th July, 23rd August, and 27th September 2021

The Overview and Scrutiny Committee met on 26th July, 23rd August, and 27th September 2021; the decision summaries are attached as Appendices 3, 4, and 5.

Combined Authority Board – 28th July, 25th August, and 29th September 2021

The Combined Authority Board met on 28th July, 25th August, and 29th September 2021; the decision summaries are attached as Appendices 6, 7, and 8.

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: 30th July 2021

Agenda/Minutes: [Audit and Governance Committee – 30th July 2021](#)

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 | <p>No apologies received.</p> <p>There were no declarations of interest.</p> |
| 2. | Chair's Announcements | <p>The Chair made the following announcements:</p> <ol style="list-style-type: none"> 1) The attendance of the Business Board Chair scheduled for this meeting had been deferred due to the outcome at the CA Board when the proposal had been discussed and had failed at the vote due to the Mayor not supporting the proposal. The Chair advised that a meeting between himself and the Business Board Chair was being arranged to discuss how to take this forward. 2) The Chair requested that all members of the committee submit their Register of Interest forms to officers as soon as possible as some were still outstanding. 3) The Chair requested that members of the Committee complete and send to the Scrutiny Officer the Members Skill Set form to help inform future development sessions. |

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| | | <p>4) The Chair informed the Committee that the Combined Authority had been approached by members of the CA Board to consider the processes used in the closure of the Combined Authority trading company One CAM. Officers were going to look into this and report back. The scope would need to be provided to the Committee for them to consider.</p> <p>This issue had highlighted that there was currently no route for how members could refer matters to the Audit and Governance Committee, and this would be discussed in the work programming paper later in the meeting.</p> |
| 3. | Minutes of the Previous Meeting and Action Notes | <p>The minutes from the meeting held on the 25th June 2021 were agreed as a correct record subject to the following amendment:</p> <p>Under item 5 – Cllr Sargeant raised a point that the review of the CA governance arrangements and the Housing Programme in regards to the MHCLG should be looked into.</p> <p>The Actions from the previous meeting were noted.</p> |
| 4. | Combined Authority Update | <p>The Committee received the update from the Interim Chief Executive Officer which provided an update on the activities of the CA Board.</p> |
| 5. | Work Programming | <p>The Committee received the report which requested that the committee discuss the suggested ways of developing their work programme.</p> <p>The Committee RESOLVED:</p> <p>a) that officers should take forward the proposals in the report and provide an updated work programme and terms of reference for the committee to agree at their next meeting.</p> |

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| | | <p>b) to invite the Chief Legal Officer/Monitoring Officer to develop proposals for a formal process of referral to the Audit and Governance Committee by other committees or the Combined Authority Board.</p> <p>c) that Members from constituent councils should be able to submit referrals to the committee</p> <p>d) to note the current work programme for the Audit and Governance Committee for the 2021/22 municipal year attached at Appendix 3</p> |
| 6. | Internal Audit – Progress Report | Item was deferred to September meeting due to Internal Auditor inability to attend due to loss of internet connection at the meeting venue. |
| 7. | Internal Audit – Annual Report | Item was deferred to September meeting due to Internal Auditor inability to attend due to loss of internet connection at the meeting venue. |
| 8. | External Audit – Results | <p>The Committee received the report from the External Auditors which requested that they approve the Management Representation Letter 2021 and note the External Auditors report.</p> <p>The Committee RESOLVED to approve the Management Representation Letter 2020/21 and note the External Auditors report 2020/21.</p> |
| 9. | Statement of Accounts and Annual Governance Statement | <p>The Committee received the report which requested that they approve the Statement of Accounts for 2020/21 and approve the Annual Governance Statement 2020/2021.</p> <p>The Chief Finance Officer advised that due to the delay with the information from the pension provider mentioned in the previous item that the committee could approve the accounts and annual governance statement in principle and delegate to the Chair to sign them off once the External Auditor had completed their audit.</p> |

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| | | <p>A member raised a query around the level of detail in the report and was advised that much of the detail was included within the exempt information which would be discussed later in the meeting.</p> <p>The Committee agreed in principle to approve the accounts and delegated to Sec 73 Officer and Chair to approve unless any substantial changes were made.</p> <p>The Committee agreed to approve the Annual Governance Statement subject to the discussions due to be held under item 6 and 7 from the Internal Auditors. As there were items of relevance to the Annual Governance Statement within the Internal Audit reports which had been deferred, the Committee were unable to review these points.</p> <p>The Chair called for a vote to delegate to the Section 73 Officer and the Chair to approve the Annual Governance Statement as it stood noting that the officers had responded to changes requested at their previous meeting.</p> <p>The vote fell with 2 votes in favour and 3 against.</p> <p>The Committee RESOLVED not to approve the Annual Governance Statement but defer this until the September meeting. As a result, the Statement of Accounts were not signed off and would need to be reviewed by an alternative auditor before the September meeting.</p> |
| 10. | Corporate Risk Register | <p>The Committee received and noted the report which requested that the committee note and review the Combined Authority's Corporate Risk Register and recommend any proposed changes to the Corporate Risk Register to be reported to the next Combined Authority Board meeting for approval.</p> |

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| | | <p>The Committee Agreed that the residual risk for Climate Change should be considered by the CA Board at their next meeting to determine whether the significance of the risk had been properly calibrated.</p> <p>The Committee noted the Corporate Risk Register.</p> |
| 11. | Appointment of Independent Persons for Member Conduct | <p>The Committee received the report from the Monitoring Officer which asked members to note the appointment process and role description to recruit two Independent Persons and request that the Chief Legal Officer/Monitoring Officer undertake the work necessary to recruit the Independent Persons.</p> <p>The Committee RESOLVED to:</p> <ul style="list-style-type: none"> a) note the appointment process and requested that the role description to recruit two Independent Persons be brought back to the next meeting for the committee to review. b) Ask the Chief Legal Officer/Monitoring Officer to undertake the work necessary to recruit the Independent Persons |
| 12. | Date of next meeting | <p>The next meeting would be held on the 24th September 2021</p> <p>Venue TBC</p> |

Audit and Governance Committee Decision Summary

Meeting: 24th September 2021

Agenda/Minutes: [Audit and Governance Committee – 24th September 2021](#)

