

COMMERCIAL AND INVESTMENT COMMITTEE



Date: Friday, 24 May 2019

Democratic and Members' Services

Fiona McMillan
Monitoring Officer

10:00hr

Shire Hall
Castle Hill
Cambridge
CB3 0AP

**Kreis Viersen Room
Shire Hall, Castle Hill, Cambridge, CB3 0AP**

AGENDA

Open to Public and Press

CONSTITUTIONAL MATTERS

- 1. Notification of Chairman/woman and Vice-Chairman/Woman**
- 2. Apologies for absence and declarations of interest**
Guidance on declaring interests is available at
<http://tinyurl.com/ccc-conduct-code>
- 3. Minutes of the meeting held 26th April 2019 and Action Log** **5 - 16**
- 4. Petitions and Public Questions**

OTHER DECISIONS

- 5. Hinchingsbrooke Country Park** **17 - 24**

- | | | |
|-----------|--|----------------|
| 6. | Finance and Performance Report – Final Report 2018-19 | 25 - 54 |
| 7. | Committee Agenda Plan, Training Plan and Appointments to Outside Bodies | 55 - 64 |
| 8. | Exclusion of Press and Public | |

To resolve that the press and public be excluded from the meeting on the grounds that the agenda contains exempt information under Paragraphs 1 & 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended, and that it would not be in the public interest for this information to be disclosed information relating to any individual, and information relating to the financial or business affairs of any particular person (including the authority holding that information)

- 9. Commercial Property Acquisition in South Cambridgeshire**
Circulated separately

The Commercial and Investment Committee comprises the following members:

Councillor Josh Schumann (Chairman) Councillor Anne Hay (Vice-Chairwoman)

Councillor Ian Bates Councillor Lorna Dupre Councillor John Gowing Councillor David Jenkins Councillor Linda Jones Councillor Terence Rogers Councillor Mike Shellens and Councillor Tim Wotherspoon

For more information about this meeting, including access arrangements and facilities for people with disabilities, please contact

Clerk Name: Dawn Cave

Clerk Telephone: 01223 699178

Clerk Email: dawn.cave@cambridgeshire.gov.uk

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

Public speaking on the agenda items above is encouraged. Speakers must register their intention to speak by contacting the Democratic Services Officer no later than 12.00 noon three working days before the meeting. Full details of arrangements for public speaking are set out in Part 4, Part 4.4 of the Council's Constitution <https://tinyurl.com/ProcedureRules>.

The Council does not guarantee the provision of car parking on the Shire Hall site and you will need to use nearby public car parks <http://tinyurl.com/ccf-carpark> or public transport.

COMMERCIAL AND INVESTMENT COMMITTEE: MINUTES

Date: 26 April 2019

Time: 10:00-12.35

Venue: Kreis Viersen Room, Shire Hall, Cambridge

Present: Councillors J Schumann (Chairman), A Hay (Vice Chairman), I Bates, L Dupré, J Gowing, L Jones, L Nethsingha, T Rogers, and T Wotherspoon

In attendance: Councillor P Hudson

Apologies: Councillor Jenkins (Cllr Nethsingha substituting) and Shellens

218. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were presented on behalf of Councillors Jenkins (Councillor Nethsingha substituting) and Shellens.

Councillor Schumann declared a non-pecuniary interest in item 225 as a Trustee of the charity Viva.

219. MINUTES OF THE MEETINGS HELD ON 22 MARCH 2019 AND ACTION LOG

The minutes of the meeting held on 22nd March 2019 were approved as a correct record.

With regard to the Older People's Accommodation Strategy Working Group, a Member expressed concern that there had been no progress on this issue to date, and it was agreed that it should be kept on the Action Log until the Working Group was up and running.

It was resolved to note the Action Log.

220. PETITIONS AND PUBLIC QUESTIONS

There were no petitions or public questions.

221. COMMERCIAL STRATEGY

The Committee considered a report which gave an overview of the proposed Commercial Strategy for 2019-21.

Members were reminded that at the previous Committee, a number of changes had been requested. One of those changes was to reflect that the Committee would monitor its Key Performance Indicators (KPIs) through the regular Finance and Performance Reports. Each of the three commercial themes would have its own annual action plan with associated objectives, targets and KPIs.

Arising from the report:

- a Member thanked officers for adding in a section defining Social Value, but noted that it was still a complex matter. Officers indicated that they were happy to go through examples of Social Value with Members;
- a Member was pleased to note that the axes of the 'Opportunity Appraisal Framework' graph had been labelled, but commented that they would welcome further guidance on what the graph represented. Officers explained that the size of the circles represented the size of the opportunity i.e. the intention was to stop being diverted by smaller opportunities. Whilst the objective was for high impact, easily implementable projects, this needed to balance against risks. The Opportunity Appraisal Framework would be explored further at the Commercial Training session;
- in response to a Member comment, it was acknowledged that the Commercial Strategy was a "work in progress" and further reports needed to be presented to the Committee on the commercial workstreams being developed, and their associated action plans and delivery plans.

There was a discussion on the dependency issue, i.e. ensuring the Council was not dependent on commercial services for its frontline services, and was not in the position of some other authorities which had been criticised for their reliance on commercial investment strategies. It was noted that this would be monitored through both the KPIs and in the development of commercial workstreams. It was reiterated that timescales would be identified for delivery of those workstreams, and a full action plan would be developed and reported back to Committee Members. **Action required.**

It was noted that the local government family had resisted intervention from central government on being too prescriptive about commercial investment opportunities. Members were reassured that the Council was funding investments through capital receipts, i.e. it was not borrowing to invest, so the investment did not have the additional risk of the cost of borrowing increasing. However, the government was looking at regulations and it was expected that those regulations would become more robust.

It was confirmed the Committee would be involved in reviewing Business Cases for commercial proposals, and Local Members would be informed of any implications in their divisions, but would not be the decision makers.

It was resolved to:

accept the revision made to the Strategy following comments received at the Committee of the 22nd March and endorse and recommend to full Council to agree the Commercial Strategy 2019-2021.

222. LEASE EXTENSION FOR THE SCOUT ASSOCIATION TRUST CORPORATION

Members considered a report on the request for a lease extension by the Scout Association. This related to a Scout Hut in the grounds of Newnham Croft Primary School, which was also used by the School and other organisations.

The proposal included an increase in rent from £100 to £250 pa. It was confirmed that the liability for the Scout Hut sat with the tenant i.e. the Scout Association, who were responsible for the upkeep of the Scout Hut. A new Landlord's Break Clause was included within the Lease, on six months' notice, should the adjacent School require the space for expansion.

Speaking as the Local Member, Councillor Nethsingha supported the proposal. It was noted that the existing structure was reaching the end of its life, and the Scout Association sought to fundraise for a new structure, but were seeking a longer term lease for this investment to be worthwhile.

Officers advised that more generally, the issue of the lack of corporate visibility regarding loans had been raised, and there would be a review of the reporting of grants, loans and disposal of assets at less than best consideration, which would be brought together in a single register.

In response to a Member question, it was confirmed that the contract included protection for the Scout Association i.e. compensation if the Council sought to end the lease soon after the new Scout Hut was built. If the Committee agreed with the report recommendations, the existing lease would be surrendered and the new lease would take effect. It was noted that if the School became an academy, the lease could be transferred, as the site was within the curtilage of school. It was noted that more generally, the issues around the lease and land transfer were dependent on the type of the School (e.g. Voluntary Controlled).

It was resolved unanimously to approve the 100 year Lease Extension, taking the existing Lease to 2131, subject to the following Conditions:

1. Tenant to pay Landlord's reasonable Legal Costs in dealing with the Extension, as well as their own;
2. Tenant to ensure the Lease extension is registered with the Land Registry;
3. A new Landlord's Break Clause to be included within the Lease, on 6 months' notice, should the Freehold be redeveloped or disposed of by Cambridgeshire County Council;
4. A new Landlord's Break Clause to be included within the Lease, on 6 months' notice, should the adjacent School, Newnham Croft Primary, require the space for expansion;
5. All other Lease Terms, save Rent, to remain the same. The Rent to increase to £250 pa (from £100pa), with Rent Reviews on every 5th Anniversary on an RPI Basis.

223. MOBILISING LOCAL ENERGY INVESTMENT - DEVELOPMENT OF A TRANSFORMATION BID

The Committee considered a report on a proposal for a Transformation Fund bid to support the work of the Energy Investment Unit (EIU) until March 2022.

The EIU had originally been funded through an Intelligent Energy Europe Grant (2013-2015) and staffed by 2.3 FTE (full time equivalent) officers. When the EU funding finished in 2015, both Economy & Environment Committee and General Purposes Committee agreed that work done under the MLEI project on schools and corporate buildings would continue, and in addition focus on developing larger projects that would

generate revenues for the Council. £8.7M had subsequently been secured for schools, in addition to a number of responsibilities and investments developed by the EIU, and the team now comprised 3.8 members of staff. The whole electricity and energy sectors were going through significant changes, particularly power infrastructure, and it was an important time to be involved in that process, helping to shape the future for communities in terms of a low carbon future. The proposed use of a Transformation Fund bid would give flexibility and capacity to the team in delivering the Council's ambitions.

Arising from the report:

- it was suggested that more explanation was required on how the team would be financed, and what the risks were;
- Members noted that the £374K pa funding requirement up until March 2022 (for EIU mobilisation for school schemes, energy projects and investment deficit) included the average annual income of £155K i.e. the funding requirement was the difference (£219K). Whilst the team secured numerous savings and benefits, the bulk of benefits for School schemes went directly to schools, and a number of schemes in the early phases were incurring costs but not income. It was suggested that the funding requirements and income needed to be explained more clearly in the report to General Purposes Committee (GPC);
- a Member commented that contrary to the 'Resource Implications' listed in the report, there were resource implications because there was an opportunity cost of using the Revenue Reserves;
- Members noted that the "collaborations with Peterborough" referred to in the report referred to the shared corporate energy strategy, and it was agreed that more information was required on this point;
- suggested that the report to GPC should also include more information in a tabular format explaining how payback works;
- a Member queried the detail behind the figures provided, and it was noted that exact costs would be forthcoming: for some schemes, these related to an apportionment of staff time;
- Members agreed that long term funding arrangements i.e. post-March 2022 should not be considered at this stage, noting that most transformation bid applications did not look at that type of timeframe.

It was resolved unanimously to:

- a) support the Transformation Bid proposal of £989,000 for financing the Energy Investment Unit up to March 2022
- b) support the submission of a Transformation Bid proposal to General Purposes Committee for decision; and

- c) comment on suggested funding arrangements proposed in paragraph 4.8 of the report for the Energy Investment Unit post-March 2022.

