

# **COUNCIL MEETING**

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## **AGENDA**

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**15th October 2019**

**Shire Hall  
Cambridge**

## **GUIDANCE NOTES FOR VISITORS - SHIRE HALL COMMITTEE ROOMS**

Please read these notes for your own safety.

The County Council will endeavour to ensure that you come to no harm whilst in our buildings, but **you** also have a responsibility to ensure that you do not put yourself or others at risk.

### **SECURITY**

All visitors must report to main reception to sign in and will be handed a visitor badge which must be worn at all times whilst in the building.

**Please do not forget to sign out at reception and return your badge when you leave. The visitor book is used as a register in case of emergency building evacuation.**

### **FIRE/EMERGENCY EVACUATION SIGNAL**

This is a continuously sounding alarm.

**If it sounds** - vacate the building immediately following the signs for emergency escape routes and fire exits. Go straight to the assembly point at the front of the building. (Notices with diagrams are available in each of the Committee Rooms.)

DO NOT STOP TO COLLECT PERSONAL BELONGINGS

DO NOT ATTEMPT TO USE THE LIFT

DO NOT RE-ENTER THE BUILDING UNTIL AUTHORISED TO DO SO

**If you see a fire** - activate the nearest emergency fire alarm or alert the nearest member of staff.

*[\*Please note that the alarm is tested every Wednesday morning.]*

### **FIRST AID**

If you feel unwell or need first aid, please contact main reception or the nearest member of staff.

### **DISABLED ACCESS**

Please contact the person named at the bottom of the Agenda for details.

### **FACILITIES FOR HEARING IMPAIRED**

The Council Chamber is fitted with a standard loop hearing system. The other Shire Hall Committee Rooms are fitted with an infra-red loop hearing system. Neckloop receivers for those who require assistance with their hearing in these rooms are available on loan from the Shire Hall main reception on the ground floor. Guidance on their use will be provided by reception staff.

### **TOILETS**

Access to visitors' toilets are from the corridor to the left of main reception [gentlemen] and disabled [unisex] and on the first floor landing [ladies].

### **SMOKING**

The Council operates a **NO SMOKING** policy in all areas of the Shire Hall site.

# CAMBRIDGESHIRE COUNTY COUNCIL

## NOTICE OF MEETING

The meeting of the County Council will be held at Shire Hall, Castle Hill, Cambridge on Tuesday 15th October 2019 at 10.30a.m.

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### A G E N D A

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Prayers led by Dr Rachael Harris, University of Cambridge Buddhist Chaplain

Apologies for Absence

1. Minutes – 23rd July 2019 (previously circulated)  
[available at [County Council meeting 23/07/2019](#)]
2. Chairman's Announcements (oral)
3. Declarations of Interests (oral)  
  
[Guidance for Councillors on declaring interests is available at <http://tinyurl.com/cc-c-conduct-code>]
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. Shire Hall Site: Application to Register Town or Village Green (pages 9-11)
7. Constitution and Ethics Committee Recommendations to Full Council  
  - (a) Petitions Scheme (pages 12-20)
  - (b) Selection and Appointment of Independent Person(s) (pages 21-24)
8. Audit and Accounts Committee Annual Report 2018-19 (pages 25-30)
9. Pension Fund Committee Annual Report 2018-19 (pages 31-38)

- |     |  |               |
|-----|--|---------------|
| 10. | Cambridgeshire Local Pension Fund Board Annual Report 2018-19                            | (pages 39-60) |
| 11. | Appointment of Vice-Chairman of Communities and Partnership Policy and Service Committee | (page 61)     |
| 12. | Motions submitted under Council Procedure Rule 10  | (oral)        |

**(a) Motion from Councillor Ian Manning**

Council notes the motion on "New York style trialling" passed by the Council in March 2014 -

<https://www2.cambridgeshire.gov.uk/CommitteeMinutes/Committees/AgendaItem.aspx?agendaItemID=9547>

Council notes that:

- there were two successful trials of temporary highway works done, both of which proved the methodology had benefits
- trialling of schemes has proved very effective in other countries
- for many reasons beyond the Council's control the idea was not used extensively since those trials

Council believes:

- that the concept of trialling road change schemes is still fundamentally worth pursuing
- trialling has the potential to save money and promote innovation by testing scheme impacts before there is significant financial expenditure

Council therefore resolves that:

- the Chairman of Highways and Infrastructure in conjunction with the motion proposer work with officers to explore options for using the trialling concept on highways schemes which have not yet started and report back on progress within six months.

*[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 David Jenkins**

Council notes:

- the motion passed at its July 2019 meeting in which it recognised the Climate Emergency and committed itself to actions to address it; and
- its obligation to deliver a balanced budget for 2020/21 which enables it to deliver its statutory obligations and which is consistent with its policies and strategic objectives.

It therefore asks the Chief Executive, within the budget setting process, to:

- deliver a commentary which explains how the 2020/21 budget addresses its Climate Emergency commitment.

*[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 Joshua Schumann**

This County Council owns many woodlands, which are either included within farm tenancies or managed for community benefit by the Council, or community groups. Ongoing maintenance does not produce a commercial return but provides good community engagement and positive feedback from the public. The Council has planted over 250,000 trees over 147 hectares (363 acres) in small woodlands across the rural estate. All woods are managed either by the agricultural tenants as part of agri-environment schemes or by the Council as part of the current woodland management plan.

Woods have also been planted to enhance and protect the rural nature of communities throughout the county, establish boundaries to settlements and increase the green environment throughout Cambridgeshire.

The Council encourages our county farms tenants to enter into agri-environment schemes to improve biodiversity across the estate. Approximately 60% of County Farms Estate tenants have either a basic or higher level scheme on land they farm. We note that one of the Agriculture Bill's key themes is the promotion of Environmental Land Management Schemes as a major payment mechanism.

Cambridgeshire also includes large areas of peat land, much of which has been drained and is currently used for agriculture, which is responsible for very large Green House Gas emissions, up to 5.5 Megatonne of carbon dioxide equivalent (MtCO<sub>2</sub>e).

Peatland emissions are not currently counted in the emissions inventory, but when they are from next year, this could significantly affect Cambridgeshire's reported emissions. Although this is largely an accounting change it could result in an increase of as much as 90%.

#### Carbon Offsetting/ Development Net Gain

Following on from the Department for the Environment and Rural Affairs' (DEFRA) 25 year environment strategy, Parliament has legislated to have a legally binding target that the UK will become carbon neutral by 2050.

Cambridgeshire County Council's (CCC) position as a major landowner across all four rural districts presents a potential opportunity to plant new woods or to create wildlife habitats for the long term.

The council notes the important part woodland planting can play in the offsetting of carbon emissions and the protection of, and increase in biodiversity in order to support this council's pledge on tackling climate change.

Work undertaken by the Cambridge University Science and Policy Exchange (CUSPE, Net Zero Cambridgeshire, draft report, September 2019) on the carbon footprint of Cambridgeshire and Peterborough identifies afforestation in Cambridgeshire playing a significant role in ensuring the County reaches net zero target by 2050. Afforestation not only enhances biodiversity if properly planned, but it can inhibit soil erosion another major challenge for the Council's farm estate.

This Council notes that the sooner trees are planted as part of a planned approach to tackle Climate Change the greater the annual sequestration of CO<sub>2</sub> will be by 2050. Approximately 5-13 tonnes CO<sub>2</sub> per hectare per year can be sequestered. The cost associated with this carbon abatement is competitive at £15-30 per tonne CO<sub>2</sub> (including timber sales) and will have wider interest and significance to the community preparing for and tackling this challenge.

The Council also believes Peatland emissions should be tackled at both a local and a national level, prioritising peatland restoration wherever possible - and believes this

council could be at the forefront of this work.

The County Council therefore resolves:

1. To continue to manage the woodlands and other environmental assets, including Sites of Special Scientific Interest and Scheduled Ancient Monuments, to retain and improve community and carbon benefits for managing Climate Change.
2. To plant new woodland and forests either to help create new community assets, where appropriate or as part of carbon offsetting where suitable management agreements or leases are completed.
3. To develop a county farms strategy which supports the planting of woodland as part of a holistic approach to the management of the entire estate and carbon targets it will set as part of its Climate Change Strategy.
4. To identify opportunities on its wider assets including buildings, highways, transport and other assets opportunities to plant trees to enrich biodiversity and sequester carbon emissions and air pollutants.
5. To support the Council's pledge for 100% clean energy for Cambridgeshire communities by 2050 by planting and managing woodlands sensitively for energy projects where appropriate. To implement the Council's Corporate Energy Strategy where appropriate. Projects will be assessed on a case by case basis.
6. To lobby government for investment to set up a pilot project - with the potential for national roll out - exploring how CCC can become national exemplar in the area of peatland restoration to demonstrate how peatland has the potential to change from a net emissions source to a net carbon 'sink'.

*[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]*

13. Questions:

- (a) **Cambridgeshire and Peterborough Combined Authority and Overview and Scrutiny Committee** (pages 62-93)  
(Council Procedure Rule 9.1)
- (b) **Questions on Fire Authority Issues** (pages 94-96)

Report of the Cambridgeshire and Peterborough Fire Authority

(c) **Written Questions** (Council Procedure Rule 9.2)

(oral)

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

Dated 7th October 2019



Fiona McMillan  
Monitoring Officer

*The County Council is committed to open government and members of the public are welcome to attend this meeting. It supports the principle of transparency and encourages filming, recording and taking photographs at meetings that are open to the public. It also welcomes the use of social networking and micro-blogging websites (such as Twitter and Facebook) to communicate with people about what is happening, as it happens. These arrangements operate in accordance with a protocol agreed by the Chairman of the Council and political Group Leaders which can be accessed via the following link or made available on request:*  
<https://tinyurl.com/Filming-and-Recording>

*The Council cannot provide car parking on the Shire Hall site so you will need to use nearby public car parks. Details of other transport options are available on the Council's website at: <http://tinyurl.com/ccs-carpark>*

*For more information about this meeting, including access arrangements and facilities for people with disabilities, please contact Michelle Rowe at the County Council's Democratic Services on Cambridge (01223) 699180 or by email at: [michelle.rowe@cambridgeshire.gov.uk](mailto:michelle.rowe@cambridgeshire.gov.uk)*



**SHIRE HALL SITE: APPLICATION TO REGISTER TOWN OR VILLAGE GREEN**

**To:** Council

**Meeting Date:** 15 October 2019

**From:** Steve Cox, Executive Director for Place and Economy

**Purpose:** To delegate the Council's function to process and determine the application to register a Town or Village Green at the Shire Hall site.

**Recommendation:** That full Council delegates to Suffolk County Council (SCC) the processing and determination of the application to register a Town or Village Green at the Shire Hall site, specifically Castle Mound and the surrounding green area.

<b><i>Officer contact:</i></b>		<b><i>Member contact:</i></b>	
Name:	Camilla Rhodes	Name:	Councillor Mathew Shuter
Post:	Asset Information Manager	Chairman:	Chair of H&I Committee
Email:	<a href="mailto:camilla.rhodes@cambridgeshire.gov.uk">camilla.rhodes@cambridgeshire.gov.uk</a>	Email:	<a href="mailto:mathew.shuter@cambridgeshire.gov.uk">mathew.shuter@cambridgeshire.gov.uk</a>
Tel:	01223 715621	Tel:	01638 384436

## **1. BACKGROUND**

- 1.1 Cambridgeshire County Council is the Commons Registration Authority (CRA) for its administrative area. As the CRA, the Authority has a statutory duty to maintain the Registers of Common Land and Town or Village Greens.
- 1.2 Anyone can apply to register land as a Town or Village Green under section 15(1) of the Commons Act 2006, if the land has been used by local people for lawful sports and pastimes 'as of right', i.e. without permission, force or secrecy. The Authority received an application on the 10th June 2019 pursuant to section 15(3) of the Commons Act 2006 ('the Act') to register Castle Mound and surrounding green area as a Town or Village Green.
- 1.3 Registration of land as a Town or Village Green serves to protect it from development and ensure that it remains available for the public to use as a place of exercise and recreation in perpetuity. The consequence of registration as a Town or Village Green is that the land registered can be used for recreational purposes and nothing should be done to it to interfere with those activities.
- 1.4 The County Council is also the registered owner of the land which is subject to the application and is currently engaged in negotiations regarding the future of the Shire Hall site.
- 1.5 The Commons Act requires Registration Authorities to determine Town and Village Green applications, but no special provisions have been included in the legislation for Commons Registration Authorities to deal with applications relating to land in their ownership.

## **2. MAIN ISSUES**

### **Potential Perceived Conflict of Interest**

- 2.1 Whilst officers undertaking the role of the CRA would always act independently and impartially, there is a clear potential tension created where the Council is both the determining authority and the landowner. It is therefore important in this case that the risks of any perceived bias are properly recognised and addressed.
- 2.2 Under current arrangements and in accordance with the Place and Economy Scheme of Delegation to Officers, not only would officers process the application, but the authority to deal with such applications if they be unopposed, or to determine such applications if they are opposed, is delegated to the Assistant Director – Highways.
- 2.3 The potential for a perceived conflict of interest or bias is exacerbated as the County Council made a Landowner Deposit, under Section 15 of the Act, dated 10th January 2019 for the land in question. This Deposit precludes anybody from applying to register the land as a Town or Village Green, once a year from the date of the deposit has elapsed. The application received on 10th June 2019 is valid and in time, and so it must proceed to be considered.

## **The Power to Delegate the Function**

- 2.4 Given the potential perceived conflict of interest and the need for demonstrable transparency in this matter, officers have taken legal advice regarding whether it would be lawful to delegate the processing and determination of this application to another authority.
- 2.5 Advice from LGSS Law is that the Council is able to delegate both the processing and determination, in accordance with the Local Government Act 1972 and associated regulations.

## **The Council's Constitution**

- 2.6 In accordance with Article 10 of the Council's Constitution, the Council may delegate functions to another local authority (Article 10.04(a)). Therefore the authority of the Full Council is required to enable the proposed delegation.