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 | <p>No apologies received.</p> <p>There were no declarations of interest.</p> |
| 2 | Chair's Announcements | <p>The Chair made the following announcements:</p> <p>1) Annual Accounts and AGS</p> <p>We were expecting to bring the final version of the 2020/21 financial statements and Annual Governance Statement to this Committee meeting for final approval, along with the external auditors' Audit Results Report. Members will recall from the last meeting that we were waiting to receive the actuary's IAS19 report on the final pension balances to complete the final version of the accounts and for EY to complete their audit.</p> <p>We have recently been informed by EY that as a result of "commentary by regulatory bodies" to other audit firms, EY needed to update their procedures around verification of data. Mark Hodgson, the EY partner responsible for the CPCA audit advised us that due to their requirement</p> |

| Item | Topic | Decision <i>[None of the decisions below are key decisions]</i> |
|------|---|--|
| | | <p>for additional audit evidence, they could not provide assurance that they would be able to issue and sign the audit opinion by the date of this Committee meeting.</p> <p>Given the uncertainty of the audit position, I have taken the decision to withdraw the financial statements and external audit papers from the agenda, and to reschedule them for the November meeting.</p> <p>The auditors also have a requirement to review the Annual Governance Statement for completeness, compliance and consistency with the financial statements, so the final approval of the Annual Governance Statement will also be deferred until the November Committee meeting.</p> <p>2) Informal Session to review the Constitution prior to the Committee's next meeting to be scheduled.</p> |
| 3 | Minutes of the Previous Meeting and Action Notes | <p>The minutes from the meeting held on the 30th July 2021 were agreed as a correct record.</p> <p>The Actions from the previous meeting were noted.</p> |
| 4 | Combined Authority Update | <p>The Chair advised that the Chief Executive was unable to attend the meeting but had advised the Chair that there was nothing to report in addition to the information contained within the reports going to the Combined Authority Board on the 29th September 2021.</p> |
| 5 | Internal Audit Progress & Annual Report | <p>The Committee:</p> <p>a) Received and noted the annual internal audit report for 2020/21 as provided by the Combined Authority's internal auditors, RSM Risk</p> |

| Item | Topic | Decision <i>[None of the decisions below are key decisions]</i> |
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| | | <p>Assurance Services LLP (RSM).</p> <p>b) Received and noted the internal audit progress report for 2021/22 as provided by RSM</p> <p>c) The Committee requested that feedback on how the Internal Auditors could become involved in the development of policies and project management at the CPCA be provided within the next Internal Audit update.</p> |
| 6 | Combined Authority Trading Companies | <p>The Committee received the report from the Monitoring Officer which provided the Committee with a 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>The Committee RESOLVED not to accept the terms of reference of the Committee in relation to the Combined Authority trading companies as they had been presented but to request that:</p> <ol style="list-style-type: none"> 1) Officers consider the wording of the Terms of reference to reflect the position and role of the committee at the CPCA in relation to the trading companies. 2) Officers reach out to other combined authorities and councils to seek others experiences of how A&G Committee were managing this area and report back any findings to the committee. 3) That Internal Audit be approached to discuss their involvement with the trading companies and to provide an insight into where this should begin. |

| Item | Topic | Decision <i>[None of the decisions below are key decisions]</i> |
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| | | 4) An update on these above actions should be provided at the next meeting. |
| 7 | One CAM Referral | <p>The Committee received the report which provided the Committee with a potential scope for an internal audit review of a Mayoral decision.</p> <p>The Committee requested that scope be amended to:</p> <ul style="list-style-type: none"> a) remove the third bullet point stating: ‘is there any spend/spending commitment from the Combined Authority itself on the CAM programme or has it all been directed through One CAM Ltd’ be removed from the scope as it was not relevant. b) amend the outside of scope to reflect that it was the nature of the decisions made by the CA Board and Executives of One CAM that would be outside of the scope. <p>The Committee AGREED subject to the above amendments to approve the scope for an internal audit review of a Mayoral decision.</p> |
| 8 | Business Board – Format of Meetings | <p>Following a vote with 6 votes FOR and 1 AGAINST the Committee AGREED to:</p> <ul style="list-style-type: none"> a) Note that the Business Board were asked to reconsider the recommendation from the Audit and Governance Committee, ‘that there should be a presumption that meetings of the Business Board are carried out in public (unless otherwise determined by the Chair)’. b) Note that the Business Board agreed the proposed change in meetings format on 14th September 2021. |

| Item | Topic | Decision <i>[None of the decisions below are key decisions]</i> |
|------|--|---|
| | | c) Recommend the Combined Authority approve the proposed format change for future Business Board meetings. |
| 9 | Work Programme and Updated Terms of Reference | <p>The Committee received the report which provided the Committee with the draft work programme for Audit and Governance Committee to note and requested that the Committee consider and review the updated terms of reference at Appendix 1, which deals with the referral of matters to the Committee to consider under their work programme.</p> <p>The Committee AGREED:</p> <ul style="list-style-type: none"> a) the updated terms of reference for the committee. b) to note the current work programme for the committee. c) to hold an informal session to receive a Horizon Scanning update from Directors. d) to hold an informal session the week commencing the 25th October to consider the constitution review. |
| 10 | Corporate Risk Register | <p>The Committee received the report which provided an update on the Corporate Risk Register.</p> <p>The Committee requested that the CA Board consider whether they were satisfied that officers had considered the effect of increasing energy prices and the impact on supply chains when factoring the scores for the risks.</p> <p>The Committee noted the Corporate Risk Register.</p> |

| Item | Topic | Decision <i>[None of the decisions below are key decisions]</i> |
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| 11 | Information Governance Update | <p>The Committee received the report which updated the Audit and Governance Committee on the current position with regards to the GDPR Policy and Information Governance Policy as recommend by the Information Governance Report prepared in October 2020 and put before the Audit and Governance Committee on the 5 March 2021 and provided data related to the number of corporate complaints and Freedom of Information requests for the period of 1 June 2021 to 31 August 2021.</p> <p>The Committee AGREED to:</p> <ul style="list-style-type: none"> a) Note the Information Governance Update b) Note the data on corporate complaints and freedom of information requests for June 2021 to August 2021 c) Note the new GDPR Policies for the Combined Authority set out at Appendix 1 to 7. d) Recommend to the Combined Authority board that it approves and adopt the GDPR policies e) Recommend the Combined Authority delegated authority to the Monitoring Officer to make consequential amendments to those Policies as required. |
| 12 | Date of next meeting | <p>The next meeting would be held on the 26th November 2021</p> <p>Venue: New Shire Hall Alconbury</p> |