224. FINANCE AND PERFORMANCE REPORT – FEBRUARY 2019

The Committee considered a report on the financial and performance information relating to the areas within the Commercial and Investment Committee's remit, for the period ending 28th February 2019.

At the end of the period, an underachievement of income of £6.5M was forecast on revenue budgets, due to changes in the forecast for Commercial Activity. There were two new significant forecast outturn variance by value, which related to Property Investments & Other Income (due to additional external funding not expected to be realised) and an increase in revenue expenditure on equipment replacement in the ICT Service (Education).

The Capital budget was forecasting an underspend of £17.8M. An in-year underspend of £435K was forecast on the Shire Hall relocation scheme, which was not required in 2018-19 but would be in future years when building work was underway. There was also a £500K Capital overspend forecast on Education ICT Server replacement. A replacement reserve for this equipment had previously been held in Revenue, but would now be funded from Capital expenditure in order to release the equipment reserve as an in-year saving to Commercial Activity financing.

It was resolved to:

review, note and comment on the report.

225. ESTATES AND BUILDING MAINTENANCE INSPECTIONS

The Committee considered a report on the inspection programme for buildings occupied or leased by the County Council. Members were reminded that they had considered a report in September 2018 on the existing inspection regime. Subsequently, the Audit & Accounts Committee had received reports on all property assets, inspections, leases and associated issues.

Arising from the report:

- a Member commented that a number of the assets listed, specifically farms, did not have the location, just a number. The Member commented that she had previously asked for this information to be provided;
- noted that there would be a further update to the Audit & Accounts Committee in May, and annual reports thereafter. Not all work had been completed i.e. on the Asset Register but the Committee would be kept updated.

A Member asked where responsibility lay for monitoring these matters, given that two Committees were currently involved in this process. Officers commented that the

exercise had exemplified that there was not a strategic overview for property within the Council. Whilst some assets were dealt with by the centralised corporate property function, the full picture was more fragmented, as that team did not deal with assets relating to Schools or Highways. It was acknowledged that this had been a challenging process but it had highlighted key weakness in the Council's management of its assets. It was confirmed that Commercial & Investment Committee was responsible for assets in their entirety, whilst other Service Committees managed how those assets were used. A comprehensive corporate overview of the Council's assets was required, which listed responsibility for those assets. This was not in place yet, but there was an Action Plan, and it was agreed that the Action Plan and related KPIs and timescales could be brought to a future meeting. **Action required.**

Speaking as Vice Chairman of Audit & Accounts Committee, Councillor Rogers paid tribute to the work of the Members of that Committee, and in particular the work of Councillor Hudson, in raising these issues.

It was resolved to:

note the contents of the report first presented to Audit and Accounts Committee on 28th March 2019.

226. LOANS TO THIRD PARTY NOT-FOR-PROFIT ORGANISATIONS - ANNUAL REPORT

The Committee considered a report on funds advanced as lending to third party, not for profit organisations in the year ending 31 March 2019. Members were reminded that they had approved a Policy on this matter in 2018, and had requested that a report be presented annually to the Committee detailing current loans.

Members welcomed the report, but suggested that loans not yet activated should also be included in the table, rather than being included as footnotes, with a note explaining that they had not yet been drawn down.

In response to a Member question, it was confirmed that the long term loans (Arthur Rank Hospice Charity and Wisbech Town Council) were fixed rate loans, to provide certainty.

It was resolved to note and comment on the report.

227. AGENDA PLAN

Members considered the Committee's Agenda Plan.

Members noted the following change:

- Hinchingsbrooke Country Park – addition to May meeting
- Commercial Strategy workstreams – addition to June Meeting
- Smart Energy Grid item – move from May to July meeting.

It was resolved to:

- a) note the Agenda Plan.

228. EXCLUSION OF PRESS AND PUBLIC

It was resolved unanimously to:

exclude the press and public from the meeting on the grounds that the following report contained exempt information under Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended, and that it would not be in the public interest for this information to be disclosed: information relating to any individual, and information relating to the financial business or affairs of any particular person (including the authority holding that information).

229. ESTABLISHMENT OF A JOINT VENTURE WITH THE UNIVERSITY OF CAMBRIDGE TO DEVELOP AND MARKET FIBRE ASSETS ON A COMMERCIAL BASIS - APPROVAL TO PROCEED

The Committee considered a report which sought approval to establish a Joint Venture Company with the University of Cambridge, to further develop digital infrastructure across the county. Members had given in principle support at the February Committee meeting, subject to the presentation of a more detailed business case.

It was resolved unanimously to:

- a) Approve the creation of a joint venture company, to be known as Light Blue Fibre, between the Council and the University of Cambridge;
- b) Approve the Council's investment of £40k as equity share capital in two annual tranches from May 2019;
- c) Delegate to the Deputy Chief Executive in consultation with the Chair of the Committee authority to finalise the detailed wording of the business plan, shareholders agreement and articles of association for the joint venture organisation, in accordance with the terms and principles set out in the report.

230. DISPOSAL OF SHIRE HALL

Members considered a report which set out a number of recommendations following the work of the Commercial & Investment Working Group on the issue of the Shire Hall disposal.

It was resolved to approve the report recommendations, as amended.

Chairman

COMMERCIAL & INVESTMENT COMMITTEE

Minutes-Action Log



Agenda Item no. 3

Cambridgeshire
County Council

Introduction:

This is the updated action log as at **16th May 2019** and captures the actions arising from the most recent Commercial & Investment Committee meeting and updates Members on the progress on compliance in delivering the necessary actions.

Minutes of 19th October 2018

Item no.	Item	Action to be taken by	Action	Comments/Status	Estimated completion date/ Completed
162.	Service Committee Review of the draft 2019-20 Capital Programme	Oliver Hayward/ Will Patten	Last two meetings of the Older People's Accommodation Strategy Working Group had been cancelled (concern that these issues were not being picked up).	See response from Service Director (appended).	Ongoing

Minutes of 14th December 2018

183.	Disposal of ransom strip at St Ives	John Macmillan	The ownership of different parts of the site to be fully detailed in the revised report, and the planning application for the residential development be included in that report.	Report scheduled for May 2019 Committee.	24/05/19.
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Minutes of 18th January 2019

Item no.	Item	Action to be taken by	Action	Comments/Status	Estimated completion date/ Completed
196.(1)	Cambridgeshire Catering and Cleaning Service	Emma Fitch	Data not available from all suppliers to confirm the various accreditations. Officers agreed to provide further information to the Member on this point.	Victoria Stacey contacting the suppliers in question and once we have a collation of all the information this will be supplied by e-mail.	24/05/19
196.(2)	Cambridgeshire Catering and Cleaning Service	Emma Fitch	It was agreed that as the end of the process was approaching, Members would be kept updated on the final financial implications of the closure by email.	Kerry Newson will provide this information in two stages, the first will be the final year-end figures taking account of the final redundancy costs, and the second will be the costs of the C3 Unit once the break lease clause information and costs are known. This information will be supplied by e-mail once available.	24/05/19

Minutes of 22nd March 2019

Item no.	Item	Action to be taken by	Action	Comments/Status	Estimated completion date/ Completed
209.	Property at Burwell and Soham – Transfer to This Land and financing (Phase 2)	Tom Kelly	With regard to the “standardisation of routine monitoring” referred to in the report, it was noted that this referred to regular Member meetings with This Land, and it was agreed that	This Land have advised that the next shareholder update is being scheduled for late May / early June.	Ongoing June 2019

			these should be diarised quarterly, going forward.		
209.	Property at Burwell and Soham – Transfer to This Land and financing (Phase 2)	Tom Kelly	Routine monitoring should include regular reports from Council's own officers, providing a view on the This Land monitoring reports and performance.	Quarterly update due in July and to follow engagement of monitoring surveyor input	Ongoing July 2019
211.	Milestone 3 Report for the Alconbury Weald Civic Hub: Cambs 2020 Programme	Andy Preston/ Kim Davies	Urban & Civic's timescales for the town centre development at Alconbury Weald would be circulated to Committee Members.		
211.	Milestone 3 Report for the Alconbury Weald Civic Hub: Cambs 2020 Programme	Andy Preston/ Kim Davies	Project Risk Register would be shared as part of future reports.	This will be included in future C&I Committee papers as planned. Currently these are proposed for the end of MS4 (October 2019) and the end of MS6 (January 2021)	October 2019
Minutes of 26th April 2019					
221.	Commercial Strategy	Amanda Askham	Timescales would be identified for delivery of the commercial workstreams, and a full action plan would be developed and reported back to Committee Members.		June 2019
225.	Estates and Building Maintenance Inspections	Alex Gee/ John Macmillan	Action Plan and related KPIs and timescales to be brought to a future meeting	Report to C&I Committee – June 2019	June 2019

Response from Service Director – Commissioning (Will Patten):

A key theme of the accommodation strategy is to increase capacity in residential based care.

This included the potential to develop a strategic and commercial relationship with a provider(s) and include land and capital options. This work was banded under workstream 3.

As part of this strategy, we have also been working with the market and pursuing two other options and activity. These are:

1. Extending existing block contracts (workstream 1)
2. Working with the market to develop and release further existing capacity onto block contract arrangements in specific geographical areas (workstream 2)

The outcome of workstream 1 & 2 are likely to deliver the capacity we require and as a result, held workstream 3.

Once the dust has settled from the workstream 1 & 2 work, we will have a much clearer picture of what, if anything is required under workstream 3.

I would be very happy to bring a detailed report to the C&I committee if helpful.