## **Authority to whom it is proposed to delegate.**

- 2.7 It is proposed to delegate both the processing and determination of this application to Suffolk County Council (SCC), who have significant experience and expertise in these matters.
- 2.8 Officers from SCC would undertake the processing of the application, carrying out all relevant work such as holding a public consultation, gathering evidence and, if necessary, holding a non-statutory public inquiry to hear the evidence in public.
- 2.9 The decision regarding whether the relevant land should be registered as a Town or Village Green would be made by SCC's Development Control Committee, in its capacity as the CRA. This decision would be binding and Cambridgeshire County Council would update its records accordingly if it were to be determined that a Town or Village Green exists and should be registered.
- 2.10 SCC have agreed in principle to accept this delegation, subject to the approval of SCC full council. The Authority would need to pay SCC's reasonable costs, which have been very broadly estimated at £36,000, including fees for Counsel. These costs would be at least partially offset by the relevant Cambridgeshire County Council officers being able to undertake other work, some of which generates income to the County Council.

<b>Source Documents</b>	<b>Location</b>
Constitution	<a href="https://www.cambridgeshire.gov.uk/council/council-structure/council-constitution/">https://www.cambridgeshire.gov.uk/council/council-structure/council-constitution/</a>

**PETITIONS SCHEME**

*To:* Council

*Meeting Date:* 15 October 2019

*From:* Director of Governance and Legal Services and  
Monitoring Officer

*Purpose:* To consider a recommendation from the Constitution and  
Ethics Committee to revise the Council's Petitions  
Scheme.

*Recommendation:* That full Council:

- (a) approves revisions and additions to the Council's  
Constitution as set out in Appendix 1; and
- (b) authorises the Monitoring Officer, in consultation  
with the Chairwoman 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.

<b><i>Officer contact:</i></b>		<b><i>Member contact:</i></b>	
Name:	Michelle Rowe	Name:	Councillor Lis Every
Post:	Democratic Services Manager	Chairman:	Constitution and Ethics Committee
Email:	<a href="mailto:michelle.rowe@cambridgeshire.gov.uk">michelle.rowe@cambridgeshire.gov.uk</a>	Email:	<a href="mailto:lis.every@cambridgeshire.gov.uk">lis.every@cambridgeshire.gov.uk</a>
Tel:	01223 699180	Tel:	01223 706398 (office)

## 1. BACKGROUND

- 1.1 The Council adopted its current Petition Scheme on 18 May 2010 in line with the requirements of the Local Democracy, Economic Development and Construction Act 2009. The Localism Act 2011 (Chapter 10, Section 46) repealed the requirements in the 2009 Act regarding Petition Schemes. However, many local authorities have kept their petition schemes in place or replaced them with more general guidance and it is considered best practice to do so.
- 1.2 The Scheme can be revised at any time, but it must be approved by full Council, and published on the Council's website and by any other method appropriate for bringing it to the attention of those who live, work, or study in its area.

## 2. MAIN ISSUES

- 2.1 It is felt that the current scheme does not provide sufficient clarity and could be made more succinct. Officers have reviewed the schemes of other authorities to identify good practice. The revised scheme is set out in **Appendix 1** (Additions in bold and deletions shown in strikethrough). In proposing revisions to the scheme, the following are highlighted:
  - The need to list first electronic petitions, as most petitions are now submitted in this form. The focus is on using the Council's free ePetitions facility which will ensure that petitions are submitted in the correct format in order to meet the requirements of the Scheme.
  - The Council's response to a petition has been moved to after the submission of a petition.
  - The need to record business, school or college addresses if a person signing a petition does not live within the Council's area has been highlighted. Officers often have to disallow signatures because this information has not been provided.
  - The need to clarify that petitions with fewer than 50 signatures will still be considered but without the right to speak.
  - The need to provide an opportunity for the petitioner to seek an informal review by the Monitoring Officer if he/she believes the petition has not been dealt with in accordance with this scheme.
  - The need to clarify how long petitions will be kept and the arrangements for storage.
- 2.2 The Constitution and Ethics Committee met on 1 October 2019 and considered the proposed changes. At the meeting, it was agreed to recommend the changes to full Council with the following additional changes:
  - the need to clarify the process for linking a paper and an electronic petition.
  - the need to delete "either" and "or" in the bold section of the second bullet after "Format of Petitions".

- the need to add “/body” after “Committee” in the fourth bullet under “Speaking at Council/Committee Meetings”.
- the need to change “whether” to “where” in the fifth bullet under “Exclusions”.

Source Documents	Location
Council – 18 May 2010	<a href="https://www.cambridgeshire.gov.uk/council/councillors-&amp;-meetings/council-meetings/">https://www.cambridgeshire.gov.uk/council/councillors-&amp;-meetings/council-meetings/</a>
Constitution & Ethics Committee – 1 October 2019	<a href="#">Constitution and Ethics Committee meeting 01/10/2019</a>
Constitution	<a href="https://www.cambridgeshire.gov.uk/council/council-structure/council-s-constitution/">https://www.cambridgeshire.gov.uk/council/council-structure/council-s-constitution/</a>

## 9.4 **Petition Scheme**

~~The Council will treat something as a petition if it is identified as being a petition, or if it seems to us that it is intended to be a petition and it meets the criteria set out below.~~

**Anyone living, working or studying in the Council's area who wishes to raise an issue or have their views heard on a council matter can create or submit a petition. Petitions are accepted via the Council's website, in paper form, or by a combination of these.**

**Electronic petitions** will also be accepted provided they are:

- submitted using the **Council's free** ePetitions facility; or
- submitted as one document, containing ~~either all the local persons' individual e-mails received by the organiser on a specific date – these must include the individual names and addresses in order to be valid, or if a standard template e-mail has been used,~~ the list of names, postal addresses and e-mail addresses of those supporting the petition. These petitions should be sent to: DemocraticServices@cambridgeshire.gov.uk.

**Paper petitions** can be sent to:

The Petitions Officer  
Cambridgeshire County Council  
Box Number SH1102  
Shire Hall  
Castle Hill  
Cambridge  
CB3 0AP

**A combination of an electronic petition and paper petition is acceptable provided they follow the guidelines set out in the scheme.**

~~When a petition is received the Council may consider undertaking one, or more of the following actions:~~

- ~~taking action as requested in the petition~~
- ~~meeting with petitioners~~
- ~~referring the petition to Full Council or one of the Council's Committees~~
- ~~calling a referendum [A referendum on constitutional change could be triggered with a petition submitted by 5% of the local government electors registered in the local authority's area.]~~

~~Petitions will not be referred to extraordinary or special meetings of Full Council, or to the first annual meeting of a new Council.~~

Once a petition has been received, ~~it the Petition Officer will be assigned the~~ petition to a Democratic Services Officer, who will be responsible for advising the Petition Organiser on the action to be taken by the authority. ~~A Democratic Services Officer will acknowledge and advise the Petition Organiser within 10 working days.~~

## **~~Petition Guidelines – Types of Petition~~**

### **Ordinary Petitions**

The petition must relate to functions for which the Council has powers or duties ~~[more information on council structure is available in the 'Your council' section of [www.cambridgeshire.gov.uk](http://www.cambridgeshire.gov.uk)]~~, or to improvements in the economic, social or environmental welfare of Cambridgeshire, to which ~~it the Council, or any of its~~ partners, can contribute.

### **Format of Petitions**

Petitions submitted to the Council must include **a clear and concise statement covering the subject of the petition. It should state:** ~~the following:~~

- ~~• A clear statement of your concerns and i.e. what they you want the Council to do.~~
- what action the petitioners wish the Council to take
- ~~t~~The name and contact details (**postal address and e-mail**) of the Petition Organiser, who should be a local person\*. ~~This may be either a postal address or e-mail. This is the person we will contact to explain how we will respond to the petition and to discuss matters of process.~~
- ~~t~~The name (preferably in block capitals) and full address of each local person\* who signs it. ~~This will help the Council assess the extent to which the views expressed represent a particular locality. Where the petition is in paper form, this should include an actual signature. Where the petition is submitted in electronic form a list of the names and addresses will suffice.~~

\* *A 'local person' is anyone who lives, owns a business, or works in the area (business address to be recorded where appropriate), or who attends a school or college in the area at the time the petition is submitted (**business, school or college to be recorded where appropriate as addresses not within the Council's area will not be counted**).*



## How will the Council respond to petitions

**The Council's response will depend on what the petition asks for, but it will include one or more of the following:** ~~When a petition is received the Council may consider undertaking one, or more of the following actions:~~

- take action as requested in the petition
- meet with petitioners
- refer the petition to Full Council or one of the Council's Committees
- call a referendum [A referendum on constitutional change could be triggered with a petition submitted by 5% of the local government electors registered in the local authority's area.]

Petitions will not be referred to extraordinary or special meetings of Full Council, or to the first annual meeting of a new Council.

## Speaking at Council/Committee Meetings

The Petition Organiser, or their nominee\*\* will be able to speak at the meeting providing the following conditions are met:

- The petition must relate to the powers and duties of that committee / body.
- The petition must be signed by at least 50 'local people' \*\*\* who have an interest in the subject of the petition - the addresses of the signatories must be included for this purpose. **Petitions with fewer than 50 signatures will still be considered but there is no right to speak.**
- The petition must be received by no later than 9.00 a.m. five working days before the meeting.
- The petition must be accepted by the Chairman/woman of the Committee/**body** for presentation at the meeting. This is likely to be agreed unless there are exceptional circumstances.

*\*\* County Councillors will not usually be allowed to speak to petitions under this procedure as they have other opportunities to make their views known. This may however be allowed where the Councillor has a prejudicial interest preventing them from speaking to a report, or where the Petition Organiser or other representative of the petitioners is unable to attend the meeting. In these circumstances the Chairman/woman of the meeting concerned will be consulted and asked to exercise their discretion to allow a County Councillor to present the petition.*

*\*\*\* A 'local person' is anyone who lives, owns a business, or works in the area (~~business address to be recorded where appropriate~~), or who attends a school or college in the area at the time the petition is submitted (**business, school or college address to be recorded where appropriate**).*

## Process at the Meeting

**Time for presenting a petition will be limited to three minutes.** If there is an

item / report on the agenda which relates to the petition, the Petition Organiser will usually be asked to make their presentation at the beginning of that item. **If there is no relevant item on the agenda, petitions will usually be heard at the start of the meeting.** ~~The meeting will take into account the views expressed in the petition when reaching a decision on the issue. Time for presenting a petition will be limited to three minutes. The Chairman/woman of the meeting may extend the time allowed, but only in exceptional circumstances. Once they have spoken to the meeting, Councillors may wish to ask them questions about the petition. The person presenting the petition will not be allowed to take part in the subsequent debate. on the petition unless the Chairman/woman considers it appropriate with the agreement of the Committee.~~

~~However the petition will be considered informally by the relevant officer and Councillors following the meeting. This could involve a report being made to a future meeting of the Committee.~~

Petition Organisers will ~~either~~ receive **a written response** from the Chairman/woman of the meeting ~~a written confirmation of the outcome of their petition within ten working days of the meeting, or where the outcome is not yet known, will within ten working days. of the meeting receive an update on the action proposed, and written confirmation of the outcome from the Chairman/woman as soon as reasonably possible.~~

~~If your petition is about something over which the Council has no direct control, the Council will consider making representations on behalf of the community to the relevant body. The Council works with a large number of local partners and where possible, will liaise with these partners to respond to your petition. If the Council is not able to do this for any reason (for example if what the petition calls for conflicts with Council policy), then it will set out the reasons for this in the Council's response to the Petition Organiser.~~

### **Petitions for Debate at Council**

If a petition contains at least 3,000 signatures, the Petition Organiser can ask for it to be debated at a meeting of Full Council. ~~This means that the issue raised in the petition will be discussed at a public meeting which all Councillors can attend. The Council will endeavour to consider the petition at its next meeting, although on some occasions this may not be possible and consideration will be deferred to the following meeting.~~

~~The Petition Organiser, or nominee, may speak to a petition presented at the Council meeting provided that the above conditions are met.~~

The Petition Organiser, or nominee, will be given five minutes to present the petition at the meeting and the petition may be discussed by Councillors for a maximum of up to 15 minutes.

The Council will decide how to respond to the petition at this meeting. It may decide to take the action the petition requests, not to take the action requested for reasons put forward in the debate, or to commission further investigation into the matter, for example by the relevant committee. Where the Petition Organiser does not attend the meeting, they will receive written confirmation of this decision within ten working days of the meeting.

## Exclusions

Certain petitions are not covered by this Scheme and are dealt with under separate processes. These are:

- Petitions relating to planning applications. These are considered by the Council's Planning Committee. You can find further details on how to make your views known to the Committee on the Planning pages of the Council's website, or ask the Democratic Services team for information.
- Petitions relating to traffic regulation orders. These are considered by the Assistant Director, Highways in consultation with the Local Members for all districts except Cambridge City.
- Petitions in response to consultation on a specific issue or proposal. These should be sent to the return address as detailed in the relevant consultation document.
- Statutory petitions (for example requesting a referendum on having an elected mayor)
- A matter ~~whether~~ **where** there is an existing right of appeal

The Council will not consider:

- Petitions that do not follow the guidelines set out in this Petition Scheme.
- Petitions that do not relate **to a matter for which the local authority has a responsibility, or which affects the County and is something the Council is able to** ~~of the authority, or over which the authority has some influence.~~
- Petitions disclosing matters that are personal or confidential.
- Petitions which are in the opinion of the Monitoring Officer, in consultation with the relevant committee Chairman/woman, to be libellous, rude, offensive, vexatious, abusive or otherwise inappropriate, or which are in breach of the Council's statutory duties in respect of equality, diversity and inclusion.
- Petitions from, or submitted on behalf of a business, or person, where the main purpose of the petition is to influence a forthcoming commercial decision of the Council, or the terms and conditions of a commercial transaction.
- Duplicate petitions. Where more than one petition is received in time for a particular meeting, each supporting the same outcome, each Petition Organiser will be treated as an independent Petition Organiser, but only the organiser of the first petition to be received will be invited to address the relevant meeting.

- Repeat petitions. Petitions will not normally be considered within six months of another petition on the same matter having been considered by Full Council, or a committee of the Council.
- Where any of the above applies, the Council's Petitions Officer will contact the Petition Organiser to explain the reasons behind the decision.