Overview and Scrutiny Committee Decision Summary

Meeting: 26 July 2021

Agenda/Minutes: [Overview and Scrutiny Committee – 26 July 2021](#)

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 | Apologies received from Cllr J. Rippeth substituted by Cllr P. Fane |
| 2. | Declarations of Interest | There were no declarations of interest. |
| 3. | Minutes of the Previous Meeting | The minutes of the last meeting were agreed as an accurate record. A matter arising from the minutes was raised with regard to the coin-toss to elect the Chair of the Committee. The coin-toss is lawful and proportionate but there would be liaison with legal opinion to understand whether there are any steps that need to be taken to report to the Committee. |
| 4. | Public Questions | There were no public questions received. |
| 5. | Centre for Governance and Scrutiny Update | Interim arrangements for lead members were AGREED. The following members of the Committee were appointed to the following lead member roles unanimously, on an interim basis, pending the full implementation of the new O&S arrangements and governance review: <ul style="list-style-type: none"> • Transport: Cllr Dave Baigent |

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| | | <ul style="list-style-type: none"> • Skills: Cllr Andy Coles and Cllr Alex Miscandlon • Housing: Cllr Aidan Van de Weyer • Climate Change and Environment: Cllr Michael Atkins • Business Board: Cllr Dog Dew • CAM Task and Finish Group: Cllr Mike Davey • Bus Review Task and Finish Group: Cllr Anne Hay <p>The arrangements will be formalised, and rapporteurs appointed at the October meeting of the Committee.</p> |
| 6. | Combined Authority Board Agenda | <p>There were no questions for the Combined Authority Board.</p> <p>The Committee AGREED that the Chair and Vice-Chair, when meeting the Mayor, should raise the 71 commitments agreed with the government in the devolution deal to gain a better understanding of them in terms of Mayoral priorities. This would enable the Committee to keep the commitments under review.</p> <p>It was AGREED that the Chair and Vice-Chair receive assurance from the Mayor that there will be engagement with all constituent authorities on the refreshed transport plan.</p> |
| 7. | Combined Authority Forward Plan | <p>The Forward Plan was noted.</p> |
| 8. | Date and Time of Next Meeting | <p>The next meeting would be held on the 27 September 2021 at 11.00 am.</p> |

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| | | This was subsequently superseded by a meeting on Monday, 23 August at 11.00 a.m. |
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Overview and Scrutiny Committee Decision Summary

Meeting: 23 August 2021

Agenda/Minutes: [Overview and Scrutiny Committee – 23 August 2021](#)

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 | Apologies received from Cllr J. Rippeth substituted by Cllr P. Fane Apologies received from Cllr M. Atkins, no substitution. |
| 2. | Declarations of Interest | There were no declarations of interest. |
| 3. | Minutes of the Previous Meeting | The minutes of the last meeting were agreed as an accurate record. |
| 4. | Public Questions | There were no public questions received. |
| 5. | Overview and Scrutiny Committee Arrangements | The Committee noted the update. The Committee agreed to hold an informal workshop on the role of scrutiny with regard to trading companies. |
| 6. | Overview and Scrutiny Work Programme | Whilst some indication of the Mayor's emerging priorities was welcomed the discussion around the report provided, and the work programme and prioritisation led to the following points being raised: |

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| | | <ul style="list-style-type: none"> • More clarity is required around the Mayor's emerging priorities, as well as some further information around each shared with the Chair and Vice-Chair • Further information on the Local Transport Plan would be welcomed as a report is being taken to the September Combined Authority Board • The delivery methods for each of the priorities needs to be known • The Committee would wish to know the metrics for measuring compassion <p>It was suggested the Mayor be approached to provide the Committee with an explanatory paragraph on each of the four themes he had highlighted, and the Chair agreed to contact the Mayor's office to request this. The first Mayoral Question Time scheduled for November 2021 might be an opportune time to raise the Public Service Reform Commission it was agreed.</p> <p>It was agreed that whilst more information on the Mayor's priorities is awaited the Committee should move forward with its own agenda setting. Therefore, the following items were proposed for future Committee meetings:</p> <ul style="list-style-type: none"> • Affordable housing • The active travel agenda • The devolution deal • The CAM (particularly in relation to the financial implications of the cessation of the programme) |
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| | | <ul style="list-style-type: none"> • E-scooters • The Climate change contribution of the Combined Authority <p>It was agreed that the theme for the Committee meeting in September 2021 be transport. As Chair of the Transport & Infrastructure Committee the Mayor should be invited to attend the meeting, in that capacity, to answer questions. The key areas the Committee agreed should be considered to enable it to reflect on what it should focus on moving forward are:</p> <ul style="list-style-type: none"> • Active travel • The Local Transport Plan • The key route network • Buses and Railways • E-scooters • Road changes • CAM |
| 7. | Mayor's Question Time – Format Proposal | <p>Members raised the following points:</p> <ul style="list-style-type: none"> • The proposed format does not give enough time for open dialogue as it only allows one follow-up question per pre-planned question. The committee raised a concern as to whether this would prevent further dialogue within the session |

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| | | <ul style="list-style-type: none"> • The proposed frequency of the Mayoral Question Time in Overview and Scrutiny meetings is currently once a year, the members find that this is not enough and would recommend meeting four times a year as per the expectation of the previous Mayor • There would be benefits to having structure to the question time, focused themes for each of the four sessions would be an efficient way of adding structure • Recommendation that there would be a further explanation of the role of Overview and Scrutiny, and the differences between an Overview and Scrutiny Mayoral Question Time and one held outside of committee meetings <p>Members agreed to recommend a non-time limited quarterly meeting, allowing further follow up questions to create more of an open discussion, and a possible theme of each Question Time session</p> |
| 8. | Combined Authority Board Agenda | <p>It was agreed to put a general question to the Combined Authority Board, thus:</p> <p>The Committee is concerned that three of the four substantive items on the agenda for the Board have been placed on the agenda by way of general exception notice. What plans does the CA have to ensure that adequate notice is given for significant decisions in future?</p> <p>It was agreed that the Committee put the following questions to the Combined Authority Board in relation to agenda item 2.4:</p> <ol style="list-style-type: none"> 1) Does the Combined Authority have an accommodation strategy; and if not, why not and what plans are there to develop one? If it does have an accommodation strategy how does the suggestion of |