HINCHINGBROOKE COUNTRY PARK

To: **Commercial & Investment Committee**

Meeting Date: **24 May 2019**

From: **Deputy Chief Executive & Chief Finance Officer**

Electoral division(s): **Huntingdon West**

Forward Plan ref: **N/a** *Key decision:* **No**

Purpose: **The Committee is asked to consider a request from Huntingdonshire District Council to agree a new lease for Hinchingsbrooke Country Park for a length of 99 years at a peppercorn rent.**

Recommendation: **It is recommended that the Committee consider the request from Huntingdonshire District Council and agree which of the options set out in paragraph 3.1 it wishes to adopt.**

<i>Officer contact:</i>		<i>Member contact:</i>	
Name:	Chris Malyon	Name:	Cllr Joshua Schumann
Post:	Deputy Chief Executive & Chief Finance Officer	Post:	Chair of C&I
Email:	Chris.malyon@cambridgeshire.gov.uk	Email:	Joshua.schumann@cambridgeshire.gov.uk
Tel:	01223 699241	Tel:	01223 706398

1. BACKGROUND

- 1.1 Hinchingsbrooke Country Park is located in Huntingdon and covers 170 acres of open grasslands, mature woodland, and lakes. The freehold of the Park is owned by the County Council and is leased to Huntingdonshire District Council at a peppercorn rent. This lease arrangement expires in April 2026.
- 1.2 The Council were originally approached by Huntingdonshire District Council over a year ago with a request that the County Council agree to transfer the freehold to the District Council, as HDC wanted to invest capital into the site but did not wish to do so with the length of lease that remained. This request was considered by Group Leaders but did not receive support from any quarter. Officers were asked to feed back to their counterparts that a lease extension would be considered but their proposals would be required in order to inform that debate.

2. MAIN ISSUES

- 2.1 The Council has received the business case supporting the investment in the site that has been considered, and approved, by HDC's Hinchingsbrooke Country Park Joint Group. The business case is attached as an Appendix to this report.
- 2.2 Following the initial feedback from the County Council, HDC have agreed to refine their original request from a freehold transfer to a long term lease of 99 years.
- 2.3 Having received the business case, County Officers met with the lead officer from HDC to discuss their proposals. Part of that discussion involved whether HDC had any appetite for pushing the commercial envelope on their proposal and whether they had any thoughts on what the construct of a more commercial provision might look like.
- 2.4 Although that officer did not respond to this request, shortly after this meeting took place the Leaders of the two Councils met, along with the respective CEO and MD, where the matter was discussed. HDC's position was confirmed as being a peppercorn rent for a 99 year lease as this would enable HDC to cover the current trading deficit of the Park.
- 2.5 Having received this feedback a compromise was suggested for HDC's consideration that if a peppercorn rent was agreed, could any surpluses generated within the Park be retained as ring-fenced for further investment in the Park. This was rejected by HDC.
- 2.6 In discussions with Cllr Tom Sanderson he has suggested that a proposal that sees any surpluses being re-invested in country parks in general, rather than specifically Hinchingsbrooke, may be more acceptable to HDC (HDC also run Paxton Pits in St Neots which is a similar type of site).
- 2.7 The key issue for the Committee is to decide whether it feels that surpluses generated on a County Council asset that is provided at a peppercorn rent should be used to support other district council functions. Whatever commercial arrangements could be considered, the running of a country park is never going to generate a significant financial revenue stream. The current income from the Park does not cover the operating costs and HDC see the investment proposed in the business case as the only way of bringing the site back in to a

position where it is not a demand on the tax payers of Huntingdonshire. Whilst the Park supports many of the County Council's key priorities the Council does not provide other facilities of this type in the county. Therefore were it minded not to agree to the request of HDC it would need to work in partnership with another provider to manage the facility. Such organisations do exist in the local area – Cambridge Sports Lake Trust and Nene Park Trust.

3. OPTIONS

- 3.1 Having attempted to reach agreement on a way forward with HDC the County Council is left with a few options on the way forward. These are set out in the table below with a brief summary of the risks and benefits of each option.

Option	Description	Benefits	Risks/Issues
A.	Agree to a 99 year lease for the site with a peppercorn rent unfettered by any restrictions on surpluses generated.	<p>Straight forward and easy to manage.</p> <p>Meets HDC requirements.</p> <p>No impact on continuity of service/staff.</p> <p>Secures HDC investment in the site.</p>	<p>Could result in 'profits' generated on a CCC asset being used to subsidise HDC services.</p> <p>No financial compensation for the use of a county asset from which revenue is generated.</p> <p>The investment proposals do not necessarily maximise the opportunity.</p>

B.	As above but requiring that all surpluses be retained for investment in country parks with the district.	<p>Straight forward and easy to manage.</p> <p>Likely to meet HDC requirements.</p> <p>No impact on continuity of service/staff.</p> <p>Likely to secure HDC investment in the site.</p>	<p>Could result in 'profits' generated on a CCC asset being used to subsidise HDC services.</p> <p>No financial compensation for the use of a county asset from which revenue is generated.</p> <p>The investment proposals do not necessarily maximise the opportunity.</p> <p>Solution has not been formally tested with HDC as being acceptable.</p>
C.	Undertake an evaluation of taking back the ownership of the Park running the operations in partnership with another provider.	<p>HDC could serve notice to terminate the current lease and "hand back the keys" sooner rather than later.</p> <p>Likely to create tensions between the two councils that may have broader ramifications.</p> <p>Possible impact on continuity of service without another provider having agreed to assume responsibility for the management of the site.</p> <p>There is a potential that if the asset is brought back in to the County Council's ownership income will not cover the operating costs and this will place a revenue pressure on the budget.</p> <p>Council will have to invest capital resources rather</p>	<p>Potential that an alternative provider will produce a different proposition with a more commercial focus.</p> <p>Net operating costs from an alternative provider may create an additional revenue stream for the Council.</p> <p>Opportunity for the site to become more integral to the County Councils operational asset portfolio as work on the estate continues under Cambs 2020.</p>

		than HDC.	
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4. ALIGNMENT WITH CORPORATE PRIORITIES

4.1 A good quality of life for everyone

There are no significant implications for this priority arising directly from this report. However Hinchingsbrooke Country Park plays an important role in the quality of life for the residents of Huntingdon.

4.2 Thriving places for people to live

As set out in paragraph 4.1 above.

4.3 The best start for Cambridgeshire's children

As set out in paragraph 4.1 above.

5. SIGNIFICANT IMPLICATIONS

5.1 Resource Implications

If the Committee wish to pursue option C, a detailed proposal will need to be developed that sets out the change management, investment, and organisational construct required for the vehicle. The cost of this piece of work is difficult to quantify at this point but is likely to be in the region of around £30 - £40k. If the Committee agree to a long term lease the costs of delivering this will be met within the operational budget of the Property Service.

5.2 Procurement/Contractual/Council Contract Procedure Rules Implications

If the Committee decide to adopt option C, the Council would need to act quickly and therefore it would not be possible to undertake an open process to develop proposals to get into partnership with an alternative provider. A restricted process would therefore be developed as a matter of urgency if the Committee wish to pursue this approach.

5.3 Statutory, Legal and Risk Implications

At this point there are no significant legal implications but there is a reputational risk in terms of the relationship between this Council and Huntingdonshire District Council.

5.4 Equality and Diversity Implications

There are no significant implication arising from the content of this report.

5.5 Engagement and Communications Implications

If the Committee agree to a long term lease then no engagement or communication is necessary. However if the Committee wish to pursue an alternative approach then significant communications will be required to provide information to both users of the Park and the staff that operate the site.

5.6 Localism and Local Member Involvement

As can be seen from the content of this report the division councillor, Cllr Tom Sanderson, is aware of the discussions between the two councils. He supports a proposal that will enable the District Council to make the investment in the Park to support its development for the local community.

5.7 Public Health Implications

Public open spaces that support a diverse range of leisure activities are important facilities for the general well-being of our communities. However there are no proposals to change the outcomes that this facility support simply to consider the management of the facility.

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	Yes Name of Financial Officer: Tom Kelly
Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the LGSS Head of Procurement?	No Name of Officer:
Has the impact on statutory, legal and risk implications been cleared by LGSS Law?	No Name of Legal Officer:
Have the equality and diversity implications been cleared by your Service Contact?	No Name of Officer:
Have any engagement and communication implications been cleared by Communications?	No Name of Officer:
Have any localism and Local Member involvement issues been cleared by your Service Contact?	Yes Name of Officer: Chris Malyon
Have any Public Health implications been cleared by Public Health	No Name of Officer:

6. SOURCE DOCUMENTS

Source Documents	Location
None	

FINANCE AND PERFORMANCE REPORT – FINAL REPORT 2018/19

To: **Commercial and Investment Committee**

Meeting Date: **24th May 2019**

From: **Chief Finance Officer**

Electoral division(s): **All**

Forward Plan ref: **For key decisions** *Key decision:* **No**

Purpose: **To present to Commercial and Investment (C&I) Committee the Final Finance and Performance Report for C&I Committee for 2018/19.**

The report is presented to provide C&I Committee with an opportunity to comment on the final financial and performance outturn position, as at the end of 2018/19.

Recommendation: **The Committee is asked to:**

- **review, note and comment upon the report**

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1. BACKGROUND

- 1.1 Commercial and Investment Committee received the Commercial and Investment Finance and Performance Report at all of its meetings, where it was asked to review, note and comment on the report and to consider and approve recommendations as necessary, to ensure that the budgets and performance indicators for which the Committee has responsibility remained on target.

2. MAIN ISSUES

- 2.1 Attached as Appendix A, is the final 2018/19 Finance and Performance report.
- 2.2 **Revenue:** At the end of the 2018/19 financial year, Commercial and Investment Committee recorded an overspend of £6,416k on revenue budgets. This has improved by £85k since the February report and there are two new significant forecast outturn variances by value (over £100,000) to report.
- 2.3 **Capital:** At the end of the 2018/19 financial year, Commercial and Investment Committee recorded an underspend of £-30,867k on the capital programme budget. This underspend has increased by -£13,098k since the February report and there are three new significant forecast outturn variances to report on capital expenditure and funding.
- 2.4 There are no Commercial and Investment Committee **performance indicators** reported for 2018/19, however it is anticipated that they will be included in the first Finance and Performance Report for 2019-20.

3. ALIGNMENT WITH CORPORATE PRIORITIES

3.1 Developing the local economy for the benefit of all

There are no significant implications for this priority.

3.2 Helping people live healthy and independent lives

There are no significant implications for this priority.

3.3 Supporting and protecting vulnerable people

There are no significant implications for this priority.

4. SIGNIFICANT IMPLICATIONS

4.1 Resource Implications

This report sets out details of the overall financial position for Commercial and Investment for this Committee.

4.2.1 Statutory, Risk and Legal Implications

There are no significant implications within this category.

4.3 Equality and Diversity Implications

There are no significant implications within this category.

4.4 Engagement and Consultation Implications

There are no significant implications within this category.

4.5 Localism and Local Member Involvement

There are no significant implications within this category.

4.6 Public Health Implications

There are no significant implications within this category.