### **Informal Review**

**If the petitioner believes the petition has not been dealt with in accordance with this scheme. The lead petitioner should seek an informal review by the Monitoring Officer, who will inform them of any decision arising from the review within ten working days.**

### **General Data Protection Regulation**

**People signing a petition are consenting to Cambridgeshire County Council holding and processing their personal data. All personal information will be kept safe and secure for a period of four years. It is the responsibility of the petition organiser to ensure that people signing the petition are consenting to this and they are aware how Cambridgeshire County Council will be holding their personal data.**

**SELECTION AND APPOINTMENT OF INDEPENDENT PERSON(S)**

*To:* Council

*Meeting Date:* 15 October 2019

*From:* Director of Governance and Legal Services and  
Monitoring Officer

*Purpose:* To consider a recommendation from the Constitution and  
Ethics Committee to appoint Independent Person(s) to the  
Council.

*Recommendation:* Council is asked to:

- a) Extend the current appointment of Gillian Holmes  
as Independent Person to 15 October 2022; and
- b) Appoint Grant Osbourn as an Independent Person  
to 15 October 2022.

<b><i>Officer contact:</i></b>		<b><i>Member contact:</i></b>	
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Post:	Democratic Services Manager	Chairman:	Constitution and Ethics Committee
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Tel:	01223 699180	Tel:	01223 706398 (office)

## **1. BACKGROUND**

- 1.1 The Constitution and Ethics Committee considered a report on the arrangements for the appointment of an Independent Person(s) at its meeting on 4 April 2019. Following a recommendation from the Committee, Full Council approved on 14 May 2019 an amendment to the Committee's Terms of Reference in the Constitution as set out below:

Authority to select and recommend to Council persons for appointment as an Independent Person.

- 1.2 On the recommendation of the Committee, Full Council also agreed to:

Set the level of remuneration at £500 for each Independent Person so that it could be included in information supplied to applicants for the post of Independent Person.

- 1.3 At this meeting, the Committee agreed to authorise the Monitoring Officer, in consultation with the Chairman/woman of the Constitution and Ethics Committee, to take all necessary steps towards the selection of suitable candidates to be recommended to Full Council for appointment as an Independent Person. Council was informed that the Committee would recommend names for appointment to be presented to Council in October.

- 1.4 In line with when the position was last advertised in 2012, the Cambridgeshire and Peterborough Fire Authority asked to be included as part of the process to avoid it having to advertise separately.

- 1.5 At its last meeting, the Committee considered a report outlining the interview process for the selection and appointment of an Independent Person. It agreed the interview process including the following as set out in the report:

- The advert and advertising process;
- The establishment of a four member interview panel;
- The application pack; and
- The timetable

## **2. ADVERTISING FOR AN INDEPENDENT PERSON**

- 2.1 The advert set out below was placed on the front of the Council and Cambridgeshire Fire and Rescue Service's websites:

### **APPOINTMENT OF INDEPENDENT PERSON**

Cambridgeshire County Council and Cambridgeshire and Peterborough Fire Authority are looking to appoint an Independent Person to help the Monitoring Officer of both organisations in assessing complaints of alleged misconduct by members of the Council and Fire Authority.

The Council and the Fire Authority have a code of conduct setting out the standards of behaviour expected of its members. If a complaint is made, the Independent Person is consulted for an independent and impartial view before a decision is made on what to do.

We are looking for someone with the experience and knowledge that the public would recognise and respect as bringing an impartial and informed perspective.

To ensure your voice is independent there are restrictions on who can apply; you must not have been a member or an officer of the Council and or Fire Authority within the last five years, or be a relative or a close friend of such a member or officer. The appointment will come into effect on 15 October 2019 for the Council and 7 November 2019 for the Fire Authority for an initial period of two years, with the possibility that the period may be extended. Appropriate training will be given. The Council and the Fire Authority currently pay a small allowance of £500 and £250 per year respectively and will reimburse necessary travel expenses.

If you are interested in being an Independent Person please contact Michelle Rowe, Democratic Services Manager for an information pack and application form.

Telephone: 01223 699180 Email: [michelle.rowe@cambridgeshire.gov.uk](mailto:michelle.rowe@cambridgeshire.gov.uk)

Completed application forms must be received by **Friday 31 July 2019**. Interviews for short-listed candidates will take place on Monday 2 September 2019. Short-listed applicants will be advised of the time of interview in due course.

- 2.2 As part of the advertising process, the Communications and Marketing Advisor posted messages on social media including reminder messages throughout the month.
- 2.3 Unfortunately, the Council did not receive any applications for the position. On the advice of the Monitoring Officer, the Democratic Services Manager contacted Cambridge City Council, and East Cambridgeshire, Fenland, Huntingdonshire and South Cambridgeshire District Councils to see whether their Independent Person(s) would be interested in the role. The Council received one expression of interest from the Independent Person for South Cambridgeshire District Council.
- 2.4 The Panel nominated by the Committee was sent the application pack for the Independent Person for South Cambridgeshire District Council for consideration. All members of the Panel confirmed that they were happy to recommend his appointment to the Committee without the need for an interview.

### **3. CURRENT ISSUES**

- 3.1 Arrangements are needed for Full Council to appoint one or more independent persons beyond 15 October 2019.
- 3.2 Responsibility for appointing the independent person(s) rests with Council and cannot be delegated.
- 3.3 The Constitution and Ethics Committee, at its meeting on 1 October 2019, agreed to recommend to Council that the appointment of Gillian Holmes as Independent Person be extended to 15 October 2022, and the appointment of Grant Osbourn, as an Independent Pension to 15 October 2022.

Source Documents	Location
<p>Constitution and Ethics Committee – 4 April, 27 June 2019 and 1 October 2019</p> <p>Council – 14 May 2019</p> <p>Chapter 7 of the Localism Act 2011</p> <p>Local Government Ethical Standards – A Review by the Committee on Standards in Public Life</p>	<p><a href="https://cambridgeshire.cmis.uk.com/cc_c_live/Committees/tabid/62/ctl/ViewCMIS_CommitteeDetails/mid/381/id/10/Default.aspx">https://cambridgeshire.cmis.uk.com/cc_c_live/Committees/tabid/62/ctl/ViewCMIS_CommitteeDetails/mid/381/id/10/Default.aspx</a></p> <p><a href="#">County Council meeting 14/05/2019</a></p> <p><a href="http://www.legislation.gov.uk/ukpga/2011/20/part/1/chapter/7">http://www.legislation.gov.uk/ukpga/2011/20/part/1/chapter/7</a></p> <p><a href="https://www.gov.uk/government/organizations/the-committee-on-standards-in-public-life">https://www.gov.uk/government/organizations/the-committee-on-standards-in-public-life</a></p>



**AUDIT AND ACCOUNTS COMMITTEE ANNUAL REPORT 2018-19**

To: **Full Council**

Date: **15th October 2019**

From: **Councillor Mike Shellens,  
Chairman of the Audit & Accounts Committee**

Purpose: **To present the Audit & Accounts Committee Annual Report 2018-19.  
The Audit and Accounts Committee issues an annual report to  
Council, detailing their activities during the year.**

Recommendation: **Council is requested to consider the report.**

<b><i>Officer contact:</i></b>		<b><i>Member contact:</i></b>	
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# **Audit and Accounts Committee**

## **Annual Report**

### **1. Introduction**

- 1.1 The Audit and Accounts Committee exists to provide independent assurance on the adequacy of the Council's risk management framework, the internal control environment and the integrity of the financial reporting and annual governance processes. Audit and Accounts Committees within Local Authorities are necessary to satisfy the wider statutory requirements for sound financial management.
- 1.2 The Audit and Accounts Committee plays a vital role in ensuring that the residents of Cambridgeshire County Council are getting good-quality services and value for money, i.e. economy, efficiency and effectiveness.
- 1.3 The Audit and Accounts Committee has seven members and met nine times in 2018/19. All meetings have been held in public.
- 1.4 The Committee has been structured around the following responsibilities:
- Considering and approving the Annual Statement of Accounts;
  - Ensuring that the financial management of the Council is adequate and effective;
  - Ensuring that the Council has a sound system of internal control, which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk;
  - Reviewing annually the Council's system of internal control and agreeing an Annual Governance Statement;
  - Ensuring that the Council has an adequate and effective Internal Audit function.
- 1.5 In its role of overseeing the work of Internal Audit the Committee was advised that in 2018/19, Internal Audit carried out 58 audit reviews including reviews of policies and compliance, risk-based reviews and contracts reviews. Internal Audit also managed a caseload of 59 investigations and 14 grant certifications, as well as providing advice and guidance on a wide range of topics including the interpretation of Council policies and procedures, risks and controls within systems or processes, and ad-hoc guidance on queries relating to projects or transformation.
- 1.6 Throughout the course of the year, 44 audit actions which were considered to be 'important' or 'essential' were implemented by management. No 'essential' actions were outstanding at the end of the year, although 12 'important'

actions remained had yet to be closed; this was a significant decrease on 2017/18 when 23 actions were outstanding at year end.

## **2. Proactive Work of the Committee**

The following section provides a summary of the proactive work undertaken by the Committee over the last year. This aspect of the Committee's work is vital, and has assisted in improving the effectiveness of the Council's overall corporate governance arrangements.

### **2.1 Risk Management and the Risk Register**

- 2.1.1 In accordance with best practice, the Council operates a risk management approach at corporate and service levels, seeking to identify key risks which might prevent the Council's priorities, as stated in the Business Plan, from being successfully achieved. The role of this Committee is to provide independent assurance of the adequacy of the Council's risk management framework and the associated control environment.
- 2.1.2 In 2017/18, the Internal Audit team co-ordinated an external Risk Management Health Check review by the Council's insurers, Zurich. In 2018/19, the team worked with Risk Champions across the organisation to complete the actions from this review, and also delivered risk workshops for Place and Economy to produce a new Directorate Risk Register.
- 2.1.3 Internal Audit undertook a review of Risk Management during 2019/20 and gave good assurance on the adequacy of the risk management system, as the Council has clear risk management policies and procedures and risk is managed appropriately across the majority of the Council. The audit also gave good assurance on compliance with those policies and procedures, particularly at a corporate risk level. Some further actions for completion were identified and these will continue to be implemented in 2019/20.

### **2.2 Corporate Governance**

- 2.2.1 The Council's Annual Governance statement is compiled on the basis of the findings of Internal Audit reviews throughout the year, assurance statements from executive and corporate directors, and input from senior management and members of the Committee. The 2018/19 Annual Governance Statement was reviewed by the Committee in May 2019, prior to final sign-off and inclusion in the Council's annual Statement of Accounts.

### **2.3 Council Finance and Statement of Accounts**

- 2.3.1 Throughout 2018/19, the Committee has maintained its oversight of Council finances, reviewing the quarterly Integrated Resources and Performance

Reports to assess progress in delivering the Council's Business Plan and review the status of the Council's Key Performance Indicators. The Committee regularly inquires and follows-up on areas which have overspends or other issues.

- 2.3.2 The Committee also considered and approved the Council's annual Statement of Accounts. The draft Statement of Accounts was presented to Committee on 12th June 2018, ahead of the final review and approval at the Committee meeting on 30th July 2018. This reflects the new, earlier statutory deadlines for the Council's annual accounts, which require publication by 31st May and sign-off by 31st July.
- 2.3.3 The statutory deadlines were met for the 2017/18 accounts, although the Accounts Report and Audit Completion report had not been published and circulated within five working days of the 30th July meeting, in order to ensure the papers were as up-to-date as possible. The Chairman therefore exercised his discretion to take the reports pursuant to Section 100B(4)(b) of the Local Government Act 1972.
- 2.3.4 In respect of the accounts, BDO (the Council's former External Auditors) had received objections from a local elector in respect of the 2017/18 and 2016/17 public rights periods. As of the meeting of the Audit & Accounts Committee on 28th July 2019, no resolution to these objections had been received from BDO by the Committee.
- 2.3.5 In respect of the 2018/19 accounts, the Committee notes that there was a delay in production of the accounts which resulted in draft accounts being submitted to External Audit on the 11th June 2019. This delay was due to resourcing pressures created from the need to transfer fixed asset values and other opening balances from Oracle Projects to the new ERP Gold system, which impacted the resources available to produce the accounts as well as meet initial external audit requirements. This situation is a 'one-off' relating to the introduction of the new ERP Gold system, and is not expected to be repeated in future years.

## **2.4 Community Transport Investigation**

- 2.4.1 Throughout 2017/18, the Committee monitored the progress of the external investigation into concerns raised regarding several of the Council's Community Transport providers. The final report of the investigation was provided to a special public meeting of the Audit & Accounts Committee meeting on the 31<sup>st</sup> July 2018, which was held in the Council Chamber to accommodate the number of interested parties.
- 2.4.2 Subsequently, the Committee has taken an active role in monitoring progress with the implementation of recommended actions from the investigation report

and associated work by Internal Audit. This included a further special meeting of the Committee on the 31st October 2018, which provided another opportunity for public questions and for the Committee to discuss specific matters arising from the review.

- 2.4.3 Regular progress updates have been provided by Internal Audit, who have undertaken follow-up work throughout the year to evidence completion of planned actions. Of the 66 actions in the final full Action Plan, 59 (89%) were completed by the end of the 2018/19 financial year. The Committee has continued to monitor the implementation of the remaining actions into 2019/20.

## **2.5 Whistleblowing Policy**

- 2.5.1 In November 2018, Internal Audit presented a revised draft of the Council's Whistleblowing Policy and an updated version of the Whistleblowing Managers' Guidance document. The changes included a new process to allow whistleblowers to raise any complaints regarding the investigation into their concerns, and updating the guidance to managers to give more detail on how to conduct investigations under the policy, in line with ACAS (Advice, Conciliation and Arbitration Service) guidance.
- 2.5.2 After minor amendments, the policy was approved by the Audit & Accounts Committee, which in January 2018 took on responsibility for the Whistleblowing Policy from the Constitution and Ethics Committee, which had previously had this delegated responsibility. Following approval, Internal Audit conducted a range of pro-active work to publicise the policy internally and externally, including a poster campaign throughout Council offices, a separate poster campaign for maintained schools, and posts on the Council's Daily Blog and Friday Focus newsletter.
- 2.5.3 The annual report on whistleblowing for 2018/19 was brought to the Committee by Internal Audit in May 2019. This included the results of a staff survey which identified that 93% of staff were aware of the policy. It noted that 19 whistleblowing cases had been recorded by Internal Audit in the 2018/19 financial year, an increase on the 2017/18 results which was believed to be a result of the significant work to publicise the policy to staff.