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| | | <p>purchasing a freehold for a premises at Alconbury align with this strategy?</p> <p>2) The Combined Authority surrendered the lease on the previous accommodation at Alconbury due to public transport access. Therefore, what has happened in the interim to change that view?</p> <p>3) What analysis has been done to suggest Alconbury is a suitable venue for the Combined Authority?</p> <p>4) What are the overall costs for surrendering the lease of the previous premises at Alconbury?</p> |
| 9. | Combined Authority Forward Plan | The Forward Plan was noted. |
| 10. | Date and Time of Next Meeting | The next meeting would be held on the 27 September 2021. |

Overview and Scrutiny Committee Decision Summary

Meeting: 27 September 2021

Agenda/Minutes: [Overview and Scrutiny Committee – 27 September 2021](#)

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 | Apologies received from Cllr S. Nawaz substituted by Cllr D. Jones |
| 2. | Declarations of Interest | There were no declarations of interest. |
| 3. | Minutes of the Previous Meeting | The minutes of the last meeting were agreed as an accurate record. |
| 4. | Public Questions | There were no public questions received. |
| 5. | Transport Update | This item was deferred to the October meeting of the Committee. |
| 6. | Overview and Scrutiny Work Programme | <p>The scoping document presented to the Committee was agreed, in principle, noting it is an iterative document.</p> <p>The Committee agreed a review of the Combined Authority accommodation strategy be undertaken in response to an invite from the Combined Authority Board.</p> <p>The Committee agreed, following the deferral of the Transport Update, that any further questions be forwarded to Cllr's Baigent, Davey and Hay for collation prior to the October meeting.</p> |

| Item | Topic | Decision <i>[None of the decisions below are key decisions]</i> |
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| | | <p>Future potential items to add to the work programme were agreed as:</p> <ul style="list-style-type: none"> • Climate change • Skills including the University of Peterborough, apprenticeships and iMET • Finance items including underspend on skills training resulting from Covid-19 and other activities not delivered • The annual budget |
| 7. | Overview & Scrutiny Committee Arrangements - Update | <p>The Committee noted the Action Log; and agreed the Scrutiny Protocol and Rapporteur role description unanimously with a single abstention in all cases. The Mayor's Question Time format proposal was agreed by a majority. Members raised the following points on the Mayor's Question Time format:</p> <ul style="list-style-type: none"> • There will need to be technical solutions in place for the public • The venue for the MQT involving the public will need to have a sufficient capacity • The proposal needs to clarify that it is one supplementary question per question <u>not</u> per meeting • The format should be reviewed at the end of the municipal year <p>Members raised the following points on the Scrutiny Protocol:</p> |

| Item | Topic | Decision <i>[None of the decisions below are key decisions]</i> |
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| | | <ul style="list-style-type: none"> The protocol should be amended to state scrutiny should be non-partisan <u>not</u> non-political <p>Members raised the following points on the Rapporteur role description:</p> <ul style="list-style-type: none"> Finance topics are generally cross-cutting and are ideal for the Rapporteur role There will need to be an element of officer support for the role |
| 8. | Combined Authority Board Agenda | There were no questions from the Committee to the Combined Authority Board. |
| 9. | Combined Authority Forward Plan | The Forward Plan was noted, and Members will report back to the Committee on a variety of issues. |
| 10. | Date and Time of Next Meeting | The next meeting would be held on the 25 October 2021 at Fenland Hall, March. |

Combined Authority Board Decision Summary

Agenda/Minutes: [Combined Authority Board 28 July 2021](#)

Meeting: Wednesday 28 July 2021

Part 1 - Governance Items

1.1 Announcements, Apologies for Absence and Declarations of Interest

Apologies for absence were received from Councillor L Nethsingha (substituted by Councillor E Meschini) Councillor B Smith (substituted by Councillor N Gough) and Councillor E Murphy.

Mr Adams made a declaration of interest in relation to Item 4.4: Business Board Expenses and Allowances Scheme in relation to his role as Chair of the Business Board. Mr Adams left the meeting for the duration of this item and the vote.

1.2 Minutes of the Combined Authority Board meeting on 30 June 2021

The minutes of the meeting on 30 June 2021 were approved as an accurate record and signed by the Mayor.

1.3 Petitions

No petitions were received.

1.4 Public Questions

No public questions were received.

1.5 Forward Plan

The Combined Authority Forward Plan was noted.

1.6 Lead Member Responsibilities

It was resolved to:

- a) Note and agree the responsibilities for the Environment and Climate Change lead member portfolio, subject to the adding the following wording:
 - i. To act as Lead and champion in the cause of:
- b) Note and agree the responsibilities for the Public Health lead member portfolio, subject to the adding the following wording:
 - ii. To act as Lead and champion in the cause of:
 - iii. To promote reductions in health inequalities across the Combined Authority area.
- c) Note and agree the Mayor's nominations to the new lead member portfolios:
 - i. Councillor Chris Boden: Lead Member for Public Health
 - ii. Councillor Bridget Smith: Lead Member for the Environment and Climate Change

1.7 Appointment process for two Independent Persons

It was resolved to:

Agree the appointment process and role description to recruit two Independent Persons, subject to the following amendment being made:

The Independent Person will not be:

~~An active~~ A member of a political party.

1.8 Appointment of Independent Remuneration Panel to review the Members Allowance Scheme

The report was withdrawn.

1.9 Performance Report and Devolution Deal Update

It was resolved to:

- a) Note the latest Performance Dashboard
- b) Note the update against Devolution Deal Commitments

Part 2 - Finance

2.1 Budget Monitor Report: July 2021

It was resolved to:

- a) Note the financial position of the Combined Authority for the year to date.
- b) Approve the recommendation from the Business Board to amend the budgets for the Local Growth Fund (LGF) management costs for 2021-22 and 2022-23.

Part 3 – Combined Authority Decisions

3.1 Future Transport Strategy and One CAM Limited

It was resolved to:

- a) Note the decision of the Chief Executive to stop task orders in relation to the delivery of the work of One CAM Limited.
- b) Note the recommendation of the Board of One CAM Limited that the work of the company be suspended until a comprehensive review of the One CAM programme and the Local Transport Plan be completed and authorise a material reduction in the activity of One CAM Limited pending a final decision in relation to the CAM Programme.
- c) Request that the Chief Executive and the Director of Delivery and Strategy bring a report to the September meeting of the Combined Authority Board recommending future steps in relation to the One CAM project and the further use or permanent closure of One CAM Limited
- d) Request that the Chief Executive and the Director of Delivery and Strategy bring a further update on revisions to the Local Transport Plan to the Board in September along with the outcome of a review on the use of consultants in the delivery of this work.