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	N/A
Has the impact on Statutory, Legal and Risk implications been cleared by LGSS Law?	N/A
Are there any Equality and Diversity implications?	N/A
Have any engagement and communication implications been cleared by Communications?	N/A
Are there any Localism and Local Member involvement issues?	N/A
Have any Public Health implications been cleared by Public Health	N/A

Source Documents	Location
C&I Finance & Performance Report (Final Report 2018/19)	1 st Floor, Octagon, Shire Hall, Cambridge

Commercial and Investment**Finance and Performance Report – Final Report 2018/19****1. SUMMARY****1.1 Finance**

Previous Status	Category	Target	Current Status	Section Ref.
Red	Income and Expenditure	Balanced year end position	Red	2.1 – 2.4
Green	Capital Programme	Remain within overall resources	Green	3.2

2. INCOME AND EXPENDITURE**2.1 Overall Position**

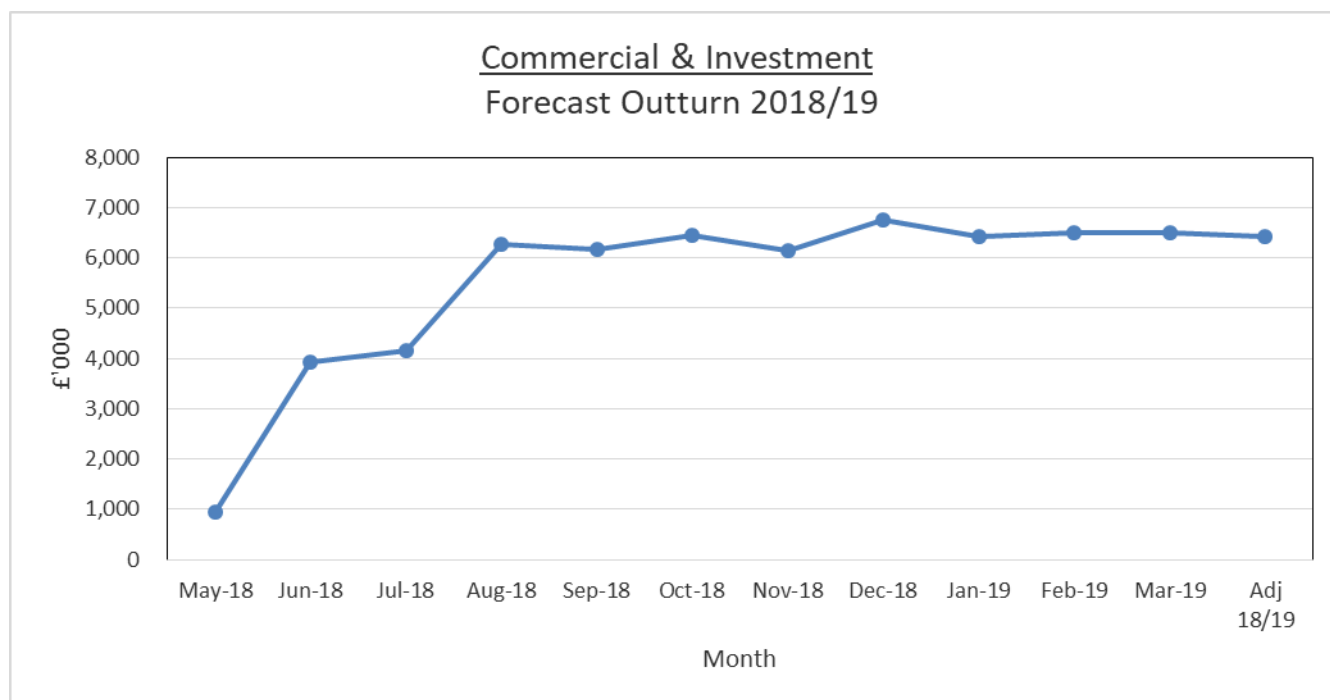
To ensure financial information is presented in a consistent way to all Committees a standardised format has now been applied to the summary tables and service level budgetary control reports included in each F&PR. The same format is also applied to the Integrated Resources and Performance Report (IRPR) presented to General Purposes Committee (GPC). The data shown provides the key information required to assess the financial position of the service and provide comparison to the previous month.

Outturn Variance (Feb) £000	Directorate	Budget £000	Actual £000	Outturn Variance £000	Outturn Variance %
4,713	Commercial Activity	-9,536	-4,830	4,706	49.3%
-90	Property Services	6,047	6,176	129	2.1%
-62	Strategic Assets	-4,068	-4,380	-312	7.7%
1,940	Traded Services	-1,200	693	1,893	157.8%
6,501	Total	-8,757	-2,341	6,416	73.3%

Commercial and Investment (C&I) has a negative budget as it has an income target for 2019-20 of -£8,797k. As such, the outturn variance of £6,416k means that C&I has achieved a net income position of -£2,341k by year-end.

The service level budgetary control report for Commercial and Investment for the end of the financial year 2018/19 can be found in [C&I Annex 1](#).

Further analysis of the results can be found in [C&I Annex 2](#).



2.2 Significant Issues – Commercial and Investment

The final position for Commercial and Investment as at the end of the 2018/19 financial year is an underachievement of income of £6.4m. This represents an improvement of £85k from the February forecast, which is mainly due to an improvement in the position for Strategic Assets, which is partially offset by an increased overspend in Property Services.

Property Services

The final position for the Building Maintenance and County Offices budgets (consolidated into one policy line as County Offices) was an overspend of £101k, which is an increase of £169k from the February forecast. This is mainly due to accruals not having been processed at the end of the 2017/18 financial year, and as a result an additional monthly contract payment for cleaning, security, waste management and grounds maintenance is included in the 2018/19 actuals.

Strategic Assets

The final position for the County Farms budget is an overachievement of income of £112k, which is an increase of £104k from the previous forecast. This is due to increased underspends on maintenance and additional income from the Solar Farm in March.

The final position for Strategic Assets is an underspend of £200k, which is an increase of £146k from the previous forecast. This is mainly due to rent income which exceeded the costs of disposals incurred in 2018/19.

2.3 Additional Income and Grant Budgeted this Period (De minimis reporting limit = £30,000)

No new items were recorded during March 2019.

A full list of additional grant income for Commercial and Investment can be found in [C&I Annex 3](#).

2.4 Virements and Transfers to / from Reserves (including Operational Savings Reserve)
(De minimis reporting limit = £30,000)

	£000	Notes
County Farms	30	Insurance charges match funding for County Farms
Non material virements (+/- £30k)	11	Insurance charges match funding for Property Services

A full list of virements made in the year to date for Commercial and Investments can be found in [C&I Annex 4](#).

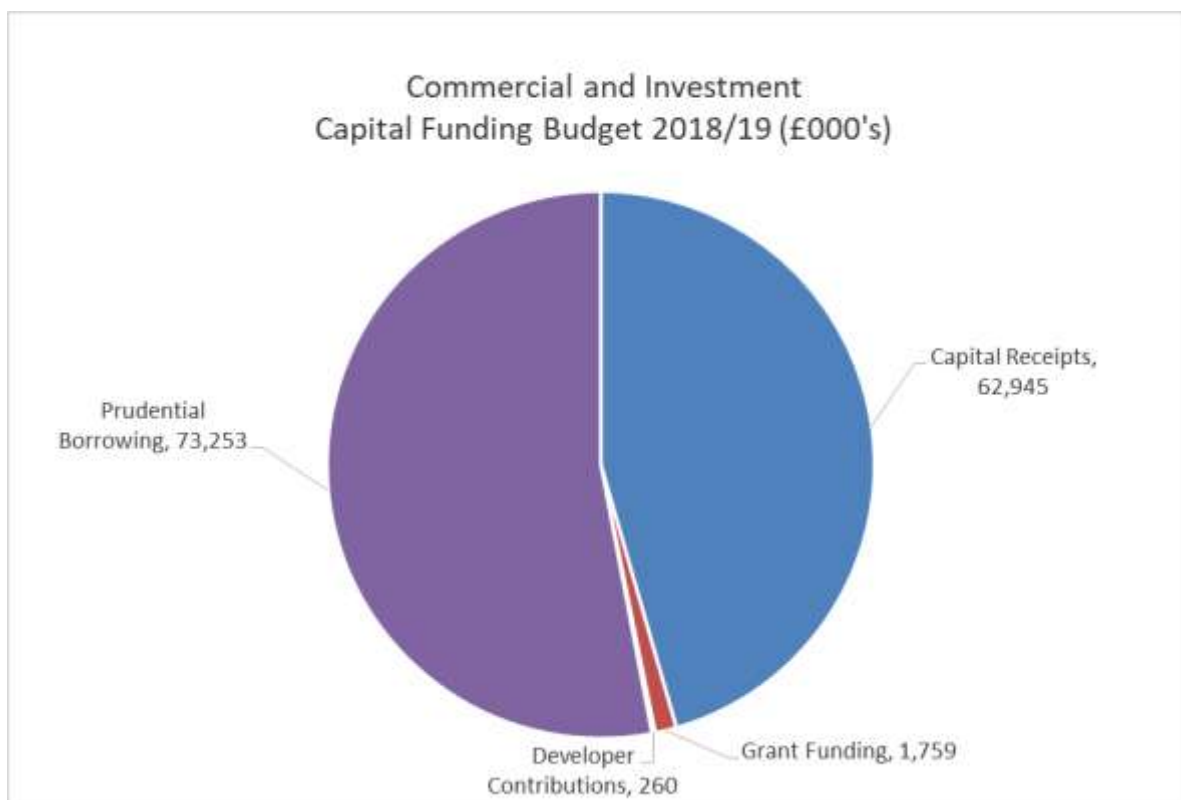
3. BALANCE SHEET

3.1 Reserves

The Commercial and Investment reserves contain various earmarked reserves and funds held for specific purposes, and capital reserves. The schedule of these reserves can be found in [C&I Annex 5](#).