## **3. The Committee's relationship with Internal Audit**

- 3.1.1 A key part of the Committee's role is to both challenge and support the Internal Audit service. The Committee has supported a flexible approach from the Internal Audit team which ensures that planned coverage is continually re-assessed to direct audit resource towards areas of emerging risk, rather than a static plan agreed some months before. The Committee has taken a proactive role in this approach, both by suggesting pieces of work for Internal

Audit, contributing ideas towards the detailed brief, and requesting updates from Internal Audit and Council services on implementation of actions.

- 3.1.2 In 2018/19 in particular, the Committee has supported requests from Members for Internal Audit to review the Ely Bypass project and the tenancy of Manor Farm, as well as approving regular updates to the Audit Plan at Committee meetings as required.

## **4. Terms of Reference for the Committee**

- 4.1 Having been fully reviewed and revised in 2016/17, the Terms of Reference for the Audit & Accounts Committee were reviewed by the Committee in May 2018, and retained with no changes.

## **5. Future Focus for the Committee**

- 5.1.1 As set out above, the Committee will continue to follow up on progress in key focus areas from previous years, including reviewing the Council's financial reporting and monitoring the implementation of the Council's whistleblowing policy.
- 5.1.2 More broadly, the Council faces significant challenges and changes to the environment within which it operates. In March 2017, the Cambridgeshire and Peterborough Combined Authority was formed, and recent years have brought increasingly close partnership working with colleagues at Peterborough City Council. The Council continues to seek to deliver savings and investment through its Transformation Programme, to meet the ongoing challenge of reduced budgets coupled with significant growth.
- 5.1.3 This Committee carries out its responsibilities by directing and monitoring the efforts of Internal Audit. In future, given the financial situation, there will be ever-increasing emphasis on enabling the Council to provide a higher level of service to our customers within a defined budget. In line with the approach being taken by Council services more generally, the Committee's role is increasingly shifting towards a focus on outcomes. Close partnership working with other local authorities will also require a reassessment of how assurance can be obtained on behalf of the audit committees at each authority.

<b>Source Documents</b>	<b>Location</b>
Reports and Minutes to the Audit and Accounts Committee	Room 117 Shire Hall

**PENSION FUND COMMITTEE ANNUAL REPORT 2018-19**

*To:* County Council

*Date:* 15th October 2019

*From:* Chairman of the Pension Fund Committee

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

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

<b><i>Officer contact:</i></b>		<b><i>Member contact</i></b>	
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## **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 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 Committee during 2018/19, supported by the Investment Sub-Committee, Local Pension Board and Joint Committee, in line with the Constitution.

## **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 LGSS Pensions 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 Strategy 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 the Business Plan Update report presented at every meeting.
- 3.1.6 The Pension Fund Committee approved the Annual Business Plan and Medium Term Strategy on 28th March 2018.

### **3.2 Approval of the Cambridgeshire Pension Fund 2018/19 Communication 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 Regulation 63(2) requires the statement to set out the format, frequency and method of distributing information or publicity.
- 3.2.3 The Pension Fund Committee approved the 2018/19 Communication Plan on 24th May 2018.

### **3.3 Approval of the revised Overpayment of Pension Policy**

- 3.3.1 It is important for the Fund to have a policy on how overpayments of pension are managed once identified. Such a policy provides assurance to the Fund's stakeholders that all overpayments are treated in a fair and equitable manner and that the Fund seeks to recover overpayments and has in place steps to prevent and also investigate potential fraudulent activity.
- 3.3.2 An Overpayment of Pensions Policy was initially agreed by the Pension Fund Committee in October 2015 and was deemed an appropriate time to review this policy against the information note issued by the Local Government Pensions Committee (LGPC) on overpayments of pension identified during the contracted out reconciliation exercise.
- 3.3.3 The Pension Fund Committee approved the revised Overpayment of Pension Policy on 24th May 2018.

### **3.4 Approval of the revised Reporting Breaches of the Law to the Pension Regulator Policy**

- 3.4.1 In line with the Pension Regulator's Code of Practice number 14 (Governance and administration of public service pension schemes); the Fund had developed a policy that set out the mechanism for reporting breaches of the law.
- 3.4.2 The policy was first approved by the Pension Fund Committee in October 2015 and was reviewed and subsequently approved at the meeting of 18th October 2018.

### **3.5 Approval of the Data Improvement Policy and Plan**

- 3.5.1 The Cambridgeshire Pension Fund collects and processes large amounts of digital and paper based personal data and is heavily reliant on the timely receipt of accurate data from scheme employers in order to administer the Local Government Pension Scheme.
- 3.5.2 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.
- 3.5.3 To demonstrate to the Pensions Regulator that the Fund has reviewed the quality of its data and has an ongoing approach to ensuring the Fund has appropriate processes in place to consistently hold accurate data, a Data Improvement Policy and Plan were created.
- 3.5.4 Both the Data Improvement Policy and Plan were approved by the Pension Fund Committee on 18th October 2018 and updates are provided to the Committee at each meeting.

### **3.6 Approval of the revised Training Strategy**

- 3.6.1 The Training Strategy is required to assist the Pension Fund Committee and Local Pension Board in performing and developing their individual role with the ultimate aim of ensuring that Cambridgeshire Pension Fund is managed and assisted by individuals who have the appropriate level of knowledge and skills as required by the Pensions Act 2004 also enforced by the Pensions Regulator.
- 3.6.2 The strategy was first approved by the Pension Fund Committee in December 2016 and it was deemed appropriate to review at the 2 year point. The revised strategy was subsequently approved by the Pension Fund Committee on 13th December 2018.

### **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 31 March 2019, the Fund was valued at £3.19bn, an increase from the £2.97bn of 31 March 2018.

- 3.7.6 The Annual Report was approved by the Pension Committee on 25th July 2019.

## **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 funds 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. Assets within the ACCESS Pool are run by Link Fund Solutions, a FCA regulated "Operator".
- 4.1.3 Progress in the 2018/19 year has primarily concentrated on –
- Creation of the investment platform and relevant approval with the Financial Conduct Authority (FCA);
  - Launch of sub-funds to enable ACCESS Pension Funds to invest;
  - Creation of a governance framework; and
  - Establishment of an ACCESS Support Unit (ASU).
- 4.1.4 The pool has made excellent progress against the principal milestones of having £27.2 billion assets pooled and estimated savings of £13.6 million by March 2021.
- 4.1.5 By 31 March 2019 £19.6 billion of assets have been pooled including £11.4 billion of passive investments.
- 4.1.6 ACCESS has delivered *cumulative* net savings since inception (2015-16) of £3.164 million. In 2018-19 net *annual* savings had reached in excess of £4 million, which will increase as further tranches of investments are transitioned to the pool.
- 4.1.7 The Cambridgeshire Pension Fund transferred its first active fund to the Pool in 2018-19, making an annual saving of approximately £125k. Additionally, passive fees have significantly reduced under asset pooling, representing an annual saving on a like-for-like basis of in excess of £450k.
- 4.1.8 Other key milestones include the establishment of the ACCESS Support Unit and recruitment of a contract manager and support officer to provide day to day support

for the Pool, and development of a Governance Manual to reflect decision making principles, communications strategy, policies and procedures.

## **4.2 Approval of the Investment Strategy Statement**

- 4.2.1 The Investment Strategy is fundamental to the performance of the Fund. Asset allocation drives returns and risk to a far greater degree than active manager performance. A review of the strategy assesses the appropriateness of the current strategy and any changes necessary to increase the chance of meeting the Fund's objectives, namely to reach full funding and be in a position to pay benefits as they fall due; and to ensure contributions remain affordable to employers.
- 4.2.2 The Investment Sub Committee reviews the Investment Strategy Statement annually.
- 4.2.3 The Investment Sub Committee also performed a detailed review of the Fund's strategic asset allocation during 2018, culminating in the approval of a revised strategy by the Pension Fund Committee in March 2019.

## **4.3 Approval of the revised Cash Management Strategy**

- 4.3.1 Under the Local Government Pension Scheme (Management and Investment of Funds) Regulations 2016, the Fund is required to have its own separate bank account, may only borrow by way of temporary loan or overdraft for the purpose of paying benefits due under the scheme or to meet investment commitments. It must also invest, in accordance with its investment strategy, any Fund money that is not needed immediately to make payments from the Fund.
- 4.3.2 To meet the requirements of the Regulations, the Fund has identified Objectives and Key Principles to govern the Fund's approach to Cash Management.
- 4.3.3 The Cash Management Strategy was approved by the Pension Fund Committee on 28th March 2019.

## **5. Service Activities of the Pension Fund Committee**

### **5.1 Payroll Reconciliation**

- 5.1.1 In October 2016, the Fund migrated its pensioner payroll from the County Council's Oracle payroll solution to Altair payroll and in January 2017 the Altair pensioner administration records were merged with the Altair pensioner payroll records. As a result of this significant migration of data a reconciliation was undertaken of the pre-merged pensioner payroll data against the pensioner administration record data.
- 5.1.2 The reconciliation and rectification process commenced in August 2017 and concluded, on schedule, in May 2019. Scheme members that had been overpaid were dealt with compassionately in line with the Fund's policy on Overpayments of Pension. The overpayments identified within this project were immaterial to the Fund.

## **5.2 Guaranteed Minimum Pension Reconciliation**

- 5.2.1 Following the end of contracting-out on 6 April 2016, it was necessary for all pension schemes to reconcile their scheme members' contracted out liability against that recorded by HMRC. HMRC are currently operating, a reconciliation service in order for schemes to query and amend the data held. Failure to record the correct data for individual scheme members could result in schemes having to pay benefits in respect of members for which they do not have a liability.
- 5.2.2 Due to the number of member records in scope, a decision was made to out-source the reconciliation of the data to ITM Limited. The reconciliation stage was due to complete by 31 January 2018 but because of delays in HMRC responding to the queries raised, the project remains ongoing until all queries are resolved. This will then enable rectification to member's data which is estimated to begin early 2020.

## **5.3 Preparation for the Triennial Valuation of the Fund**

- 5.3.1 Extensive preparation and planning for the 2019 triennial valuation took place throughout 2018/19. Though the formal valuation date is 31 March 2019, the actual valuation of the Fund is not carried out until the second and third quarter of the following year. Work on the valuation during 2018/19 is therefore focussed on planning and preparation. This has involved reviewing and reconciling membership data with the Scheme employers, data improvement activities, implementation of the Hymans Robertson Employer Assets Tracker (HEAT) process for recording and monitoring cash flow in and out of the Fund.
- 5.3.2 Discussions were also held between officers and the Fund's actuary over the valuation process, key assumptions to be used and other issues affecting the valuation process, including pooling arrangements for some Scheme employers. Various training sessions have also been held for both officers and Pension Fund Committee and Local Pension Board members to ensure appropriate knowledge in place to facilitate oversight and decision making responsibilities.
- 5.3.3 The Pension Fund Committee and Local Pension Board have each received updates on the progress of the valuation, as part of its oversight function, at every meeting starting in October 2018. The updates included information on timelines for decision making, engagement with scheme employers, training of stakeholders and data cleansing. This has included updates on the agreed process and timelines when approvals would be required, activities such as engagement/training for stakeholders, communication with scheme employers, data cleansing and preparation of the employer database and risk register and analysis of key assumptions.
- 5.3.4 The Pension Fund Committee has also taken decisions related to the valuation, including the approval to purchase and implement HEAT, agreement of the key financial assumptions (discount rates and salary increase assumptions) and approval of the process to be used for setting contribution rates for large Scheduled bodies in the Fund (large councils and the police and fire authorities).

## 5.4 Reports noted by the Pension Fund Committee

- 5.4.1 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 the Data Improvement Plan Update, 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.
- 5.4.2 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.
- 5.4.3 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.

Source Documents	Location
Business Plan and Medium Term Strategy Communication Plan Overpayment of Pension Policy Annual Report and Statement of Accounts Reporting Breaches of the Law to the Pensions Regulator Data Improvement Plan and Policy Training Strategy Investment Strategy Statement Cash Management Strategy	LGSS Pensions Service, One Angel Square

**CAMBRIDGESHIRE LOCAL PENSION BOARD ANNUAL REPORT 2018-19**

**To:** County Council

**Date:** 15th October 2019

**From:** Chairman of the Cambridgeshire Local Pension Board

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

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

<b><i>Officer contact:</i></b>		<b><i>Member contact</i></b>	
Name:	Michelle Rowe	Name:	Councillor S King
Post:	Democratic Services Manager	Portfolio:	Chairman of the Cambridgeshire Local Pension Board
Email:	<a href="mailto:michelle.rowe@cambridgeshire.gov.uk">michelle.rowe@cambridgeshire.gov.uk</a>	Email:	<a href="mailto:simon.king@cambridgeshire.gov.uk">simon.king@cambridgeshire.gov.uk</a>
Tel:	01223 699180	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.9.

- 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 Cambridgeshire Local Pension Board comprises 3 scheme employer and 3 scheme member representatives and meets approximately 4 times a year.
- 2.5 The Annual Report for 2018-19 as attached in **Appendix 1** details the activities of the Pension Fund Board during that period.

## **3. CAMBRIDGESHIRE LOCAL PENSION BOARD REPORT 2018-19**

- 3.1 A copy of the full Cambridgeshire Local Pension Board Report for 2018-19 is attached.



Source Documents	Location
Cambridgeshire Local Pension Fund Board agendas and minutes	<a href="https://cambridgeshire.cmis.uk.com/ccclive/Committees/tabid/62/ctl/ViewCMIS_CommitteeDetails/mid/381/id/18/Default.aspx">https://cambridgeshire.cmis.uk.com/ccclive/Committees/tabid/62/ctl/ViewCMIS_CommitteeDetails/mid/381/id/18/Default.aspx</a>

# **Cambridgeshire Pension Fund Board**

## **Annual Report 2018-19**

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## ***Chairman's Foreword***

It is my pleasure, as Chairman of the Cambridgeshire Pension Fund Board, to introduce the fourth Cambridgeshire Pension Fund Board Annual Report, for 2018-19. 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 appointed Chairman by the Board for a second year. As Chairman, I am keen for the Board to continue to work hard to protect both the interests of the Pension Fund and its members. One example of this is the dementia training undertaken by Pension Fund staff to effectively and appropriately engage with members with this condition. We suggested that the Communications Strategy should include advice to Scheme members to ensure they have appropriate arrangements in place with regards to their pension so that the next of kin or representative can make the necessary arrangements at the appropriate time.