3.2 Zero Emission Bus Regional Areas (ZEBRA) Phase 2

It was resolved to:

- a) Note the contents of this paper.
- b) Delegate authority for the Director of Delivery and Strategy, in consultation with the Chair of the Transport Committee, to prepare, submit and publish a business case to the Department for Transport (DfT) for the ZEBRA Phase 2 application for alternative fuel buses and necessary infrastructure.

3.3 Phase 3 University of Peterborough – Masterplan and Short-Term Financing

It was resolved to:

- a) Approve a £100,000 grant to Peterborough City Council (PCC), to contribute to the £300,000 Master Planning works,
- b) Give consent as the majority shareholder in the Peterborough HE Property Company Limited (Prop Co 1) to allow Prop Co 1 to consider and approve a short term cashflow financing proposal for Phase 3 of the University of Peterborough (UoP).

3.4 Market Towns Programme - Approval of Change Requests for Huntingdonshire and East Cambridgeshire to extend funding expenditure timelines

It was resolved to:

- a) approve the request received from Huntingdonshire District Council to extend the funding timeline on their Market Towns budget allocation of £3,100,000 to March 2024 as match investment to the St Neots Future High Street Fund Scheme.
- b) approve the request received from Huntingdonshire District Council to extend the funding timeline and spend profile on their remaining budget allocation of £609,655 to March 2023 for St Neots Masterplan (Phase 1).
- c) approve the request received from East Cambridgeshire District Council to extend the funding timeline on their remaining Market Towns budget allocation of £2,144,000 to March 2023 for the towns of Ely, Soham and Littleport.

3.5 March – Future High Streets Funding Bid: Additional Combined Authority Match Funding

It was resolved to:

- a) Consider the four options identified from the independent appraisal report in response to Fenland District Council's application for an additional £1.1m of Combined Authority funding towards the March Future High Streets Fund Programme under Market Towns Programme.

- b) Approve the additional £1,100,000 requested by Fenland District Council (Option 1), subject to the business case being received by the Board.

3.6 Digital Skills Bootcamps

It was resolved to:

- a) Approve the contract for Skills Bootcamps, Wave 2 Lot 1 and associated funding for the delivery of Digital Bootcamps in the East of England. The contract value is £1,826,250 with delivery of the Bootcamps to be complete by 31st March 2022.
- b) Delegate to the Director of Business & Skills, in consultation with the Chief Finance Officer, authority to award and enter into contracts with consortia partners.

3.7 Angle Holdings - Directorship

It was resolved to:

- a) Approve the removal of Mr James Palmer as a director of Angle Holdings Limited;
- b) Approve the appointment of Mayor Dr Nik Johnson as a director of Angle Holdings Limited;
- c) Note that Angle Holdings Limited will complete the appointment, and relevant regulatory filings.

3.8 Investment Fund Gateway Review

It was resolved to:

Note Ministers' decision that the Combined Authority Investment Fund has passed its first Gateway Review, and the consequent confirmation of the next tranche of £100 million Gainshare funding.

3.9 Active Travel Management

It was resolved to:

- a) Agree the approach to submitting active travel funding proposals to the government set out in this paper.

By recommendation to the Combined Authority

Part 4 – Business Board recommendations to the Combined Authority Board

4.1 Strategic Funding Management Review July 2021

It was resolved to:

- a) Reject the Project Change Request for the Wisbech Access Strategy Project.
- b) To note that officers will work with Wisbech Access Strategy Project lead to explore all implications and consequences of next steps for the project and report to next Combined Authority Board meeting.
- c) Note the other programme updates contained in the report to the Business Board on 14 July 2021.
- d) Support, in principle, the use of £1.88m of existing medium term financial plan (MTFP) budget to complete design work and land acquisitions for the three remaining schemes within the Wisbech Access Strategy project, subject to the business case being received by the Board.

4.2 Business Board Annual Report and Delivery Plan

It was resolved to:

- a) approve the Business Board's Annual Report (2020-21) and Annual Delivery Plan (2021-22), and approve submission of both documents to the Department for Business, Energy & Industrial Strategy (BEIS);
- b) approve a new budget of £15k to implement design work to develop and produce a publishable version of the Annual Report and Delivery Plan, and digital platform, to better communicate and showcase achievements of the Business Board, to be funded from Enterprise Zones Reserve Fund.

4.3 Business Board Performance Assessment Framework and Recruitment Process

It was resolved to:

Approve the use of the Enterprise Zones Reserve Fund to fund the evaluation of the Business Board and individual private sector members, to a maximum budget cap of £35k (plus VAT).

4.4 Business Expenses and Allowances Scheme

It was resolved to:

Approve an amendment to be made to the Business Board Expenses and Allowances Scheme to include the option for members to forgo remuneration payments.

4.5 High Performance Computing Study and Roadmap

It was resolved to:

Approve £46,000 Enterprise Zone Reserve funding to commission the development of a feasibility study for the High-Performance Computing and Artificial Intelligence capability to support the Digital cluster development across the Greater Cambridge and wider Combined Authority area.

Combined Authority Board Decision Summary

Agenda/Minutes: [Combined Authority Board 25 August 2021](#)

Meeting: Wednesday 25 August 2021

Part 1 - Governance Items

1.1 Announcements, Apologies for Absence and Declarations of Interest

Apologies were received from Mr A Adams, substituted by Professor A Neely; Councillor R Fuller, substituted by Councillor J Neish; Councillor L Herbert, substituted by Councillor M Smart; and Councillor E Murphy.

There were no declarations of interest.

1.2 Minutes of the Combined Authority Board meeting on 28 July 2021

The minutes of the meeting on 28 July 2021 were approved as an accurate record, subject to a spelling correction, and signed by the Mayor.

1.3 Petitions

No petitions were received.

1.4 Public Questions

Three public questions were received from Rod Hart, on behalf of the Cambridgeshire and Peterborough Climate Action Coalition; Dorothy Ball, a local resident; and Antony Carpen, a local resident. Copies of the questions and the responses (once published) can be viewed on the [25 August 2021 Combined Authority Board meeting web page](#).