3.2 Capital Expenditure and Funding

Commercial and Investment Committee had a capital budget of £138m in 2018/19, which was funded by the following capital resources:



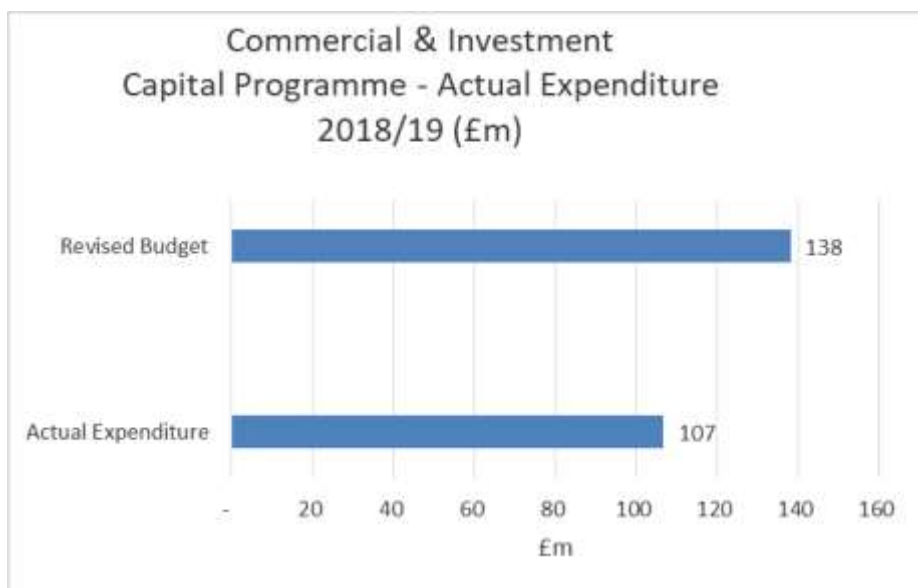
3.3 Variations Budget

A summary of the use of capital programme variations budget is shown below. As forecast underspends were reported, these were offset with a forecast outturn for the variation budget, leading to a balanced outturn overall up to the point when slippage exceeded this budget.

Service	Capital Programme Variations Budget £000	Actual Variance - Outturn £000	Capital Programme Variations Budget Used £000	Capital Programme Variations Budget Used %	Revised Variance - Outturn £000
C&I	-33,805	-64,672	-33,805	100%	-30,867

3.4 Expenditure

Commercial and Investment Committee has expenditure of £107m in 2018-19 on the Capital Programme, against a revised budget of £138m:



In-year underspends of £64.7m were reported for C&I, which exceeded the Capital Programme Variations budget of £33.8m. Therefore there was a revised underspend of £30.9m on the capital programme for 2018/19. Total scheme variances of £319k overspent are expected over the lifetime of the schemes.

Commercial Activity

The final position for Housing Schemes was an in-year underspend of £19.7m, which is an increase of £10m from the previous forecast. There was an expectation that within the remaining loans to be issued during 2018-19, one loan for construction (£8m) would be made, as well as £2m of equity purchase on sales that completed in the final week of 2018-19. These will now both be made in 2019-20.

Property Services

The final position for Building Maintenance was an in-year underspend of £738k, which is an increase of £668k from the previous forecast. A number of essential building maintenance schemes across the portfolio were not completed in 2018-19, and it is expected that these schemes will be completed in 2019-20.

Strategic Assets

The final position for the Shire Hall Relocation budget was an in-year underspend of £2.2m, which is an increase of £1.8m from the previous forecast. It was expected that the purchase of land at Alconbury Weald would take place in March 2019. However negotiations relating to the land have caused delays in the transaction for land purchase, and it is now expected that a deposit will be paid in May 2019, with the remainder paid when planning permission is granted in the autumn.

3.5 Funding

Commercial and Investment Committee had capital funding of £138m in 2018/19.

As reported above, in-year underspends of £12.4m were reported across Housing Schemes, Building Maintenance, and Shire Hall Relocation. These were to be funded from Prudential Borrowing and therefore reduce the borrowing requirement by that amount.

A detailed explanation of the position for Commercial and Investment Committee can be found in [C&I Annex 6](#).

4. PERFORMANCE

- 4.1** Performance data for Commercial and Investment Committee is not currently available as performance indicators have not yet been set for the committee. Relevant indicators are in the process of being established in conjunction with committee and in line with the development of the Council's Commercial Strategy; once these are in place, exceptions will be reported against these.

C&I ANNEX 1 – Commercial and Investment Budgetary Control Report

The actual variances to the end of 2018/19 for Commercial and Investment are as follows:

Forecast Outturn Variance (Feb)		Budget 2018/19	Actual Close 2019	Outturn Variance	
£000's		£000's	£000's	£000's	%
Commercial Activity					
3,615	Property Investments & Other Income	-4,900	-1,279	3,621	74%
-341	Shareholder Company Dividends	-290	-631	-341	-118%
2,528	Housing Investment (This Land Company)	-4,346	-1,831	2,515	58%
-1,089	Commercial Activity Financing	0	-1,089	-1,089	0%
4,713	Commercial Activity Total	-9,536	-4,830	4,706	49%
Property Services					
-68	County Offices	5,200	5,300	101	2%
0	Property Services	645	721	76	12%
-22	Property Compliance	203	155	-48	-24%
-90	Property Services Total	6,047	6,176	129	2%
Strategic Assets					
-8	County Farms	-4,875	-4,987	-112	-2%
-54	Strategic Assets	807	606	-200	-25%
-62	Strategic Assets Total	-4,068	-4,380	-312	8%
Traded Services					
500	Traded Services - Central	-408	104	513	126%
-15	ICT Service (Education)	-200	-252	-52	-26%
0	Professional Development Centres	-71	-59	12	16%
88	Cambridgeshire Music	5	125	119	2268%
147	Outdoor Education (includes Grafham Water)	-77	54	132	171%
1,220	Cambridgeshire Catering & Cleaning Services	-449	721	1,170	261%
1,940	Traded Services Total	-1,200	693	1,893	158%
6,501	Total	-8,757	-2,341	6,416	73%

C&I ANNEX 2 – Commentary on Outturn Position

Number of budgets measured at service level that have an adverse/positive variance greater than 2% of annual budget or £100,000, whichever is greater.

Service	Current Budget £000	Outturn Actual £000	Outturn Variance	
			£000	%
Property Investments & Other Income	-4,900	-1,279	3,621	74%
<p>An adverse variance of £3.6m was recorded for the Property Investments and Other Income budgets. There has been a commercial acquisition of £38m in 2018/19. The Council considers investment opportunities as they arise and has not been successful on all occasions; investments are made when the yield is in line with the Council's acquisitions strategy. In due course it is anticipated that this budget will deliver to target once sufficient financially appealing opportunities have been secured.</p> <p>In addition to this, in 2018/19 there is an income target for additional external funding which has not been met in 2018/19. A Commercial Strategy is being adopted and more resource is committed to this area, so it is anticipated that this target will be met in 2019/20.</p>				
Shareholder Company Dividends	-290	-631	-341	-118%
<p>A favourable variance of £341k was recorded for Shareholder Company Dividends. A total rebate of £631k is due to be received from ESPO for 2018/19, which exceeds the £200k budgeted for income from ESPO. This is partially offset by the budget for a dividend of £90k from LGSS Law which will not be received. This is a medium-term change and therefore has been reflected in the Business Plan going forward.</p>				
Housing Investment (This Land Company)	-4,346	-1,831	2,515	58%
<p>An underachievement of income of £2.5m was recorded on Housing budgets, due to the assessed value of properties at the point of transfer to This Land, which reflects progress through the planning system (and therefore market value) to date. Loan values are therefore constrained by the value of property at point of disposal, alongside ensuring the Council has sufficient collateral as lender.</p> <p>Expectations of interest receivable also continue to be remodelled and reprofiled based on loans advanced and loans still to be negotiated. A bridging loan to This Land has recently been agreed; a construction loan and a loan for Cottenham, Rampton Rd remain subject to negotiation. As such, the timescales for completing these have been revised. In addition, there was initially an expectation that within the remaining loans to be issued during 2018-19, a loan would be made with respect to overage (uplift in value) for sites that have previously been sold without planning permission. Planning permission has not yet been granted for any of these sites, therefore the revised assumption is that this loan will now not need to be made until 2019-20.</p>				

Service	Current Budget £000	Outturn Actual £000	Outturn Variance	
			£000	%
Commercial Activity Financing	-	-1,089	-1,089	0%
<p>A favourable variance of £1.1m was recorded on Commercial Activity Financing.</p> <p>As a result of the pressures reported elsewhere in this section of the Commercial and Investment domain connected to one-off delays in the mobilisation of property acquisitions and loan advances, mitigating adjustments have been identified that can put forward on a one-off basis to offset the position reported. Favourable changes have been achieved in this way as a result of:</p> <ul style="list-style-type: none"> • A review of revenue expenditure under the Committee's purview on equipment (the ICT service). This has been funded by a replacement reserve held in revenue, but will be charged to capital resources available in 2018-19, in substitution for the revenue reserve, which has then been available to offer up. (£500k) • An appropriate element of the reduced costs of borrowing has been apportioned, as a result of the delay in opportunities to invest/loan (£589k) 				
County Offices	5,200	5,300	101	2%
<p>This was previously reported as two policy lines for Building Maintenance and County Offices. These policy lines have now been consolidated into one for the purpose of clearer reporting and matching expenditure with budgets.</p> <p>The final position for the County Offices budgets was an overspend of £101k, which is an increase of £169k from the February forecast. This is mainly due to accruals not having been processed at the end of the 2017/18 financial year, and as a result an additional monthly contract payment for cleaning, security, waste management and grounds maintenance is included in the 2018/19 actuals.</p> <p>There was an overspend of £165k on building maintenance work due to additional unplanned maintenance costs in the year. This is mainly due to additional reactive work required in the year on repairs to buildings, particularly in the area of electrics and mechanicals (e.g. boilers). This work is required to ensure that corporate buildings are compliant with required standards. This is partially offset by underspends in County Offices.</p> <p>The following favourable variances were reported in 2018/19, which partially offset the overspends in this area:</p> <ul style="list-style-type: none"> • £180k surplus following a reassessment of historic business rates liabilities for children's centres. • £350k saving due to the reduction in rates liability for Shire Hall, £114k of which has been applied to meet the £200k savings target set for Property Services in Business Planning. • £65k saving due to The Meadows, St Ives having been vacated; this is based on the annual budget of £115k less £10k running costs and an estimate of £40k for dilapidations. • £87k surplus due to backdated rent income received for Chesterton Children's Centre. 				