Again in considering the interests of the Pension Fund and especially its members, we were concerned to hear of cold-calls from fraudsters claiming to be from the Pensions Regulator, and as such requested that warning information be made more prominent on the Pension Fund website.

Aon, the Fund's governance consultants undertook a review of whether the Local Pension Board was fulfilling its role to support the Administering Authority in meeting its regulatory requirements. Sixteen key areas were reviewed under the categories of governance structure, knowledge and skills and behaviour. I am pleased to report that there were no negatives arising from this review, with the report concluding that we undertook our roles and responsibilities in an effective manner with all of us engaged and overall showing good participation.

I am confident that the dedication and commitment of the Board members will continue into 2019-20 in order to assist Cambridgeshire County Council in maintaining the high standards of the administration of the Fund. This commitment is demonstrated by the exceptionally high attendance at meetings this last year, and the Board's endorsement of the re-appointment of the three Scheme Member representatives, who with their significant experience will ensure the views of members continue to be well represented.

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 Simon King**  
**Chairman 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 both documents is available at the following link

<https://cmis.cambridgeshire.gov.uk/ccclive/Documents/PublicDocuments.aspx>  
(see Part 3B - Responsibility for Functions, Committees of Council, Pension Fund Committee)

A Local Pension Board must include an equal number of employer and member representatives with a minimum requirement of no fewer than 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 to be appointed by Cambridgeshire County Council Full Council and all other members to be 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 requirements set out in 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 that 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 Chairman/woman and Vice-Chairman/woman 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 Employer Representative	Councillor Elisa Meschini Employer Representative	Councillor Denis Payne Employer Representative
Cambridgeshire County Council Conservative Group	Cambridgeshire County Council Labour Group	Histon and Impington Parish Councillor
<a href="mailto:Simon.King@cambridgeshire.gov.uk">Simon.King@cambridgeshire.gov.uk</a>	<a href="mailto:elisa.meschini@cambridgeshire.gov.uk">elisa.meschini@cambridgeshire.gov.uk</a>	<a href="mailto:cllr.denis.payne@gmail.com">cllr.denis.payne@gmail.com</a>
Appointed: 23 May 2017	Appointed: 15 May 2018	Appointed: 3 February 2017

## Scheme Member Representatives

		
David Brooks Scheme Member Representative	Barry O'Sullivan Scheme Member Representative	John Stokes Scheme Member Representative
Former Vice- Principal – Business of The Thomas Deacon Academy	Cambridgeshire County Council Customer Service Advisor	Former Senior Architectural Technologist
<a href="mailto:David.jf.brooks@talk21.com">David.jf.brooks@talk21.com</a>	<a href="mailto:Barry.O'Sullivan@cambridgeshire.gov.uk">Barry.O'Sullivan@cambridgeshire.gov.uk</a>	<a href="mailto:johnjstokes@btinternet.com">johnjstokes@btinternet.com</a>
Appointed: 21 October 2015	Appointed: 16 July 2015	Appointed: 16 July 2015



The Chairman/woman and Vice-Chairman/woman of the Board are elected by the Board on annual basis.

The current Chairman is Councillor Simon King and the Vice-Chairman is David Brooks.

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

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

<b>Employer Representatives</b>				<b>Scheme Member Representatives</b>		
<b>Date</b>	<b>Cllr Simon King</b>	<b>Cllr Elisa Meschini</b>	<b>Cllr Denis Payne</b>	<b>David Brooks</b>	<b>Barry O'Sullivan</b>	<b>John Stokes</b>
6 July 2018	Attended	Attended	Attended	Attended	Attended	Attended
19 October 2018	Attended	Attended	Attended	Attended	Attended	Attended
15 February 2019	Attended	Attended	Attended	Attended	Attended	Attended
3 May 2019	Attended	Attended	Attended	Attended	Apologies	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 below:

<https://cmis.cambridgeshire.gov.uk/ccclive/Councillors.aspx>

The code of conduct forms for non-County Councillor members are retained by the Democratic Services Officer, Rob Sanderson, 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 a link as follows:

<http://www.thepensionsregulator.gov.uk/public-service-schemes/learn-about-managing-public-service-schemes.aspx>

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 <i>[Appointed 23 May 2017]</i>	Statutory and non-statutory policies – training item Cross Pool Open Forum CIPFA Training Day Introduction to the LGPS Completion of the Pension Regulator's Toolkit Internal Dispute Resolution Procedure Investment Presentation Cyber Resilience	23/2/2018 27/3/2018 9/5/2018 26/9/2018 29/9/2018 15/2/2019 15/2/2019 3/5/2019
Cllr Elisa Meschini <i>[Appointed 15 May 2018]</i>	CIPFA Training Day Internal Dispute Resolution Procedure Investment Presentation Cyber Resilience	4/7/2018 15/2/2019 15/2/2019 3/5/2019
Cllr Denis Payne <i>[Appointed 3 February 2017]</i>	Completion of the Pension Regulator's Toolkit Training Needs Analysis Local Pension Board Two Years on Seminar Pension Information Day LGC Investment Summit Pension Information Day Pension Information Day Employers Forum Pension Information Day Statutory and non-statutory policies – training item Local Pension Board three Years on Seminar CIPFA Training Day LGC Investment Summit Internal Dispute Resolution Procedure Investment Presentation Cyber Resilience PLSA Local Authority Conference	28/2/2017 7/3/2017 28/6/2017 5/7/2017 7/9/2017 6/10/2017 22/11/2017 29/11/2017 7/2/2018 23/2/2018 27/6/2018 9/5/2018 7/9/2018 15/2/2019 15/2/2019 3/5/2019 13/5/2019
Barry O'Sullivan <i>[Appointed 16 July 2015]</i>	LGA Local Pension Board Training LGSS Joint Local Pension Board Training UBS First Steps UBS Second Steps LGSS Valuation Training Local Pension Board Seminar Pension Ombudsman Case Study - Training item Completion of the Pension Regulator's Toolkit LGC Investment Seminar Local Pension Board Two years on Seminar Pension Information Day	21/05/2015 1/09/2015 3/11/2015 3/11/2015 3/02/2016 29/6/2016 22/7/2016 2016 3/2/2017 28/6/2017 5/7/2017

	Unison Eastern Regional pensions forum National LGPS Seminar Pension Information Day Pension Information Day Training Needs Analysis National LGPS Seminar Statutory and non-statutory policies – training item CIPFA Training CIPFA Training LGC Investment Summit UNISON LGPS Seminar Internal Dispute Resolution Procedure Investment Presentation	22/9/2017 10/1/2018 6/10/2017 22/11/2017 6/12/2017 10/1/2018 23/2/2018 9/5/2018 4/7/2018 6/9/2018 11/12/2018 15/2/2019 15/2/2019
John Stokes <i>[Appointed 16 July 2015]</i>	LGA Local Pension Board Training LGSS Joint Local Pension Board Training LGSS Pensions Liability Driven Investment & Passive Investment Training Day LGSS Valuation Training Completion of the Pension Regulator's Toolkit Schroders Trustee Training Pension Ombudsman Case Study - Training item LGC Investment Seminar Local Pension Board 2 Years on Seminar LGC Investment Summit Pension Information Day Pension Information Day Training Needs Analysis LAPFF Conference CIPFA Training CIPFA Training LAPFF Conference LGPS Governance Conference Internal Dispute Resolution Procedure Investment Presentation Cyber Resilience	21/05/2015 1/09/2015 27/10/2015  3/2/2016  10/6/2016 22/7/2016 2/3/2017 28/6/2017 7/9/2017 6/10/2017 22/11/2017 6/12/2017 6/12/2017 9/5/2018 12/9/2018 5/12/2018 17/1/2019 15/2/2019 15/2/2019 3/5/2019
David Brooks <i>[Appointed 21 October 2015]</i>	Completion of the Pension Regulator's Toolkit Pension Ombudsman Case Study - Training item 14th Annual Trustee Conference Pension Information Day Training Needs Analysis Statutory and non-statutory policies – training item CIPFA Training CIPFA Training Internal Dispute Resolution Procedure Investment Presentation Cyber Resilience	17/2/2016 22/6/2016 29/6/2017 6/10/2017 6/12/2017 23/2/2018 9/5/2018 12/9/2018 15/2/2019 15/2/2019 3/5/2019

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 LGSS Pensions Team has prepared such a list for Cambridgeshire Local Pension Board members, which is available at the following link:

<http://pensions.cambridgeshire.gov.uk/index.php/governance2/key-documents>

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 has 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 at the following link:

<https://pensions.northamptonshire.gov.uk/app/uploads/2018/12/Reporting-Breaches-of-the-Law-to-the-Pensions-Regulator-Policy-2018-Cambridgeshire.pdf>

## ***Work Programme 2018-19***

The Cambridgeshire Local Pension Fund Board has met four times in 2018-19, on 6th July 2018, 19th October 2018, 15th February 2019 and 3rd May 2019.

### ***Board Meeting – 6th July 2018***

This was the first meeting of the Board in the municipal year. At the meeting, the Board considered a report on the administration performance of the LGSS Pensions Service, and took a particular interest in any late payments to the Cambridgeshire Pension Fund.

The Board reviewed progress made on the key Fund activities during the first quarter of the 2018-19 Business Plan, as approved by the Pension Fund Committee. Members noted that dementia training and advice would be given to Pension Fund staff, as with most people living longer there was a greater likelihood of developing dementia. The Board suggested that the Communications Strategy should include advice to Scheme members to ensure they have appropriate arrangements in place with regards to their pension so that the next of kin or representative can make the necessary arrangements at the appropriate time.

Recommendations were made to the Pension Fund Committee as part of the Review of the Reporting Breaches of the Law to the Pension Regulator Policy.

The Board also considered reports on Governance and Compliance, Cambridgeshire Pension Fund 2018-19 Communication Plan, revised Overpayment of Pension Policy, the Investment Strategy Statement, the Overseas Pension Proof of Existence Exercise and an update on ACCESS Asset pooling.

### ***Board Meeting – 19th October 2018***

The Board discussed the Pension Fund Annual Business Plan Update Report 2018-19. Members were particularly keen to understand the Scheme Member experience, and were pressing for the self-service system to be available. There was concern expressed when considering the Governance and Compliance report regarding cold-calls from fraudsters claiming to be from the Pensions Regulator, the Board requested that warning information should be made more prominent on the Pension Fund website.

Members reviewed the Cambridgeshire Pension Fund Training Strategy 2018. A significant change to the Strategy was the removal of the Knowledge Assessments test. The Board also considered the Draft Annual Report and Statement of Accounts of the Pension Fund Committee for 2017-18, and was keen to consider measures being taken to improve performance. As such, the Board agreed to invite the Chairman of the Investment Sub-Committee to its next meeting to report on performance.

Members also received reports on Administration Performance, the Cambridgeshire Pension Fund Data Improvement Policy and Plan, Risk Monitoring, the appointment of an Independent Investment Manager and an update on Asset Pooling.



### ***Board Meeting – 15th February 2019***

The Board welcomed Councillor Terry Rogers, the Chairman of both the Pension Fund Committee and the Pension Fund Investment Sub-Committee, to its meeting. Members asked him a number of questions on the Investment Strategy and ACCESS Pooling. The Board was also updated on the Pension Fund Business Plan, and expressed the hope that the appointment of a Communications Manager would make a difference to the number of active and deferred membership taking up self-service.

The Board received a report on a review of its effectiveness. The purpose of the review had been to establish whether, based on Aon's observations, the Local Pension Board was fulfilling its role to support the Administering Authority in meeting its regulatory requirements. Sixteen key areas were reviewed under the categories of governance structure, knowledge and skills and behaviour. There were no negatives arising from the review, with the report concluding that the Board undertook its roles and responsibilities in an effective manner with its Members engaged and overall showing good participation. A number of areas were recommended by Aon as suggestions to improve the effectiveness of the Board.

Members also received reports on Administration Performance, Governance and Compliance, Data Improvement, Risk Strategy and Risk Register, Internal Dispute Resolution Procedure, Valuation of Pension Fund, and Asset Pooling.

### ***Board Meeting – 3rd May 2019***

The Board considered the feedback on the results of its effectiveness review survey. In January 2019, the Board members were invited to complete a new survey on the adequacy of the current arrangements and how efficiently the Board was operating. Conclusions drawn from the Survey were that the effectiveness of the Pension Board was positive as a whole with the majority of members agreeing with the statements provided and with the Board having no areas of particular concern.

When considering the Cambridgeshire Pension Fund Internal Audit Report and External Audit Plan Ended 31 March 2019, Members were pleased to note that the Service had received the highest level of assurance in most areas (substantial for both the Control Environment and Compliance). The Board considered the re-appointment of the Scheme Members and agreed to recommend their re-appointment to the County Council's Monitoring Officer.

Members also received reports on Governance and Compliance, Risk Monitoring, Investment and Fund Accounting Reports presented to the Pension Fund Committee, Administration Performance, Data Improvement Plan Progress Report, Pension Fund Annual Business Plan Update report 2018-19, Annual Business Plan and Medium Term Strategy 2019-20 to 2021-22, Cambridgeshire Pension Fund Effectiveness Review Actions, Valuation of the Pension Fund and Asset Pooling.