1.5 Annotated Forward Plan – August 2021

It was resolved to approve the Forward Plan.

Part 2 – Finance

2.1 Wisbech Access Strategy (Phase 1)

It was resolved to:

- a) Approve £1.88m from the subject to approval funding within the Medium-Term Financial Plan enabling Cambridgeshire County Council to complete the purchasing of land, detailed design, and the Full Business Case for the project.
- b) Authorise the Director of Delivery and Strategy to conclude a revised Grant Funding Agreement with Cambridgeshire County Council on terms approved by Chief Legal Officer/ Monitoring Officer.

2.2 Peterborough Station Quarter

It was resolved to:

- a) Recommend to the CPCA Board drawdown of £350,000 from the Transport Response Fund for the development of a Strategic Outline Business Case

- b) Note the programme to progress the development of the Strategic Outline Business Case.

2.3 March – Future High Streets Funding Bid: Business Case for Additional Combined Authority Match Funding

It was resolved to:

- a) Accept the Business Case for the March Town Regeneration Future High Streets Fund Scheme
- b) Approve the drawdown of the £1.1m of 'Subject to Approval' Combined Authority funding for the March Future Highstreet Fund.
- c) Authorise the Chief Legal Officer and Monitoring Officer to complete the funding agreement with the grant recipient.

2.4 iMET Opportunity and Combined Authority Accommodation needs

It was resolved to:

Carry out a search exercise within the estate of the constituent councils and other public sector bodies in the area of the Combined Authority for other potential opportunities to secure office space to meet CPCA's future office needs. Output to be reported back to the Board with options for consideration.

Combined Authority Board Decision Summary

Agenda/Minutes: [Combined Authority Board 29 September 2021](#)

Meeting: Wednesday 29 September 2021

Part 1 - Governance Items

1.1 Announcements, Apologies and Declarations of Interest

Apologies were received from Councillor Edna Murphy.

Declarations of interest were made by Councillors Bailey and Herbert in relation to Item 3.1 and 5.1, in that Councillor Bailey was a trustee of East Cambridgeshire Community Land Trust, and Councillor Herbert's partner was a Director of Cross Keys Homes Limited.

1.2 Minutes of the Combined Authority Board meeting on 25th August 2021

The minutes of the meeting on 25th August 2021 were approved as an accurate record and signed by the Mayor.

1.3 Petitions

No petitions were received.

1.4 Public Questions

No public questions were received.

1.5 Annotated Forward Plan – 19 September 2021

It was resolved to approve the Forward Plan.

1.6 Combined Authority Board and Committee Appointments September 2021

It was resolved to:

- a) Note the appointment by South Cambridgeshire District Council of Councillor John Williams as its substitute member on the Combined Authority Board for the remainder of the municipal year 2021/2022.
- b) Note the appointment by Cambridge City Council of Councillor Simon Smith as its substitute member on the Overview and Scrutiny Committee for the remainder of the municipal year 2021/2022.
- c) Note the appointment by Cambridgeshire County Council of Councillor Michael Atkins as one of its members on the Overview and Scrutiny Committee for the remainder of the municipal year 2021/2022.
- d) Ratify the appointment by Cambridgeshire County Council of Councillor Lucy Nethsingha as its substitute member on the Housing Committee for the remainder of the municipal year 2021/2022.

1.7 Appointment of Independent Remuneration Panel to review Members' Allowance Scheme

It was resolved to:

- a) Agree that ~~the an~~ Independent Remuneration Panel of **Cambridgeshire County Council and Peterborough City Council** ~~made up of the Chairs of the Independent Remuneration Panels of the Constituent Councils be~~ **approached** ~~constituted~~ to review the Members' Allowance Scheme for the Combined Authority in relation to the Mayor's allowance.
- b) ~~Discuss whether officers engage South East Employers or~~ invite an officer from a constituent council to manage the Independent Remuneration Panel.

1.8 Overview and Scrutiny Committee Arrangements - Review of Recommendations from the Centre for Governance and Scrutiny

It was resolved to:

Note the recommendations from the Centre for Governance and Scrutiny and provide any comments or feedback to the Overview and Scrutiny Committee.

Note the importance of Overview and Scrutiny Committee scrutinising Mayoral Decision Notices, as those Notices bypass the normal checks and balances of the Combined Authority.

1.9 Corporate Risk Management Strategy and Risk Register

It was resolved to:

- a) Consider, in the light of a request by the Combined Authority Audit and Governance Committee, whether the significance of the residual risk for Climate Change had been properly calibrated.
- b) Provide any comments arising to the Audit and Governance Committee.

1.10 Business Plan 2021-22 Mid-Year Refresh

It was resolved to:

Approve the 2021/22 Business Plan Mid-Year Refresh.

1.11 Local Assurance Framework Annual Review

It was resolved to:

Approve the revised Assurance Framework.

Part 2 – Finance

2.1 Budget Monitor Update

It was resolved to:

- a) Note the financial position of the Combined Authority for the year to date.
- b) Note the award of an additional £424,116 to the Combined Authority by the Department for Transport
- c) Note the increase in the Growth Hub Funding of £290.5k.
- d) Approve the Recommendation from the Business Board to increase the Growth Hub budget in accordance with the additional funding and for the requirements of the award to be delivered via the Cambridgeshire & Peterborough Business Growth Company (Growth Co.)

Part 3 – Combined Authority Decisions

3.1 Implementation of the revised Affordable Housing Programme

It was resolved to:

Note the outcome of the Ministers decision for the CPCA 2021/22 Affordable Housing Programme and the implications for any CPCA aspiration for an affordable housing programme beyond March 2022.

3.2 Consultancy Cost Review

It was resolved to:

a) Note the contents of this report and appendix.

b) Note that the procurement manager would include the External Consultancy Need Assessment form as part of the procurement process.

3.3 Intra Group agreement between the Combined Authority and Cambridgeshire and Peterborough Business Growth Company Limited (Growth Co)

It was resolved to:

Approve the draft intra group agreement included as Appendix 1.

3.4 March Area Transport Study - September 2021

It was resolved to:

a) Note the progress of the March Area Transport Study;

b) Approve the use of £180,000 from the existing approved budget agreed previously by the Combined Authority Board in August 2020 to be used to commence detailed design for Broad Street.