Service	Current Budget £000	Outturn Actual £000	Outturn Variance	
			£000	%
County Farms	-4,875	-4,987	-112	-2%
The final position for the County Farms budget is an overachievement of income of £112k, which is an increase of £104k from the previous forecast. This is due to increased underspends on maintenance and additional income from the Solar Farm in March.				
Strategic Assets	807	606	-200	-25%
The final position for Strategic Assets is an underspend of £200k, which is an increase of £146k from the previous forecast. This is mainly due to rent income which exceeded the costs of disposals incurred in 2018/19.				
Traded Services – Central	-408	104	513	126%
<p>An adverse variance of £513k was recorded for Traded Services to Schools and Parents. These services were set a stretch target as part of this year's Business Plan in the sum of £500k. This was not allocated to any specific service lines but retained as a general target across all traded services. This target has not been delivered and no plans to achieve have been brought forward either by the services or as a result of the Outcome Focussed Reviews that have taken place.</p> <p>Moving forward, £150k of this target has been removed from the 2019-20 Business Plan – the remaining £350k is being assigned appropriately between the individual traded services.</p>				
Cambridgeshire Music	5	125	119	2,268%
An adverse variance of £119k was recorded for Cambridgeshire Music. Sales predictions for the academic year beginning September 2018 were lower than initially anticipated, however the service has continued to analyse expenditure and income commitment and in January have been able to undertake mitigating actions worth £82k. The service is also looking at the possibility of developing additional work streams within current staff capacity without increasing overheads.				
Outdoor Education	-77	54	132	171%
<p>An adverse variance of £132k was recorded for Outdoor Education. This is mainly a combination of a £35k under-recovery of income at Stibbington and an ongoing structural pressure of £107k at Grafham Water.</p> <p>The Grafham Water budget includes an internal loan of £95k in 2018/19 relating to building and improvement works carried out a number of years ago. Although prices have been increased for all user groups and the centre is running at high capacity, the centre is</p>				

Service	Current Budget £000	Outturn Actual £000	Outturn Variance £000	Outturn Variance %
<p>currently unable to generate sufficient income to cover the additional costs of the loan as well as a targeted £42k over-recovery.</p> <p>The pressures at both centres are being addressed as part of the ongoing Outdoor Centres Outcome Focussed Review.</p>				
Cambridgeshire Catering & Cleaning Services	-449	721	1,170	261%
<p>An adverse variance for £1.2m is recorded for Cambridgeshire Catering & Cleaning Services.</p> <p>Cambridgeshire Catering and Cleaning Services has closed, following a decision in 2017/18 based on the long term decline in prospects for the service and an increasing cost base driven by rising salaries. As the service wound down, approximately 33% of SLAs were phased to end in August 2018, with the remainder ending in October 2018. This pressure therefore represents the non-delivery of a full-year service as well as one-off costs related to closing the service.</p>				

C&I ANNEX 3 – Grant Income Analysis

The table below outlines the additional grant income, which was not built into base budgets.

Grant	Awarding Body	Expected Amount £000	Reported
Grants as per Business Plan		783	
One Public Estate	Cabinet Office	515	May 18
Total Grants 2018/19		1,298	

C&I ANNEX 4 – Virements and Budget Reconciliation

	£000	Reported
Budget as per Business Plan	-8,188	
Transfer of Traded Services salary and recharge budgets to C&I	-74	May 18
Transfer of P&C ICT SLA budget to Director of Education from Head of Traded Services	-134	May 18
Transfer of ESPO dividend budget from LGSS Managed to C&I	-200	May 18
Transfer balance of Cleaning Contract saving from C&I to Corporate Services.	-26	May 18
Transfer Cleaning Contract saving from C&I to Corporate Services budgets.	-36	June 18
Rent income budget for Grand Arcade Shop transferred from Libraries.	-50	August 18
Income budget for dividend from LGSS Law transferred to CCC.	-90	October 18
County Farms – Insurance charges match funding	30	March 19
Non material virements (+/- £30k)	11	March 19
Current Budget 2018/19	-8,757	

C&I ANNEX 5 – Reserve Schedule

1. Commercial and Investment Reserves

Fund Description	Balance at 31 March 2018	Movements in 2018/19	Balance at 31 March 2019	Notes
	£'000	£'000	£'000	
<u>Equipment Reserves</u>				
The ICT Service (Education)	680	-624	56	1
subtotal	680	-624	56	
<u>Other Earmarked Funds</u>				
North Cambridge Academy site demolition costs	468	-1,067	-600	2
Cambs Music Reserve	84	0	84	3
subtotal	552	-1,067	-515	
<u>Capital Reserves</u>				
General Capital Receipts	0	20,415	20,415	4
subtotal	0	20,415	20,415	
TOTAL	1,232	18,723	19,956	

Notes

- 1 ICT Equipment Reserve was used to replace critical equipment in 2018-19.
- 2 Rental income from Bellerbys buildings on the North Cambridge Academy site is being held to offset demolition costs when the lease expires in 2021.
- 3 The annual reserve agreed by GPC to develop and support the Cambridgeshire Music CREATE program which will look to create new purpose-built accommodation is now being used to offset overspends in year.
- 4 General Capital Receipts received during 2018/19 are used to fund the capital programme at year-end, whereas This Land Capital Receipts are used for Commercial Investment and any balance held over to be used in 2019/20.

C&I ANNEX 6 – Capital Expenditure

1. Capital Expenditure Summary 2018/19

Commercial & Investment Capital Programme 2018/19					TOTAL SCHEME	
Original 2018/19 Budget as per BP £000	Scheme	Revised Budget for 2018/19 £000	Actual Spend 2018/19 £000	Actual Variance 2018/19 £000	Total Scheme Revised Budget £000	Total Scheme Forecast Variance £000
76,000	<u>Commercial Activity</u>					
	Commercial Investments	76,000	39,463	(36,537)	100,000	-
43,086	Housing Schemes	85,259	65,603	(19,656)	148,172	-
119,086		161,259	105,065	(56,194)	248,172	-
	<u>Property Services</u>					
-	Office Portfolio Rationalisation	184	137	(47)	345	-
600	Building Maintenance	1,471	733	(738)	6,290	-
550	Shire Hall Campus	100	19	(81)	4,791	-
1,150		1,755	890	(865)	11,426	-
	<u>Strategic Assets</u>					
100	Local Plans Representations	100	2	(98)	618	-
300	County Farms Investment	362	428	66	4,820	66
-	Renewable Energy Soham	117	117	(0)	9,994	(87)
100	MAC Joint Highways Project	100	-	(100)	5,198	(100)
1,919	Community Hubs - East Barnwell	1,919	(7)	(1,926)	1,950	-
-	Shire Hall Relocation	2,506	305	(2,201)	16,606	-
3,330	St Ives Smart Energy Grid	3,330	13	(3,317)	3,645	(60)
-	Babraham Smart Energy Grid	54	7	(47)	54	-
-	Trumpington Smart Energy Grid	30	3	(27)	30	-
-	Stanground Closed Landfill Energy Project	62	5	(57)	147	-
-	Woodston Closed Landfill Energy Project	43	4	(39)	143	-
-	North Angle Solar Farm	36	13	(23)	36	-
-	Manor Farm, Girton house extension	183	-	(183)	183	-
-	Marwick Centre Roof Repairs	113	-	(113)	113	-
-	Other Committed Projects	-	-	-	-	-
5,749		8,955	888	(8,067)	43,537	(181)
	<u>Traded Services</u>					
-	EdICT Server Replacement	-	500	500	-	500
-		-	500	500	-	500
53	Capitalisation of Interest Budget	53	7	(46)	-	-
(2,764)	Capital Programme Variations Budget	(33,805)	-	33,805	(36,971)	-
123,274	TOTAL	138,217	107,350	(30,867)	266,164	319

2. Reported Amendments – Capital Expenditure Budgets 2018/19

Capital Scheme	Original Budget 2018/19 £000	Revised Budget 2018/19 £000
Housing	43,086	85,259
This reflects approval in July C&I of both the roll forward of £83m underspends from 2017/18 into 2018/19 and then subsequently in August C&I -£41.1m of rephasing to future years, to reflect the timing of investment.		
Office Rationalisation	-	184
Carry forward of £184k funding from 2017/18 into 2018/19 was approved, for work on office rationalisation, moves and co-location projects - including Sawtry, Hill Rise, Shire Hall, Hereward Hall, Butts Grove, Scott House/Stanton House and Meadows closure.		
Shire Hall Building Maintenance	550	100
In July C&I Committee approved carry forward of £261k funding from 2017/18 into 2018/19, being required to support the general building maintenance programme. In addition to the carry forward of funds, the September C&I Committee also approved a virement of £711k from Shire Hall Building Maintenance budget to the Countywide Building Maintenance budget, comprising the £261k roll forward, plus a further 450k of the 2018/19 budget.		
Building Maintenance	600	1,471
<p>The budget comprises £160k carry forward from 2017/18 into 2018/19, funding a schedule of works to maintain County Office premises to compliance standards that will not interrupt delivery of Council services.</p> <p>In addition to the carry forward of funds, the September C&I Committee also approved a virement of £711k from the Shire Hall Building Maintenance budget to the Countywide Building Maintenance budget. This reflects where work is required as an outcome of the conditions surveys undertaken across the whole property portfolio.</p>		
County Farms Investment	300	362
C&I Committee approved carry forward of £62k funding from 2017/18 into 2018/19, to fund ongoing planned works.		
Renewable Energy - Soham	-	117

Capital Scheme	Original Budget 2018/19 £000	Revised Budget 2018/19 £000
The budget comprises the carry forward of £117k funding from 2017/18 into 2018/19 to fund the retention costs for the Solar Park, which are now due to be paid in 2018/19.		
Shire Hall Relocation	-	2,506
C&I Committee agreed in November committee as part of a separate report to recommend to General Purposes Committee to approve the rephasing of the Shire Hall Relocation budget to move £2.5m budget from 2019/20 into 2018/19. This is to be funded from prudential borrowing, and will therefore increase the prudential borrowing requirement in 2018/19 by £2.5m (and reduce it for 2019/20).		
Babraham Smart Energy Grid	-	54
Outline Business Cases for Smart Energy Grids for Trumpington and Babraham Park and Ride sites were approved by Commercial and Investment Committee in May, including support for £150k to develop the proposals. Now the proposals have been developed further, C&I Committee approved additional capital expenditure of £54k in 2018/19, funded by prudential borrowing (the remainder of the budget for 2019/20 onwards will be approved as part of the business planning process).		
Trumpington Smart Energy Grid	-	30
Outline Business Cases for Smart Energy Grids for Trumpington and Babraham Park and Ride sites were approved by Commercial and Investment Committee in May, including support for £150k to develop the proposals. Now the proposals have been developed further, C&I Committee approved additional capital expenditure of £30k in 2018/19, funded by prudential borrowing (the remainder of the budget for 2019/20 onwards will be approved as part of the business planning process).		
Stanground Closed Landfill Energy Project	-	62
Outline Business Cases for Closed Landfill Energy Projects in Stanground and Woodston were approved by C&I Committee in September 2018, including support for £150k to develop the proposals. Of this, £62k will be spent on the Stanground project in 2018/19 (the remainder of the budget for 2019/20 onwards will be approved as part of the business planning process).		
Woodston Closed Landfill Energy Project	-	43
Outline Business Cases for Closed Landfill Energy Projects in Stanground and Woodston were approved by C&I Committee in September 2018, including support for £150k to develop the proposals. Of this, £43k will be spent on the Woodston project in		