# ***Work Programme 2019-20***

The Cambridgeshire Local Pension Board maintains a work programme (agenda plan) which is considered at every meeting. The Work Programme for 2019-20 is as set out below:

## **5 July 2019**

- Annual Report of the Board
- Administration Report (every meeting)
- Data Improvement Plan Update (every meeting)
- Business Plan Update (every meeting)
- Governance and Compliance Report (every meeting)
- Risk Monitoring (every meeting)
- Valuation Update (every meeting)
- Asset Pooling (every meeting)
- Dormancy Policy
- Communication Plan

## **4 October 2019**

- Administration Report (every meeting)
- Data Improvement Plan Update (every meeting)
- Business Plan Update (every meeting)
- Governance and Compliance Report (every meeting)
- Risk Monitoring (every meeting)
- Valuation Update (every meeting)
- Asset Pooling (every meeting)
- Funding Strategy Statement
- Admitted Bodies, Scheme Employers and Bulk Transfer Policy
- Actuarial Valuation Report
- Annual Report and Statement of Accounts
- Anti-Fraud and Corruption Policy (subject to material change)

## **24 January 2020**

- Administration Report (every meeting)
- Data Improvement Plan Update (every meeting)
- Business Plan Update (every meeting)
- Governance and Compliance Report (every meeting)
- Risk Monitoring (every meeting)
- Valuation Update (every meeting)
- Asset Pooling (every meeting)
- Administration Strategy
- Communication Strategy

## **24 April 2020**

- Administration Report (every meeting)
- Data Improvement Plan Update (every meeting)
- Business Plan Update (every meeting)
- Governance and Compliance Report (every meeting)
- Risk Monitoring (every meeting)
- Valuation Update (every meeting)
- Asset Pooling (every meeting)
- Governance Policy and Compliance Statement (subject to material change)
- Payment of Employee and Employer Contributions Policy (subject to material change)
- Business Plan and Medium Term Strategy

## ***Key Officers supporting the Local Pension Board***

<b>Head of Pensions</b>	Mark Whitby <a href="mailto:MWhitby@northamptonshire.gov.uk">MWhitby@northamptonshire.gov.uk</a> 01604 366537
<b>Governance &amp; Regulations Manager</b>	Joanne Walton <a href="mailto:JWalton@northamptonshire.gov.uk">JWalton@northamptonshire.gov.uk</a> 01604 366537
<b>Governance Officer</b>	Michelle Oakensen <a href="mailto:MOakensen@northamptonshire.gov.uk">MOakensen@northamptonshire.gov.uk</a> 01604 366537
<b>Democratic Services Manager</b>	Michelle Rowe <a href="mailto:michelle.rowe@cambridgeshire.gov.uk">michelle.rowe@cambridgeshire.gov.uk</a> 01223 699180
<b>Democratic Services Officer</b>	Rob Sanderson <a href="mailto:rob.sanderson@cambridgeshire.gov.uk">rob.sanderson@cambridgeshire.gov.uk</a> 01223 699181

**APPOINTMENT OF VICE-CHAIRMAN OF COMMUNITIES AND PARTNERSHIP POLICY AND SERVICE COMMITTEE**

<b>MEETING:</b>	<b>VICE-CHAIRMAN:</b>
Communities and Partnership Policy and Service Committee	Councillor Mark Goldsack to replace Councillor Kevin Cuffley



**CAMBRIDGESHIRE  
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**Agenda Item: 13(a)**

**Cambridgeshire & Peterborough Combined Authority**

**Reports from Constituent Council Representatives on the Combined Authority  
Member representatives**

<b>Meeting</b>	<b>Dates of Meeting</b>	<b>Representative</b>
<b>Overview and Scrutiny</b>	<b>29th July 2019</b>  <b>23rd September 2019</b> <i>(to follow)</i>	<b>Councillor David Connor</b> <b>Councillor Jocelyne Scutt</b>
<b>Combined Authority Board</b>	<b>31st July 2019</b>  <b>25th September 2019</b>	<b>Councillor Steve Count</b>
<b>Audit and Governance</b>	<b>19th July 2019</b>  <b>27th September 2019</b> <i>(to follow)</i>	<b>Councillor Mark Goldsack</b>

**The above meetings have taken place in July and September 2019**

**Overview and Scrutiny Committee – Monday 29th July and 23rd September**

The Overview and Scrutiny Committee met on 29th July and 23rd September 2019, the decision summary for the 29th July is attached as **Appendix 1**, the decision summary for 23rd September is to follow.

**Combined Authority Board – Wednesday 31st July and 25th September**

The Combined Authority Board met on 31st July and 25th September 2019, the decision summaries are attached as **Appendix 2 and 3**.

**Audit and Governance Committee – Friday 19th July and 27th September**

The Audit and Governance Committee met on 19th July and 27th September, the decision summary for the 19th July is attached as **Appendix 4**, the decision summary for 27th September is to follow.

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



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## Appendix 1

### OVERVIEW AND SCRUTINY COMMITTEE - Decision Summary

**Meeting:** 29 July 2019

**Agenda/Minutes:** [Overview & Scrutiny Committee - 29th July 2019](#)

Chair: Cllr Lorna Dupre

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 Conboy, substituted by Cllr Humphrey  Cllr Murphy
2.	Declaration of Interests	There were no declarations of interest.
3.	Minutes	The minutes of the meeting held on the 24 <sup>th</sup> June 2019 were agreed and signed by the Chair.

4.	Public Questions	There were no public questions received.
5.	Review of Combined Authority Agenda	<p>The Committee reviewed the agenda due to come to Board on Wednesday 31<sup>st</sup> July 2019.</p> <p>The Committee agreed to raise the following questions to the Board:</p> <p><b>1.7) <u>Business Board Allowances</u></b></p> <ul style="list-style-type: none"> <li>a) Was there any reason for using the East Cambs IRP over any other panel from the other Constituent Councils.</li> <li>b) By providing the Business Board members with an allowance, will there be a domino effect or an expectation that other bodies and appointed commissioners will receive an allowance?</li> <li>c) How does the workload of the LEP members differ from that of the Business Board to warrant the post being remunerated?</li> <li>d) What responsibilities will the Vice-Chair have and what will be the frequency of their deputising responsibility?</li> <li>e) Why are the allowances being backdated?</li> <li>f) The role of 'Business Board member' has been advertised already which states, Board Members will be remunerated. Does this not pre-determine the decision of the Board as they had yet to agree to the recommendation.</li> <li>g) What steps are being taken to exceed the government recommendations with regards to equality and representation on the Board – to include a greater percentage of women?</li> </ul>



		<p>h) Could the Business Board consider 'rolling' appointments to support continuity of the knowledge and expertise.</p> <p><b>2.1) <u>Budget Monitoring</u></b></p> <p>a) Appendix 2 of the Budget Monitoring report refers to 'Passporting'. Can clarification be given on the meaning of this?</p> <p><b>3.1) <u>Affordable Housing Programme Scheme</u></b></p> <p>a) Can the Board explain the varying levels of grant between projects in the Affordable Housing Programme and the significant difference between cost per affordable unit under the revolving loan scheme?</p> <p><b>3.1.1) <u>£100m Affordable Housing Programme Scheme Approvals July 2019 – Werrington, Peterborough</u></b></p> <p>a) Can a definition or some clarity be given with regards to the term 'affordable rent'?</p> <p><b>a) <u>Housing Development Company - Approval of Shareholder Agreement</u></b></p> <p>a) The Committee have some concerns that the power of Mayor over Housing Company will lack scrutiny and consider there to be a need for increased transparency.</p> <p>b) Will Scrutiny be able to have access to the exempt information (both reports and minutes) in order to properly scrutinise (eg of pay of CEO) especially in light of the number of Boards that are being set up at the Combined Authority.</p>
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		<p><b>3.3) <u>Cambridge Autonomous Metro - July 2019</u></b></p> <ul style="list-style-type: none"> <li>a) What lessons have been learned from previous boards in terms of recruitment and diversity and are these going to be applied to the Partnership Board and all other future Boards that are established?</li> <li>b) Will the CAM Partnership Board consult with stakeholders including residents and environmental groups?</li> <li>c) What is the level of confidence with regards to the financial viability of the Outline Business Case given the budget changes outlined in the report.</li> </ul> <p><b>3.4) <u>A428 Black Cat to Caxton Gibbet Consultation response</u></b></p> <ul style="list-style-type: none"> <li>a) How will the CPCA work with Highways England to address the issues raised in the draft response to the consultation with regards to biodiversity?</li> </ul> <p><b>3.6) <u>A Vision for Nature</u></b></p> <ul style="list-style-type: none"> <li>a) How will the vision for nature be delivered in the decision-making process?</li> <li>b) Do the Board consider that there is a need for more conservation bodies to be involved and consulted with?</li> <li>c) What consideration has been given to Climate change and the effects of this is if they are to increase rich wildlife areas and promote better access to natural areas</li> <li>d) What are the risks of GMO considering they do not compliment and counteract bio-diversity?</li> </ul>
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		e) What capacity does the CPCA have to deal properly with climate change?
6.	Combined Authority Forward Plan	The Committee confirmed that it was pleased that the publication of the Board Forward Plan had been amended to allow the Overview and Scrutiny Committee the opportunity to examine the document in a more manageable timeframe.
7.	Overview and Scrutiny Work Programme Report	<p>The Committee received the report which outlined the work programme for the committee for the municipal year 2019/20.</p> <p>The Committee noted that there would be a presentation from one of the joint Chief Executives at the next meeting on the Constitutional Review and an opportunity for a question and answer session</p>
8.	Date of Next Meeting	The Committee agreed that the next meeting would be held on the 23 <sup>rd</sup> September 2019 at 11:00am, Kreis Viersen Room, Shire Hall, Cambridgeshire County Council.



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## Appendix 2

# CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY BOARD - Decision Summary

**Meeting:** 31 July 2019

**Agenda/Minutes:** [Cambridgeshire and Peterborough Combined Authority Board - 31st July 2019](#)

Item	Topic	Decision
	<b>Part 1 – Governance Items</b>	
1.1	Announcements, Apologies and Declarations of Interest	Apologies were received from Councillor C Boden (substituted by Councillor J French), Councillor L Herbert (substituted by Councillor M Sargeant) and Mr A Adams.  No declarations of interest were made.
1.2	Minutes – 26th June 2019	The minutes of the meeting on 26th June 2019 were confirmed as an accurate record and signed by the Mayor.
1.3	Petitions	None received.
1.4	Public Questions	None received.

1.5	Forward Plan	It was resolved to note and comment on the Forward Plan.
1.6	Executive Committees – Change in Membership	<p>The Board reviewed the changes in membership on the Transport and Infrastructure, Housing and Communities, and Skills Committees.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Approve the change of lead member on the Transport and Infrastructure Committee for Fenland District Council from Councillor Chris Boden to Councillor Chris Seaton and the substitute member to Councillor Chris Boden.</li> <li>b) Approve the substitute member on the Housing and Communities Committee for Fenland District Council from Councillor David Oliver to Councillor Sam Hoy.</li> <li>c) Approve the change of lead member on the Skills Committee for Huntingdonshire District Council from Councillor Graham Bull to Councillor Jon Neish.</li> <li>d) Note the substitute member on the Skills Committee for East Cambridgeshire District Council was Councillor Anna Bailey.</li> </ul>
1.7	Business Board Allowances	<p>The Board was asked to decide if the Business Board should adopt a Member Allowance Scheme based on the recommendations made by the Independent Remuneration Panel.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Consider recommendations relating to the Business Board Scheme of Allowances from the Independent Remuneration Panel;</li> </ul>

		<ul style="list-style-type: none"> <li>b) Approve the adoption of a Member Allowance Scheme for the Business Board as proposed, including members of the Business Board being eligible to claim mileage for travel to and from meetings of the Business Board;</li> <li>c) Approve the alternative levels of remuneration as set out under the proposed scheme within the Financial Implications section of this report; and</li> <li>e) Approve the backdating of the Member Allowance Scheme to 24 September 2018.</li> </ul>
	<b>Part 2 – Finance</b>	
2.1	Budget Monitor Update	<p>The Board received a report providing an update of the 2019/20 forecast outturn position against the Boards approved budget for the year.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Note the updated financial position of the Combined Authority for the year.</li> <li>b) Note the status of the audit of the 2018/19 statement of accounts</li> </ul>

	<b>Part 3- Combined Authority Matters</b>	
3.1.1	£100m Affordable Housing Programme - Scheme Approvals: July 2019 – Werrington, Peterborough	<p>The Board considered a report detailing one scheme for approval of grant funding in the context of the overall investment pipeline for the Combined Authority's £100m programme.</p> <p>It was resolved to:</p> <p>Commit grant funding of £3,845,600 from the £100m Affordable Housing Programme to deliver 88 new affordable homes at a site in Werrington, Peterborough.</p>
3.1.2	£100m Affordable Housing Programme - Scheme Approvals Crowland Road, Eye Green, Peterborough.	<p>The Board considered a report detailing one scheme for approval of grant funding in the context of the overall investment pipeline for the Combined Authority's £100m programme.</p> <p>It was resolved to:</p> <p>Commit grant funding of £875,000 from the £100m Affordable Housing Programme to deliver 25 new affordable homes at a site in Crowland Road, Eye Green, Peterborough.</p>
3.1.3	£100m Affordable Housing Programme - Scheme Approvals Drake Avenue, Peterborough	<p>The Board considered a report detailing one scheme for approval of grant funding in the context of the overall investment pipeline for the Combined Authority's £100m programme.</p> <p>It was resolved to:</p> <p>Commit grant funding of £1,430,154 from the £100m Affordable Housing Programme to deliver 33 new affordable homes at a site in Drake Avenue, Peterborough.</p>

3.2	Housing Development Company – Approval of Shareholder Agreement	<p>The Board received a report requesting approval of the Shareholder agreement, Articles of Association and the composition of the Board of Directors for Angle Holdings Limited and Angle Developments Limited.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Approve the Shareholder Agreement as detailed in Appendix 1;</li> <li>b) Approve Angle Holding Limited Articles of Association as detailed in Appendix 2;</li> <li>c) Approve Angle Developments Limited Articles of Association as detailed in Appendix 3;</li> <li>d) Approve the composition of Angle Holdings Limited Board of Directors as set out in paragraph 2.6;</li> <li>e) Approve the composition of Angle Development Limited Board of Directors as set out in paragraph 2.8.</li> </ul> <p>Furthermore, in order to implement a)-c), authorise and approve:</p> <ul style="list-style-type: none"> <li>f) The Chief Executive and the senior legal officer to complete the necessary legal documentation to implement the above; and</li> <li>g) The Monitoring Officer to amend the Constitution.</li> </ul>
3.3	Cambridge Autonomous Metro – July 2019	<p>The Board considered a report outlining the proposed approach to the governance, funding and client side delivery arrangement for overseeing the production of the Outline Business Case (OBC) for the CAM Metro.</p>