By recommendation to the Combined Authority Board

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

4.1 Zero Emission Bus Regional Area (Zebra) Phase 2

It was resolved to:

a) Recommend the CA Board approve allocation of £1.963m for the delivery of ZEBRA buses, subject to funds being available following a review of existing Transforming Cities Fund commitments.

- b) Recommend the CA Board delegate authority to the Head of Transport, in consultation of the Mayor, authority to deliver the ZEBRA buses. This is subject to the DfT application being approved.

4.2 Cambridge South Station

It was resolved to:

Approve the retention by Network Rail of the retention of the underspend on the previous planning phase in order to support future work **subject to funds being available following a review of existing Transforming Cities Fund commitments.**

4.3 Transforming Cities Fund

It was resolved to:

Note the contents of the report to the Transport and Infrastructure Committee on 8 September 2021.

4.4 E-Scooter and E-Bike Update

It was resolved to:

- a) Approve the extension of the e-scooter trial from October 2021 to March 2022 to continue our learning.
- b) Approve the expansion of the current E-bike network region wide and to work with officers in constituent authorities and cycle groups to agree the exact location for the installation of the electric bike sites.

Part 5 – Housing and Communities Committee recommendations to the Combined Authority Board

5.1 £100k Homes Policy Closure

It was resolved to:

- a) Approve the cessation of promotion of the £100k Homes policy, and implement its closure.
- b) Communicate with all those who had registered an interest in the £100k Homes scheme and advise of the affordable housing schemes already being supported by the CPCA with contact details.

Part 6 – Skills Committee recommendations to the Combined Authority

6.1 Adult Education Budget Reserve Fund and Innovation Fund for 2021-22

It was resolved to:

- a) Approve funding to be allocated from the Adult Education Budget (AEB) Reserve Fund for the 2021/22 academic year to the thematic programmes as set out below:

| TABLEA: Reserve Fund Thematic Programme | Allocation |
|--|--------------------|
| 1. Commissioning carry-forward for 2022/23 | £ 500,000 |
| 2. Provider Capacity Building | £ 250,000 |
| 3. Strategic Partnership Development | £ 250,000 |
| 4. Reserve for over-delivery of Level 3 Adult Offer | £ 250,000 |
| 5. Unlock with Level 3 Marketing Campaign and Publications | £ 30,000 |
| 6. Contingency (for unforeseen programme expenditure) | £ 220,000 |
| TOTAL | £ 1,500,000 |

- b) Delegate authority to the Director of Business and Skills in consultation with the Chief Finance Officer and Monitoring Officer, to enter into grant funding agreements with providers on behalf of the Combined Authority, for projects under the themes;
- c) Delegate authority to the Director of Business and Skills, in consultation with the Chief Finance Officer and Monitoring Officer to enter into grant funding agreements for the Innovation Fund, with existing AEB providers, as required;

- d) To note the approach to the Innovation Fund for 2021/22.

Part 7 – Business Board recommendations to the Combined Authority

7.1 Format of Business Board Meetings

It was resolved to:

Approve the proposed format change for future Business Board meetings and to ask the Monitoring Officer to make the changes to the constitution described in this report **at paragraph 1.6**.

7.2 iMET Investment Update and Recovery Recommendations

It was resolved to:

- a) Accept the offer of £3.15m from a local private company and delegate authority to the Director of Business and Skills, in consultation with the Section 73 Officer, the Monitoring Officer and the Mayor, to finalise the completion of all legal and financial aspects of the sale.
- b) Release Cambridge Regional College from the original Grant Funding obligations in return for foregoing any income from the sale in favour of the Combined Authority.
- c) Agree that the Combined Authority should enter into a new agreement with Cambridge Regional College in relation to the equipment to continue delivery of learner and apprenticeship outcomes to the relative value of the equipment being retained by them.

CAMBRIDGESHIRE AND PETERBOROUGH FIRE AUTHORITY UPDATE

TO: Cambridgeshire County Council

FROM: Chair, Cambridgeshire and Peterborough Fire Authority

DATE: 9 November 2021

1. FIRE AUTHORITY APPOINTS DIVERSE LEADERSHIP

- 1.1 Following the elections in May 2021, at its first physical meeting since the start of the pandemic, I was both delighted and proud to be elected the first female Chair in the history of Cambridgeshire and Peterborough Fire Authority on 23 June 2021 and for Councillor Mohammed Jamil from Peterborough City Council to be elected as Vice Chair, again making a first for the Authority in terms of ethnic minority representation.
- 1.2 Although he remains on the Authority, I would like to take this opportunity to again express my gratitude to Councillor Kevin Reynolds for his hard work and dedication to the Service, not only during his four year tenure as Chair but over the many years he has been involved with the Service to date. The elections resulted in a number of changes to the Authority membership; we welcome Councillors Cox Condon, Goodliffe, McDonald, Slatter, Taylor and Warren and record our appreciation for the contributions made by Councillors Ashwood, Coles, Giles, Harford, Hunt, Scutt and Shellens.
- 1.3 We all recognise that it is a very challenging time for any public sector organisation as we work to come out of the pandemic. However the Service continues to demonstrate that it is a progressive and inclusive organisation and I confidently look forward to working with the strong leadership team currently in place to continue to provide an excellent, value for money service to the people of Cambridgeshire and Peterborough.

2. HER MAJESTY'S INSPECTORATE OF CONSTABULARY AND FIRE AND RESCUE SERVICES (HMICFRS)

- 2.1 Council may recall from the last report that Cambridgeshire Fire and Rescue Service (CFRS) was being inspected by HMICFRS as part of Tranche 1 of the national fire and rescue service follow up inspection programme. The Service received a hot debrief from the inspection team in April and although the debrief comprised their early findings and does not represent the final outcome (our inspectors hadn't finished trawling through the 1200 plus pieces of evidence presented to them), officers got a sense that they will find that the Service has made good progress since the initial inspection in 2018.
- 2.2 Although nothing of significant or immediate concern was raised during the debrief and whilst we wait for their findings to go through the national moderation

process, be signed off and published (probably at the end of 2021), there were a number of areas that the Service needs to reflect on and where appropriate make changes, to continue the improvement journey over the next few years. I am assured by the Chief Officers Group that they will work with the Authority and everyone at CFRS to ensure the Service continues to be regarded as a progressive and high performing fire and rescue service.