Capital Scheme	Original Budget 2018/19 £000	Revised Budget 2018/19 £000
2018/19 (the remainder of the budget for 2019/20 onwards will be approved as part of the business planning process).		
North Angle Solar Farm	-	36
Commercial and Investment Committee in January recommended to GPC the approval of £36k of additional capital funding in 2018/19 for the North Angle Solar Farm project. This project is to construct a solar farm on 200 acres of rural estate property. It will be funded from prudential borrowing and is expected to generate a substantial revenue return. Additional budget for future years will be dealt with as part of the business planning process.		
Manor Farm, Girton house extension	-	183
Commercial and Investment Committee in December recommended to GPC the approval of £183k of additional capital funding in 2018/19 for the Manor Farm, Girton House Extension project. GPC agreed the additional funding on the 18 th December. This project is to extend the house at Manor Farm, and the tenant has agreed to pay an annual 7% improvement charge on the total cost. This project will be funded from prudential borrowing.		
Marwick Centre Roof Repairs	-	113
General Purposes Committee in November approved £113k of additional capital funding for roof repairs to the Marwick Centre. The Council owns the freehold of the Marwick Centre in March which is currently occupied by Fenland Area Community Trust (FACET), a registered charity who provide training and day care to adults with learning disabilities. Roof repairs are required to the centre following storm damage but FACET are unable to pay the full cost of the work. At the October Commercial & Investment (C&I) Committee meeting, the C&I Committee approved that in consideration for CCC paying for the roof works of £113,350 plus VAT, FACET will pay back 50% of the costs over the duration of the lease, which has approximately 21 years remaining. The 50% of the costs of the works plus interest will be recovered through an increase in the lease payment by FACET. The CCC insurers recovery team will continue to seek a claim against the original roof contractor. The scheme will be funded by prudential borrowing in the first instance.		
Capital Programme Variations Budget	-2,764	-33,805
In June Capital Programme Variations budgets were recalculated following the rephasing exercise to take account of budgets carried forward from 2017/18. The C&I Capital Programme Variations budget was adjusted by £-14m to £-16.7m. This has reduced the prudential borrowing requirement by £14m.		

Capital Scheme	Original Budget 2018/19 £000	Revised Budget 2018/19 £000
<p>The C&I capital programme variations budget for 2018/19 has not previously included the Housing Schemes, but in light of the above change in funding profile the C&I capital variations budget has now been revised to include this, resulting in a -£17.2m budget change. The revised C&I capital variations budget has also now been split between prudential borrowing and capital receipts in proportion to the associated funding sources of the C&I schemes.</p>		

3. Reported Amendments - Total Scheme Expenditure Budgets

Capital Scheme	Total Scheme Original Budget £000	Total Scheme Revised Budget £000
Babraham Smart Energy Grid	-	54
As reported above.		
Trumpington Smart Energy Grid	-	30
As reported above.		
Stanground Closed Landfill Energy Project	-	62
As reported above.		
Woodston Closed Landfill Energy Project	-	43
As reported above.		
Renewable Energy – Mere Farm, Soham	-	36
As reported above.		
Manor Farm, Girton house extension	-	183
As reported above.		
Marwick Centre Roof Repairs	-	113

Capital Scheme	Total Scheme Original Budget £000	Total Scheme Revised Budget £000
As reported above.		

4. Reported Exceptions – Capital Expenditure 2018/19

Capital Scheme	Current Budget 2018/19 £000	Outturn Actual £000	Outturn Variance £000
Commercial Investments	76,000	39,463	-36,537
<p>An underspend of £36.5m was recorded on Commercial Investments in 2018/19. The Council considers investment opportunities as they arise and has not been successful on all occasions; investments are made when the yield is in line with the Council's acquisitions strategy. The commercial acquisitions strategy is under review, taking account of latest government guidance. It is advantageous to the Council to coincide commercial investments with capital receipts, which are predominantly related to land values for sites transferred to This Land.</p>			
Housing Schemes	85,259	65,603	-19,656
<p>The forecast expenditure on Housing Schemes reflected expected loans to be made to This Land. As with the revenue budget, this reflects the level of progress through the planning system (and therefore the value of loans to be issued). There was an expectation that within the loans to be issued during 2018-19, loans would be made with respect to:</p> <ul style="list-style-type: none"> • Overage (uplift in value) for sites that have previously been sold without planning permission; • Construction on sites sold to This Land; • Equity in This Land. <p>It is now expected that all of these loans will be made in 2019-20.</p>			
Building Maintenance	1,471	733	-738
<p>The final position for Building Maintenance was an in-year underspend of £738k, which is an increase of £668k from the previous forecast. A number of essential building maintenance schemes across the portfolio were not completed in 2018-19, and it is expected that these schemes will be completed in 2019-20.</p>			
Community Hubs – East Barnwell	1,919	-7	-1,926

Capital Scheme	Current Budget 2018/19 £000	Outturn Actual £000	Outturn Variance £000
An underspend of £1.9m was recorded on East Barnwell Community Hub in 2018/19. Options for the use of this site are being assessed, and an application for planning permission is currently being made, and as a result the majority of the expenditure on this project is expected to take place in future years.			
Shire Hall Relocation	2,506	305	-2,201
An in-year underspend of £2.2m was recorded on the Shire Hall relocation scheme. It was expected that the purchase of land at Alconbury Weald would take place in March 2019. However negotiations relating to the land have caused delays in the transaction for land purchase, and it is now expected that a deposit will be paid in May 2019, with the remainder paid when planning permission is granted in the autumn.			
St Ives Smart Energy Grid	3,330	13	-3,317
An underspend of £3.3m was recorded on St Ives Smart Energy Grid in 2018/19. Construction is expected to start at the end of this financial year, so the majority of the expenditure on this project will take place in future years.			
EdICT Server Replacement	-	500	500
A replacement reserve for this equipment was previously held in revenue. As reported in October 2018, this equipment has now been funded from capital expenditure in order to release the equipment reserve as an in-year saving to Commercial Activity Financing.			

C&I ANNEX 7 – Capital Funding

1. Capital Funding Summary 2018/19

Commercial and Investment Capital Programme 2018/19				
Original 2018/19 Funding Allocation as per BP £000	Source of Funding	Revised Funding for 2018/19 £000	Actual Spend £000	Actual Variance £000
78,833	Capital Receipts	62,945	41,900	(21,045)
1,759	Grant Funding	1,759	-	(1,759)
260	Developer Contributions	260	-	(260)
42,422	Prudential Borrowing	73,253	65,450	(7,803)
123,274	TOTAL	138,217	107,350	(30,867)

2. Reported Amendments – Capital Funding Budgets 2018/19

Capital Scheme	Original Budget 2018/19 £000	Revised Budget 2018/19 £000
Housing – Prudential Borrowing	43,086	85,259
As reported above.		
Office Rationalisation – Prudential Borrowing	-	184
As reported above.		
Shire Hall Building Maintenance – Prudential Borrowing	550	100
As reported above.		
Building Maintenance – Prudential Borrowing	600	1,471
As reported above.		
County Farms Investment – Prudential Borrowing	300	362

Capital Scheme	Original Budget 2018/19 £000	Revised Budget 2018/19 £000
As reported above.		
Renewable Energy – Soham – Prudential Borrowing	-	117
As reported above.		
Shire Hall Relocation – Prudential Borrowing	-	2,506
As reported above.		
Babraham Smart Energy Grid – Prudential Borrowing	-	54
As reported above.		
Trumpington Smart Energy Grid – Prudential Borrowing	-	30
As reported above.		
Stanground Closed Landfill Energy Project – Prudential Borrowing	-	62
As reported above.		
Woodston Closed Landfill Energy Project – Prudential Borrowing	-	43
As reported above.		
Renewable Energy – Mere Farm, Soham – Prudential Borrowing	-	36
As reported above.		
Manor Farm, Girton house extension – Prudential Borrowing	-	183
As reported above.		
Marwick Centre Roof Repairs – Prudential Borrowing	-	113

Capital Scheme	Original Budget 2018/19 £000	Revised Budget 2018/19 £000
As reported above.		
Capital Programme Variations – Prudential Borrowing	-2,764	-17,917
As reported above. This is the proportion of the variation budget funded by Prudential Borrowing.		
Capital Programme Variations Budget – Capital Receipts	-	-15,888
As reported above. This is the proportion of the variation budget funded by Capital Receipts.		

3. Reported Amendments - Total Scheme Funding Budgets

Capital Scheme	Total Scheme Original Budget £000	Total Scheme Revised Budget £000
Babraham Smart Energy Grid – Prudential Borrowing	-	54
As reported above.		
Trumpington Smart Energy Grid – Prudential Borrowing	-	30
As reported above.		
Stanground Closed Landfill Energy Project – Prudential Borrowing	-	62
As reported above.		
Woodston Closed Landfill Energy Project – Prudential Borrowing	-	43
As reported above.		
Renewable Energy – Mere Farm, Soham – Prudential Borrowing	-	36

Capital Scheme	Total Scheme Original Budget £000	Total Scheme Revised Budget £000
As reported above.		
Manor Farm, Girton house extension – Prudential Borrowing	-	183
As reported above.		
Marwick Centre Roof Repairs – Prudential Borrowing	-	113
As reported above.		

4. Reported Exceptions – Capital Funding 2018/19

Capital Scheme	Current Budget 2018/19 £000	Outturn Actual £000	Outturn Variance £000
Commercial Investments – Capital Receipts	76,000	39,436	-36,537
As reported above, an underspend of £36m was recorded on Commercial Investments in 2018/19. As this budget is funded by capital receipts, a -£36m variation was therefore reported against capital receipts.			
Housing Schemes – Prudential Borrowing	85,259	63,666	-21,593
<p>As reported above, an underspend of £21.6m was recorded on Housing Schemes. As this budget is funded by prudential borrowing, a -£21.6m variation was therefore reported against borrowing.</p> <p>In addition, £1.9m of the expenditure on Housing Schemes related to expenditure on equity in This Land, which was funded from capital receipts. This increased the use of capital receipts funding by £1.9m and reduced the prudential borrowing requirement by this amount.</p>			
Housing Schemes – Capital Receipts	-	1,937	1,937
As reported above, £1.9m of the expenditure on Housing Schemes related to expenditure on equity in This Land, which was funded from capital receipts.			