		<p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Approve the increased allocation of £780,000 in 19/20 and £965,000 in 20/21 for the CAM OBC to be funded from the Feasibility studies non-capital budgets including re-profiling from 20/21 to 19/20</li> <li>b) Note the establishment of a Partnership Board with the terms of reference set out at Appendix A</li> <li>c) Note the proposed client-side project management structure</li> </ul>
3.4	A428 Black Cat to Caxton Gibbet Consultation Response	<p>The Board was provided with a report requesting approval on the proposed response to the A428 Black Cat to Caxton Gibbet consultation.</p> <p>It was resolved to approve the proposed consultation response attached at Appendix A, subject to the revisions requested by Board members.</p>
3.5	St Neots Masterplan – Phase 1 Delivery	<p>The Board was provided with a report seeking approval to allocate £403k of revenue from Non-Transport Feasibility Programme line to deliver the Combined Authority funding commitments.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Approve the allocation of £403k from the non-transport feasibility budget within the Medium-Term Financial Plan to meet programme commitments as part of the £4.1m package of Combined Authority funding approved by the Board in June 2018 to deliver the first phase of the St Neots Masterplan for Growth.</li> <li>b) Approve the re-profiling of the capital expenditure in the Medium Term Financial Plan (MTFP) to match the updated forecast from the delivery partner.</li> </ul>

3.6	A Vision for Nature	<p>The Board received a report providing information on the 'Vision for Nature'.</p> <p>It was resolved to endorse the Vision for Nature.</p>
	<b>By Recommendation to the Combined Authority</b>	
	<b>Part 4 – Business Board Recommendations to the Combined Authority</b>	
4.1	Growth Deal Project Proposals July 2019 – Local Growth Fund Programme Update.	<p>The Board received a report requesting that it consider and approve the following Business Board recommendations.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Approve the submission of the Growth Deal monitoring report to Government to end Q1 2019/20.</li> <li>b) Approve the proposed creation of a Capital Growth Grant scheme for small businesses using Local Growth Fund (LGF) and approve a £3m pilot programme and for Officers to run a procurement for a provider to deliver the pilot programme.</li> </ul>
4.2	Review of Business Board Constitution	<p>The Board received a report requesting that it approve the following amendments to the Business Board Constitution.</p> <p>It was resolved by a two thirds majority to:</p> <ul style="list-style-type: none"> <li>a) Approve the amendments to the Constitution set out in Appendix 1 and the additional revisions requested during the meeting.</li> </ul>

		b) Authorise the Monitoring Officer to make any consequential changes to the Combined Authority Constitution.
4.3	Alconbury Enterprise Zone Memorandum of Understanding and Enterprise Zone Programme Governance	<p>The Board received a report requesting that it approve the following recommendations.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Approve the Alconbury Enterprise Zone Memorandum of Understanding between CPCA and Huntingdonshire District Council, subject to the removal of the following words at the end of paragraph 6.1.2 “including towards meeting the community and infrastructure demands of the Alconbury Weald development” and to instruct the Director of Business and Skills to negotiate with Huntingdonshire District Council and the Interim Chair of the Business Board to remove the wording; and</li> <li>b) Approval to adopt the proposed Enterprise Zone Programme Terms of Reference and associated governance.</li> </ul>
	<b>Part 5 – Skills Committee recommendations to the Combined Authority Board</b>	
5.1	University of Peterborough – Transitional Funding	<p>The Board considered a report requesting approval for transitional funding of University Centre Peterborough (UCP) to continue working on the project until the bidding process begins on 1<sup>st</sup> August 2019.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Note the findings of the request from University Centre Peterborough to continue to fund the activity for the University of Peterborough up until the 1st August 2019.</li> </ul>

		b) Approve the release of £148,304 from the Skills Strategy Implementation budget for 2019/20 to support University Centre Peterborough through the transitional phase.
	<b>Part 6 - Date of next meeting</b>	
6.1		Wednesday 25th September 2019: Kreis Viersen Room, Shire Hall, Cambridge, CB3 0AP.



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## Appendix 3

# CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY BOARD - Decision Summary

**Meeting:** 25 September 2019

**Agenda/Minutes:** [Cambridgeshire & Peterborough Combined Authority Board: 25th September 2019](#)

Item	Topic	Decision
<b>Part 1 – Governance Items</b>		
1.1	Announcements, Apologies and Declarations of Interest	Apologies were received from Councillor J Ablewhite, Police and Crime Commissioner, substituted by Councillor Ray Bisby, Deputy Police and Crime Commissioner.  No declarations of interest were made.
1.2	Minutes – 31 <sup>st</sup> July 2019	The minutes of the meeting on 31 <sup>st</sup> July 2019 were confirmed as an accurate record and signed by the Mayor.
1.3	Petitions	None received.

1.4	Public Questions	None received.
1.5	Forward Plan – September 2019	It was resolved to note the Forward Plan.
1.6	Annual Report of the Chair of Audit and Governance 2018-19	<p>The Board reviewed the Audit and Governance Committee Annual Report for 2018/19</p> <p>It was resolved to:</p> <p>Note the Annual Report of the Chair of Audit and Governance Committee for 2018/19 (Appendix 1) and provide feedback to the Committee.</p>
1.7	Governance (Decision Making) Review	<p>The Board reviewed the Cambridgeshire and Peterborough Combined Authority Governance (Decision Making) Review.</p> <p>It was resolved to:</p> <p>a) Agree the amendments to the Constitution set out at Appendix 2, subject to the following wording being substituted for paragraph 6.3 in Chapters 8 (Transport &amp; Infrastructure Committee), 9 (Skills Committee) and 10 (Housing &amp; Communities Committee):</p> <p>6.3 The Combined Authority Board shall appoint the committee and substitute members. With the exception of the Chair, Board members may nominate another member from their constituent council to be a member of the committee in their place. The Board member shall also nominate a named substitute member. Nominations are in consultation with the Mayor and subject to approval by the Board. In principle, neither the Mayor nor the Board will seek to exercise their voting rights to veto or vote against the appointment of constituent council members to executive committees. See also Chapter 11, paragraph 2 of the procedure rules of executive committees and Chapter 4 paragraph 4.4.</p>

		<p>b) Agree that the amendments should take effect from 1 November 2019</p> <p>c) Agree the size, membership and terms of reference of the Executive Committees set out in Appendix 2</p> <p>d) Agree the revised calendar of meetings for 2019/20 at Appendix 3</p>
1.8	Quarterly Performance Monitoring Report	<p>The Board reviewed the September Delivery Dashboard.</p> <p>It was resolved to:</p> <p>Note the September Delivery Dashboard</p>
<b>Part 2 – Finance</b>		
2.1	2019-20 Budget & Medium Term Financial Plan 2019-2023	<p>The Board received an update report on the 2019/20 Budget and 2019 to 2023 Medium Term Financial Plan.</p> <p>It was resolved to:</p> <p>a) Approve the revised revenue budget for 2019/20 and Medium-Term Financial Plan 2019 to 2023</p> <p>b) Approve the revised capital programme 2019 to 2022</p>
2.2	Business Plan 2019-20 Mid-Year Update	<p>The Board received a mid-year update report on the 2019-20 Business Plan.</p> <p>It was resolved to:</p> <p>Approve the 2019-20 Business Plan mid-year update</p>

Part 3 - Combined Authority Matters		
3.1	£100m Affordable Housing Programme - Scheme Approvals – Whaddon Road, Meldreth, South Cambridgeshire (Settle).	<p>The Board received a report presenting a scheme seeking approval of grant funding in the context of the overall investment pipeline for the Combined Authority's £100m programme.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Delegate approval of a grant of £215,000 from the £100m Affordable Housing programme to enable delivery of five new affordable homes at Whaddon Road, Meldreth, South Cambridgeshire to the Housing and Communities Committee.</li> </ul>
3.2	Soham Rail Station – Detailed Design & Construction	<p>The Board received a report that sought its approval to commence detailed design and construction of the Soham Rail Station Phase 1 project by authorising Network Rail (NR) to proceed into the GRIP (Governance for Railway Investment Projects) 4 to 8.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Approval to commence detailed design and construction of the Soham Rail Station Phase 1 project by authorising Network Rail (NR) to proceed into GRIP (Governance for Railway Investment Projects) 4 to 8.</li> <li>b) Agree in principle the Implementation Agreement for the development and delivery of the single platform for Soham station (Phase 1), and delegate authority to the Monitoring Officer and Chief Finance Officer, in consultation with the Chair of the Transport Committee to approve this document once finalised.</li> <li>c) Approve additional budget of £18,636,899 with a potential termination clause liability of up to a maximum of 10%.</li> </ul>



		d) Mandate continued discussions with Network Rail, Department for Transport, and the Freight Operating Companies for provision of a second track (Ely to Soham) and the development of the second platform at Soham station.
3.3	Public Transport to Serve Alconbury	<p>The Board received a report that sought its approval to take forward work on public transport provision at Alconbury within the project on the Cambridge Autonomous Metro (CAM), pursuing low-carbon rapid transit provision between Alconbury, Huntingdon and Cambridge as a key objective.</p> <p>It was resolved to:</p> <p>Approve the removal of the project titled Alconbury Station from the Key Projects list and to include public transport to serve Alconbury within the scope of the CAM Key Project.</p>
3.4	Bus Reform Taskforce – Budget Drawdown	<p>In March 2019, the Board approved the governance arrangements of the Bus Reform Group/Task Force and a drawdown of £400,000 against an approved budget of £1 million in 2019/20. The Board received a report seeking approval for a further drawdown of £400,000 against the 2019/20 budget.</p> <p>It was resolved to:</p> <p>Approve the next drawdown of £400,000 from the 2019/20 budget for the Bus Reform Task force.</p>
3.5	European Union Exit Capability Programme Report	The Board received a report providing information regarding the European Union Exit Capability Funding provided to the Combined Authority by HM Government, for the purpose of supporting business resilience in the CPCA region in the light of a deal or no deal Brexit. The report sought approval for the proposed application of the funding and procurement of the work.

		<p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Approve the schemes to provide support to businesses for the Brexit Basics import and export documentation and associated challenges workshops; and the retention and recruitment of EU workers programmes of support:</li> <li>b) Delegate authority to Chief Executive and Chief Finance Officer, in consultation with the Lead Member for Economic Growth, to confirm the approved tender(s) and award contracts.</li> </ul>
<b>By Recommendation to the Combined Authority</b>		
<b>Part 4 – Business Board Recommendations to the Combined Authority</b>		
4.1	For approval as Accountable Body – Local Growth Fund Project Proposals September 2019	The report was withdrawn.
4.2	For Approval as Accountable Body – Local Growth Fund Update	<p>The Board received a report requesting that it note the programme updates outlined in the report to the Business Board dated 23 September 2019.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Note the programme updates outlined in the report to the Business Board dated 23 September 2019.</li> </ul>
4.3	Greater South East Energy Hub	<p>The Board received a report requesting that it consider and approve the following Business Board recommendations.</p> <p>It was resolved to:</p>

		<ul style="list-style-type: none"> <li>a) Agree that the Energy Hub is transferred to a new Accountable Body which will be decided by the Hub Board;</li> <li>b) Agree to the establishment of the Greater South East Energy Hub Board in line with the Terms of Reference included in this report, and authorise the Director of Business &amp; Skills, in consultation with the Lead Member for Economic Growth, Chief Finance Officer and Monitoring Officer, to make minor amendments to terms of reference as required in their finalisation;</li> <li>c) Agree to delegate authority to the Energy Hub Board for the use of the Local Energy Capacity Support Grant and Rural Community Energy Fund where the decisions do not impact Cambridgeshire and Peterborough Combined Authority staffing arrangements; and</li> <li>d) Note the draft Accountable Body Agreement and authorise the Section 73 Officer to make minor amendments and finalise the agreement.</li> </ul>
4.4	Strategic Partnership Agreements	<p>The Board received a report seeking approval of the first five Strategic Partnerships Agreements.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Approve the first five Strategic Partnership Agreements for Rutland County Council, West Suffolk Council, Kings Lynn and West Norfolk Council, New Anglia LEP and South East LEP; and</li> <li>b) Approve the development of a LEP partnering strategy (to cover other contiguous and strategically important LEPs) once the remaining Strategic Partnership Agreements have been completed.</li> </ul>
<b>Part 5 - Date of next meeting</b>		
5.1		Wednesday 30 October 2019: Council Chamber, Town Hall, Peterborough.