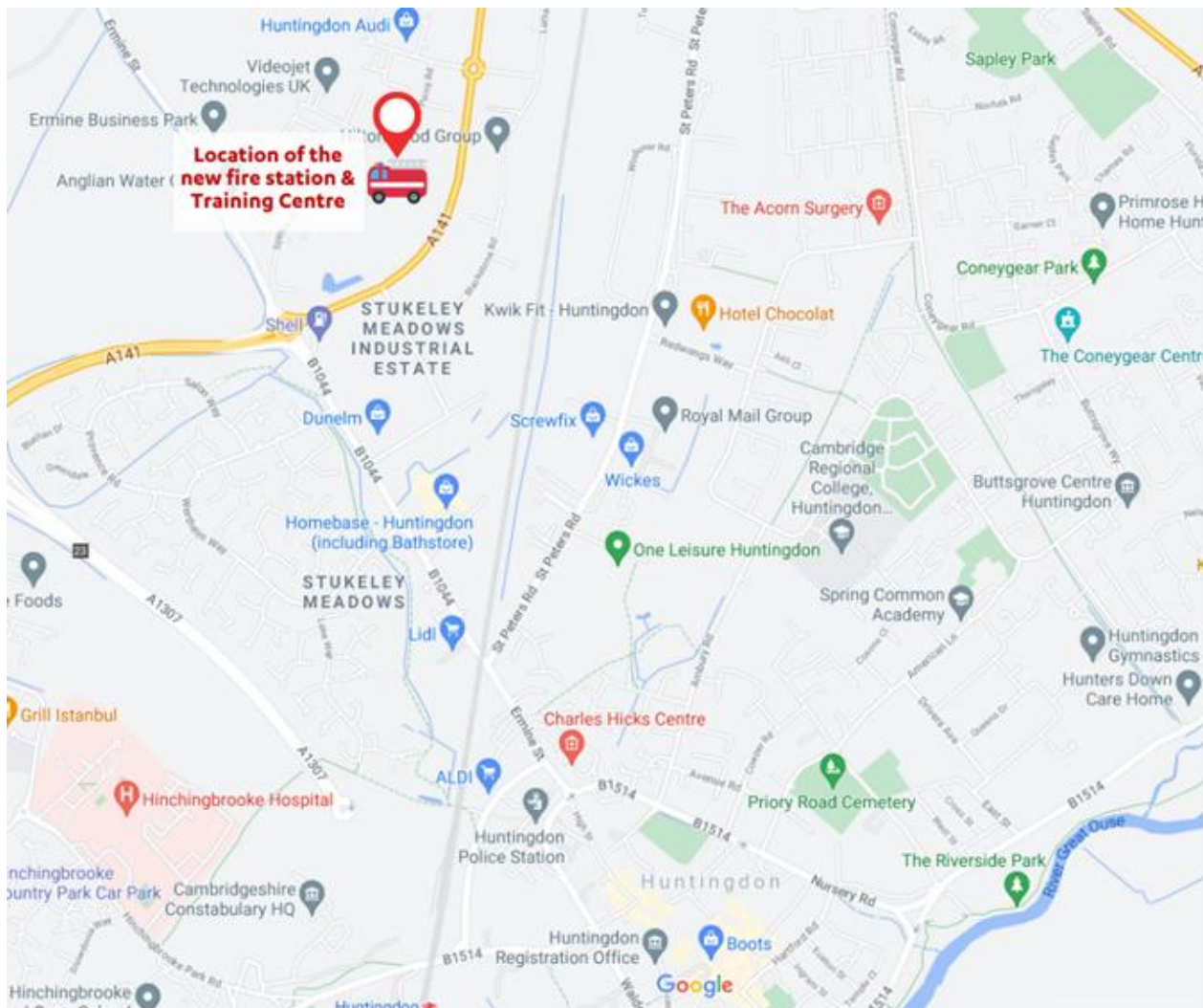
- 2.3 The Home Office recently announced the appointment of Roy Wilsher OBE QFSM as an HMICFRS Inspector, replacing Zoe Billingham, with primary responsibility for the Eastern Region. He will also be the senior responsible officer for fire and rescue service inspections. Roy is a very experienced fire sector professional who has and continues to play a significant role on a national and international level. We welcome his appointment and wish him every success.

3. FIRE AND RESCUE SECTOR REFORM

- 3.1 Many of you will be aware that the sector is facing budget pressures against a background of increasing focus on national reform; the publication of the Home Office White Paper consultation and the second part of the review into the Police and Crime Commissioner governance model.
- 3.2 Alongside that the Grenfell Tower fire inquiry has reached Phase 2 (hearings resumed late September). Recent evidence about decisions on the tower refurbishment being focussed more on the aesthetics of the building than the fire safety of those within it strikes at the heart of some of the problems and perceptions of fire safety. At the same time, we continue to closely watch the evidence and findings from the Manchester Arena inquiry. Undoubtedly, both have and will continue to dominate many aspects of our work and raise further areas of learning for the sector and our emergency service partners.

4. PROPERTY PORTFOLIO – St JOHNS DEVELOPMENT HUNTINGDON

- 4.1 Following receipt of planning consent for the proposed development (new training centre and community fire station) at St Johns in Huntingdon and the outcome of the archaeologist's final report, building work has started on site to turn the plans into reality.
- 4.2 A key success in this reporting period is achieving an agreed approach for the sprinkler system and the Service is working together with the contractors for the final design of a suitable solution.
- 4.3 It is anticipated that the new facility will be operational by early 2023 and the Authority will now start to identify viable options for disposal of the current site. For those not familiar with the new location, this map indicates where the new site is in relation to the current training centre and community fire station.



5. REMEMBERING COLLEAGUES

5.1 During this reporting period we have had several opportunities to celebrate, reflect and remember events that have affected the global blue light community and their extended families. For example, Emergency Services Day a national event that amongst other things promotes the work of the emergency services and how to use them responsibly and the incredibly moving coverage of the twentieth anniversary of the 9/11 terrorist attacks.

5.2 Closer to home, it is with great sadness that I report to Council the passing of former CFRS Group Commander Gary Mitchley and Chief Fire Officer Paul Fuller of Bedfordshire Fire and Rescue Service. Both men were proud, dedicated fire service professionals with larger than life characters and are sadly missed. Rest in Peace All.

6. SOURCE DOCUMENTS

[Fire Authority agendas and minutes](#)