## **AUDIT & GOVERNANCE COMMITTEE - Decision Summary**

**Meeting:** 19 July 2019

**Agenda/Minutes:** [Audit & Governance Committee: 19th July 2019](#)

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 for Absence	Apologies were received from Councillor Lillis - substituted by Councillor Sandford.
2	Declarations of Interest	Councillor Davey declared a personal, non-pecuniary interest as his wife was an Assistant Director at Peterborough City Council and Cambridgeshire County Council in Housing matters.
3.	Minutes of the meeting held on the 31 <sup>st</sup> May 2019	The minutes of the meeting held on the 31 <sup>st</sup> May 2019 were agreed and signed by the Chair with an adjustment to the spelling of the word East, which in the minutes read 'Eats'
	Chair's Announcements	<p>The Chair asked the Committee if it was content with the start time of 10am for the current cycle of Committees and if it was happy to hold the meetings on a rotational basis around the Constituent Councils.</p> <p>Members agreed that they wished to continue as it currently operates.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>The Chair asked John Hill to clarify the positions of the joint Chief Executive Officers.</p> <p>John Hill explained that he was the joint CEO for the Combined Authority, together with Kim Sawyer, and for East Cambs District Council and noted that whilst it was unusual for there to be a joint CEO position, it was not unique and noted that it enabled the CEOs flexibility should they have a conflict of interest. He further noted that there was emphasis on continuity and permanency for both staff and Councillors and stated that he would circulate information to members to provide them with clarity on each area that their respective roles covered.</p>
4.	CPCA A&GC – Value for Money 19 July 2019	<p>The S73 officer elaborated on a report informing the Committee on the Authority's approach to delivering value for money (vfm). It was explained that in the 2018/19 audit plan, the external auditors stated their requirement to consider whether the Authority had put in place proper arrangements to secure economy, efficiency and effectiveness on its use of resources, which was known as the auditor's 'value for money'. This report was intended to show how the Combined Authority delivers value for money in practice. The S73 officer referred to 2 key documents used to ensure vfm - the Assurance Framework and the Monitoring and Evaluation Framework.</p> <p>It was explained that for new projects/programmes, the detailed consideration of whether vfm was represented through the development of a Project Initiation Document (PID).</p> <p>In response to questions asked, the Chief Finance Officer explained that the monitoring and evaluation process was clearly set out in the monitoring and evaluation framework. He further informed the Committee that every project embarked on by the Combined Authority, was subject to senior officer scrutiny. Subsequently, officers would provide the Board with updates and forecasts and</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>that any potential overspend would be highlighted and any additional spend having to be agreed by the Board.</p> <p>The Committee discussed the following:</p> <ul style="list-style-type: none"> <li>a) Has the VfM criteria changed and how do the Combined Authority define Vfm to the public?</li> <li>b) What stakeholder involvement is there and what information is the available on the Return of Investments (RoI)?</li> <li>c) What methodology is being followed with regards to Project Initiation Documents (PIDs) and are Rols and vfm statements produced?</li> <li>d) Have there been any gateway reviews carried out to provide opportunities to explore lessons learned?</li> <li>e) Could a completed project be scrutinised to examine the vfm and retrospective monitoring of the project be subject to a case study?</li> <li>f) If a scheme is approved but costs significantly increase, how will this be dealt with, specifically if it becomes necessary to abandon it?</li> </ul> <p>The Chief Executive suggested that he produce a timeline of the implementation of a significant project carried out by the Combined Authority to include key priorities and report back to a future Audit and Governance Committee with a proposed case study and time line.</p> <p><b>RESOLVED:</b></p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		That the Committee noted the Combined Authority's approach to delivering value for money.
5.	Annual Audit Internal Opinion	<p>The Internal Auditor elaborated on a report which provided details of the performance of internal Audit during 2018-19 and the areas of work undertaken which included an opinion of the soundness of the control environment in place to minimise risk to the Combined Authority.</p> <p>It was explained that the areas covered as part of the internal audit included Corporate Governance, Local Enterprise Partnership Governance and a significant piece of work undertaken was the auditing of the Adult Education Budget (AEB), following further devolution of central government services to the Combined Authority.</p> <p>The Internal Auditor stated that they had looked at how the loan of £6.5m to East Cambridgeshire Trading Company had been made and an update report would be provided at the next Audit and Governance meeting.</p> <p>The Internal Auditor explained that the Public Sector Internal Audit Standards (PSIAS) stated that the Chief Audit Executive should report any issues considered particularly relevant to the preparation of the Annual Governance Statement which included consideration of any significant risk of governance issues and control failures which arise. The internal auditors were unable to provide any assurance on Human Resources (Recruitment and Selection).</p> <p>It was reported that despite changes to the senior structure of the Combined Authority, delays in responding to questions asked by the Internal Auditors had been experienced but that this had now been resolved.</p> <p><b>RESOLVED:</b></p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		That the Audit and Governance Committee considered and endorsed the Annual Report and Opinion from Internal Audit for the year ended 31 <sup>st</sup> March 2019.
6 & 8	Statement of Accounts & EY Audit of Accounts 2019	<p>The Head of Finance elaborated on his report and explained that the draft Statement of Accounts had been presented to the Audit and Governance Committee on the 31<sup>st</sup> May 2019 and published on the Combined Authority's website. It was noted that the accounts had since been subject to external audit and it had been anticipated that the accounts would have been audited by Ernst and Young but this had not been completed due to resource issues experienced by Ernst and Young, which remained in progress.</p> <p>Members' attention was drawn to additional recommendations that had been tabled before them.</p> <p>The External Auditor apologised to the Committee and to the Combined Authority for having failed to complete their audit. It was explained that the failure was largely due to resource issues and previously it was anticipated to be completed but they had been unable to deliver the audit.</p> <p>Members of the Committee voiced their concerns and raised the following issues:</p> <ul style="list-style-type: none"> <li>• That as a result of the delay by Ernst and Young, the Combined Authority may be perceived poorly, despite them being absolved of any responsibility for the delay.</li> <li>• There may be political implications of the delay to the accounts being fully audited and the failure to deliver by EY also posed governance issues and concerns.</li> <li>• Should consideration be given to exploring alternative external auditors for future audits as several constituent councils were in a similar position due to</li> </ul>



Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>the failure to deliver by Ernst and Young and what were the financial implications to the Combined Authority.</p> <ul style="list-style-type: none"> <li>It was explained that the external auditors were very close to finishing their audit and that they would provide a robust and sound audit. The External Auditor continued to report that there were other Public Sector Audit Appointments auditors who were experiencing similar issues to Ernst and Young and that they wanted to continue to work with the Combined Authority in order to produce a good quality audit.</li> </ul> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1) That the Chief Executive circulate the draft statutory notice to the members of the Audit and Governance Committee prior to publication.</li> <li>2) That the Chief Executive liaise with all affected constituent Councils and send a letter to government expressing their dissatisfaction with the auditors performance and the impacts this has had on each Council.</li> <li>3) That the Chair of the Audit and Governance Committee write to the Partner leading the Ernst and Young Government and Public Sector Assurance team expressing the Committee extreme disappointment.</li> <li>4) That the Committee receive and approve, in principle, the final Statement of Accounts.</li> <li>5) That the Committee agree to the additional recommendations tabled as below:</li> </ol>

Item	Topic	Decision [ <i>None of the decisions below are key decisions</i> ]
		<p>a) Note that the Combined Authority's external auditors are not able to guarantee that they will have completed their audit of the accounts for 2018/19 before the statutory deadline of 31 July 2019 for the publication of the statement of accounts together with any certificate or opinion from the external auditors.</p> <p>b) Note that if it was not possible to publish the statement of accounts on time the law required the Combined Authority to publish as soon as reasonably practicable on or after the deadline a notice stating that it had not been able to publish the statement of accounts and its reasons for this.</p> <p>c) Authorise the Chief Finance Officer in consultation with the Chair of Audit and Governance Committee, as and when the final Audit Opinion was provided by the external auditors, to make any minor amendments to the statement of accounts arising from the final Audit Opinion and to authorise the Chief Finance Officer and Chair of Audit and Governance to then sign and publish the statement of accounts together with any certificate or opinion from the external auditors.</p> <p>d) In the event that amendments arising from the final Audit Opinion would constitute a "material adjustment" to the final accounts as defined in the external auditors final audit plan a further report is to be brought to Committee.</p> <p>6) That the Committee receive and approve the Annual Governance Statement 2018/19 as included within the statement of accounts.</p>
7.	Draft Annual Report of the Chair of Audit and Governance	The Chair submitted his report and elaborated thereon noting that the report demonstrated the work carried out by the Committee over the municipal year 2018/19 for the Committee to approve to the Combined Authority Board.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
	Committee 2018/19 & Self-Assessment	<p>Members agreed that any information included in the report relating to the 31<sup>st</sup> May 2019 Audit and Governance Committee be expunged from the report.</p> <p><b>RESOLVED:</b></p> <p>That the draft Annual Report of the Chair or Audit and Governance Committee be submitted to the Combined Authority Board with the above amendment</p>
9.	HR Update	<p>The Chair of the Committee stated that at a previous meeting of the Audit and Governance Committee meeting, the Combined Authority's Internal Auditors had given Human Resources a 'no assurance' status. Having identified this risk, the HR Manager had been invited to update members of the Committee on progress made.</p> <p>The HR Manager reported that an HR advisor had recently been recruited and it was noted that the HR Manager reported directly to the Chief Executive which demonstrated the level of commitment of the Combined Authority to address the issues experienced in relation to HR functions.</p> <p>It was noted that policies and procedures that had previously not been visible had been placed in a central area and that there had been an amalgamation of information from the LEP and Peterborough City Council. The HR Manager explained that there had been a significant recruitment drive which had seen 17 of the 30 vacant posts recruited to.</p> <p>The Chair commented that he was encouraged to see the progress that had been made and the Committee welcomed a key objective being the introduction of a forum that would focus on employee engagement and satisfaction.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>The Chief Executive explained that whilst there were a number of Interims in post, the senior management structure was now in place and a permanent Head of Transport had been recruited.</p> <p><b>RESOLVED:</b></p> <p>That the Committee noted the updated information provided by the HR Manager.</p>
10.	CPCA & A&GC Treasury Management Report	<p>The Head of Finance elaborated on a report and noted that the Treasury Management in the Public Services: Code of Practice 2011 recommended that Members receive regular reports on the Authority's Treasury Manager. It was reported that the Combined Authority had been through a procurement exercise to employ its own specialist Treasury Management advisors; a preferred supplier having been identified, soon to engage into contract with the Authority.</p> <p><b>RESOLVED:</b></p> <p>That the Committee reviewed the actual performance for the year to 31<sup>st</sup> March 2019, against the adopted prudential and treasury indicators.</p>
11.	Work Programme Cover Report	<p>The Committee received a report and the draft Work Programme and calendar of working programme items for the year.</p> <p>The Committee agreed to the following actions:</p> <ul style="list-style-type: none"> <li>a) The Chief Executive to produce a timeline of the implementation of a significant project carried out by the Combined Authority to include key priorities with a proposed case study and time line.</li> </ul>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>b) The Chief Executive to draft a statement, outlining the position of the Combined Authority's 2018/19 external audit including details of the delays incurred through the failures of Ernst &amp; Young.</p> <p>c) The Chief Executive to liaise with all affected constituent Councils and send a letter to government expressing their dissatisfaction with the external auditors</p> <p>d) The Chair to write to the Partner leading the Ernst and Young Government and Public Sector Assurance team expressing the Committees extreme disappointment</p> <p>e) The Chief Officer of the Business Board to provide an update on the priorities and objectives of the Business Board.</p> <p>An Annual Report on Performance, FOIs, Fraud, Whistleblowing and Complaints to be produced for review.</p>
12.	Date of Next Meeting	The Committee agreed that the next meeting be held on the 27 <sup>th</sup> September 2019 at Cambridgeshire County Council.

**CAMBRIDGESHIRE AND PETERBOROUGH FIRE AUTHORITY UPDATE**

**TO: Cambridgeshire County Council**

**FROM: Chairman, Cambridgeshire and Peterborough Fire Authority**

**DATE: 15 October 2019**

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**1. DRAFT INTEGRATED RISK MANAGEMENT PLAN 2020/24**

- 1.1 Council will be aware that central Government places a legal requirement on each fire authority to produce a publicly available Integrated Risk Management Plan (IRMP) covering at least a three year time span. Within Cambridgeshire it represents the output of the IRMP process for both Cambridgeshire and Peterborough. The document reviews the Service's progress to date and highlights initiatives that may be explored to further improve the quality of operational service provision and importantly in balance, further reduce the level of risk in the community.
- 1.2 The IRMP process is supported by the use of risk modelling. This is a process by which performance data over the last five years in key areas of prevention, protection and response is used to assess the likelihood of fires and other related emergencies from occurring; it is termed 'community risk'. This, together with data from other sources such as the national risk register and organisational business delivery risks, is then used to identify the activities required to mitigate risks and maximise opportunities, with measures then set to monitor and improve performance.
- 1.3 The IRMP delivery is broken down in to four areas for management and monitoring purposes in line with strategic aims. These four areas are Community Safety Excellence, Operational Excellence, People and Value for Money.
- 1.4 After an intensive period of wide ranging internal activities for example, risk analysis (internal and external) and staff engagement exercises the draft IRMP for 2020/24 is ready to be presented, for approval, to the Policy and Resources Committee on 17 October 2019. Subject to this approval the next step will be to go out for public and staff consultation before asking the Fire Authority to approve the final document in early 2020. This document and the management of risk through a proactive preventable agenda serves to not only reduce costs associated with reactive response services but also aids in the promotion of prosperous communities.

## **2. COMBINED FIRE CONTROL MOBILISATION SYSTEM UPDATE**

- 2.1 Cambridgeshire Fire and Rescue Service (CFRS) currently operate a Combined Fire Control on behalf of Cambridgeshire and Suffolk which is located in Huntingdon. Due to identified business needs across a number of fire and rescue services, a project to procure a new mobilising system for the mobilisation of emergency assets was commenced. The aim of the project was to procure a state of the art mobilising system, that not only improves the ability to mobilise fire appliances, but also considers future advancements in technology, such as the Government led Emergency Services Network (ESN) project to replace the current airwave system.
- 2.2 In mid-September 2019 the Service announced that following a 10 day standstill period it had concluded the procurement process for a new integrated command and control/mobilising system. An extensive process took place over the summer involving a number of personnel from both Cambridgeshire and Suffolk Fire and Rescue Services, resulting in the Service issuing its intention to award the contract to the successful supplier, namely Systel (Systemes and Telecommunications SA).
- 2.3 The supplier is based in La Rochelle, France and has experience in providing emergency mobilising and communication systems for 48 fire and rescue services in France as well as two counties in Switzerland and five counties in England, Scotland and Ireland.
- 2.4 This project marks a new and exciting collaboration between Cambridgeshire and Suffolk Fire and Rescue Services; the new system will be implemented by early 2020.

## **3. VISIT TO CFRS BY DELEGATION FROM SHANGHAI MUNICIPAL CIVIL DEFENSE OFFICE**

- 3.1 On 26 September 2019 the Service hosted a delegation of six officials from the Shanghai Municipal Civil Defense Office who are currently touring the UK. They were keen to visit and learn from a fire and rescue service that 'is performing to a high standard' (their words) and spent time at the fire station in Huntingdon observing some scenarios and equipment use related to the daily routines and work undertaken by the Service.

## **4. CFRS EMPLOYEE SHORTLISTED FOR PRIDE OF BRITAIN AWARDS**

- 4.1 The Fire Authority was pleased to learn that a member of CFRS, Wayne Marshall from March, has been shortlisted by ITV Anglia for regional fundraiser of the year at the 2019 Pride of Britain Awards. He is one of four people selected and, if chosen, will appear on the national show later in the year for his amazing efforts in supporting MAGPAS Air Ambulance. We wish Wayne the very best of luck and hope to see him at the awards later in the year.

## 5. DEATH OF COLLEAGUE FROM MID AND WEST WALES FIRE AND RESCUE SERVICE

- 5.1 Members of the Council may be aware that Firefighter Josh Gardener sadly passed away on 17 September 2019 following the collision of two boats during a training exercise. His funeral took place on 1 October 2019 and CFRS sent representatives to pay their respects on behalf of the wider organisation and Authority.
- 5.2 This tragic event reminds us all of the risks taken by our firefighters on a daily basis and our thoughts and prayers are sent to his family at this very difficult time.



## BIBLIOGRAPHY

Source Documents	Location	Contact Officer
Fire Authority Minutes 2019/18  Various	Fire Service HQ Hinchingsbrooke Cottage Huntingdon	Michelle Rowe 01223 699180 <a href="mailto:Michelle.rowe@cambridgeshire.gov.uk">Michelle.rowe@cambridgeshire.gov.uk</a>