Capital Scheme	Current Budget 2018/19 £000	Outturn Actual £000	Outturn Variance £000
Building Maintenance – Prudential Borrowing	1,471	733	-738
As reported above, an underspend of £738k was recorded on Building Maintenance in 2018/19, which was funded by prudential borrowing.			
Community Hubs – East Barnwell – Developer Contributions and Prudential Borrowing	1,919	-	-1,919
As reported above, an underspend of £1.9m was recorded on East Barnwell Community Hub in 2018/19. Of this underspend, £260k related to developer contributions and £1,659k related to prudential borrowing.			
Shire Hall Relocation – Prudential Borrowing	2,506	305	-2,201
As reported above, an underspend of £0.4m was recorded on Shire Hall Relocation in 2018/19, which was funded by prudential borrowing.			
St Ives Smart Energy Grid – Grant Funding and Prudential Borrowing	3,330	13	-3,317
As reported above, an underspend of £3.3m was recorded on St Ives Smart Energy Grid in 2018/19. Of this underspend, £1,759k related to grant funding and £1,558 related to prudential borrowing.			
EdICT Server Replacement – Capital Receipts	-	500	500
As reported above, an overspend of £0.5m was recorded on EdICT Server Replacement, which was funded by capital receipts.			
Capital Programme Variations Budget – Capital Receipts	-15,888	-	15,888
As reported above, the revised C&I capital variations budget was split between prudential borrowing and capital receipts in proportion to the associated funding sources of the C&I schemes. As such, because -£15,888k of the variations budget related to capital receipts, £15,888k of the variations budget variance was reported against capital receipts.			
Capital Programme Variations Budget – Prudential Borrowing	-17,917	-	17,917

Capital Scheme	Current Budget 2018/19 £000	Outturn Actual £000	Outturn Variance £000
As reported above, the revised C&I capital variations budget was split between prudential borrowing and capital receipts in proportion to the associated funding sources of the C&I schemes. As such, because -£17,917k of the variations budget related to prudential borrowing, £17,917k of the variations budget variance was reported against prudential borrowing.			
General Capital Receipts Funding	2,833	-	-2,833
An outturn of £0 for General Capital Receipts is recorded due to sales of land in 2018/19 (outside of the This Land sales) and the actual call on the use of capital receipts to fund transformational activity in both People & Communities and Corporate Services (under the Flexible Use of Capital Receipts direction). In 2018-19 all capital receipts (outside of This Land sales) were used to fund transformational activity, and none of this income was used to fund the general capital programme.			

**COMMERCIAL & INVESTMENT COMMITTEE AGENDA PLAN, TRAINING PLAN
AND APPOINTMENTS TO OUTSIDE BODIES AND INTERNAL ADVISORY
GROUPS AND PANELS**

To: **Commercial and Investment Committee**

Meeting Date: **24 May 2019**

From: **Democratic Services**

Electoral division(s): **All**

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

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

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

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

<i>Officer contact:</i>		<i>Member contacts:</i>	
Name:	Dawn Cave	Names:	Councillors Schumann and Hay
Post:	Democratic Services Officer	Post:	Chair/Vice-Chair
Email:	Dawn.cave@cambridgeshire.gov.uk	Email:	Joshua.schumann@cambridgeshire.gov.uk Anne.hay@cambridgeshire.gov.uk
Tel:	01223 699178	Tel:	01223 706398

1. BACKGROUND

- 1.1 The Commercial & Investment Committee reviews its agenda plan and training plan at every meeting. The agenda plan is attached at **Appendix 1**.
- 1.2 The County Council's Constitution states that the General Purposes Committee has
 - Authority to nominate representatives to Outside Bodies other than the Combined Authority, Greater Cambridge Partnership, Cambridgeshire and Peterborough Fire Authority, the County Councils Network Council and the Local Government Association
 - Authority to determine the Council's involvement in and representation on County Advisory Groups. The Committee may add to, delete or vary any of these advisory groups, or change their composition or terms of reference.
- 1.3 Appointments to Internal Advisory Groups and Panels are agreed by the relevant Policy and Service Committee.
- 1.4 On 15th September 2017, the Commercial & Investment Committee agreed to delegate, on a permanent basis between meetings, the appointment of representatives to any outstanding outside bodies, groups, panels and partnership liaison and advisory groups, within the remit of the Commercial & Investment Committee, to the Deputy Chief Executive in consultation with the Chairman of Commercial & Investment Committee.
- 1.5 The Committee considers its Training Plan on a regular basis (attached at **Appendix 2**). Members are invited to highlight any training needs at the meeting.

2. APPOINTMENTS

- 2.1 The outside body where an appointments is required are set out in **Appendix 3** to this report. It is proposed that the Committee should agree the appointment to this body.
- 2.2 Appointments to internal advisory groups are detailed in **Appendix 4** to this report. It is proposed that the Committee should agree the appointments to these groups.

3. ALIGNMENT WITH CORPORATE PRIORITIES

3.1 A good quality of life for everyone

There are no significant implications for this priority.

3.2 Thriving places for people to live

There are no significant implications for this priority.

3.3 The best start for Cambridgeshire's children

There are no significant implications for this priority.


4. SIGNIFICANT IMPLICATIONS

4.1 There are no significant implications within these categories:

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

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

Source Documents	Location
Constitution	Democratic Services
Minutes of the Commercial & Investment Committee – September 2017	

COMMERCIAL AND INVESTMENT COMMITTEE AGENDA PLAN	Published on 1st May 2019 Updated 15 th May 2019		Cambridgeshire County Council
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Notes

Committee dates shown in bold are confirmed.

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

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

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

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

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

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

- Minutes of previous meeting and Action Log;
- Finance and Performance Report;
- Agenda Plan, Appointments to Outside Bodies and Training Plan;

Committee Date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
24/05/19	Notification of Chairman/woman and Vice-Chairman/woman	Dawn Cave		15/05/19	16/05/19
	Hinchbrook Country Park	Chris Malyon			

Committee Date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
	+Commercial Property Acquisition in South Cambridgeshire (CB24)	Tom Kelly			
21/06/19	Trumpington Park & Ride Smart Energy Grid			12/06/19	13/06/19
	Babraham Smart Energy Grid – IGP Stage 1 update	Cherie Gregoire			
	Sawtry Man cave	John Macmillan			
	Closed landfill energy project (Stanground)	Chris Parkin			
	Cambridgeshire Outdoors OFR Stage 3 - recommendations	Victoria Stacey/ Emma Fitch	2019/031		
	Estates and Building Maintenance Inspections	John Macmillan/Alex Gee			
12/07/19	Closed landfill energy projects (Woodston)	Chris Parkin		03/07/19	04/07/19
	Smart Energy Grid, Power Purchase Agreement	Sheryl French	2019/027		
	Energy Investment Projects: Quarterly finance and progress update	Sheryl French			
	Nearly zero energy buildings Policy: Implications for new Public Sector Buildings	Sheryl French/ Sarah Wilkinson	2019/039		
16/08/19				07/08/19	08/08/19
13/09/19	Energy Investment Projects: Quarterly finance and progress update	Sheryl French		04/09/19	05/09/19
18/10/19				09/10/19	10/10/19

Committee Date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
22/11/19				13/11/19	14/11/19
13/12/19	Energy Investment Projects: Quarterly finance and progress update	Sheryl French		04/12/19	05/12/19
17/01/20				08/01/20	09/01/20
21/02/20				12/02/20	13/02/20
20/03/20	Energy Investment Projects: Quarterly finance and progress update	Sheryl French		11/03/20	12/03/20
24/04/20	Loans to Voluntary Organisations	Tom Kelly		15/04/20	16/04/20
22/05/20				13/05/20	14/05/20

To be programmed: St Ives Football club – ransom strip benefit for CCC (John Macmillan) ICT Future Delivery Options (John Chapman); Land Swap at Swavesey (John Chapman); Oasis Centre, Wisbech (Hazel Belchamber); Property Services OFR (Paul Tadd)

COMMERCIAL AND INVESTMENT COMMITTEE TRAINING PLAN

APPENDIX 2

Ref	Subject	Desired Learning Outcome/Success Measures	Date	Responsibility	Attendance by:
1.	Provisional training slot		24 th April 2020 (12-3pm)	Tbc	C&I
2.	Provisional training slot		24 th January 2020 (10am-1pm)	Tbc	C&I
3.	Provisional training slot		18 th October (12-3pm)	Tbc	C&I
4.	Provisional training slot		16 th July 2019 (1-4pm)	Tbc	C&I
5.	Nearly Zero Energy Buildings members/officers workshop		24 th May 2019(1-2.30pm)	Sarah Wilkinson/Sheryl French	C&I and GPC
6.	Commercialisation training (all Members)		26 th April 2019 (1-4pm)	Amanda Askham	All Members
7.	Finance/KPIs		3 rd December 2018 (1pm)	Tom Kelly/Ellie Tod/Amanda Askham/Sue Grace	C&I
8.	Commercial Strategy		9 th November 2018 (12.30pm)	Amanda Askham	C&I
9.	Members' duties and obligations in considering Promotion Agreements.		2 nd November 2018 (12.30pm)	Chris Malyon	C&I
10.	Future Smart Energy Systems Demonstrator Project		18 th October 2018 (13.30)	Sheryl French/Emily Bolton	C&I
11.	Finance/Performance Indicators		tbc	Tom Kelly/Ellie Tod	C&I
12.	This Land Performance Workshop		12 th March 2018	David Gelling/David Bethell /Chris Malyon/John Macmillan	C&I
13.	Asset & Risk Workshop	<ul style="list-style-type: none"> • Asset Strategy • CHIC • Risk approach and risk register • Site tenure mix and retention of rental housing • Affordable housing • Community Land Trusts 	20 th October 2017	Chris Malyon/Stephen Conrad/ David Gelling	C&I

14.	Business Planning Session		15 th September 2017	Chris Malyon/ James Wilson	C&I
15.	CHIC Workshop		27 th June 2017	Chris Malyon/ David Gelling/ David Bethell/ John Macmillan	C&I
16.	Introductory Session for the Commercial & Investment Committee	The Committee's remit, focus on work areas e.g. CHIC, Strategic Estates, Facilities Management and Horizon Scanning	26th May 2017	Chris Malyon/ John Macmillan	C&I

Updated 15/05/19

Appendix 3

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	PROPOSED REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION
This Land Board of Directors	6	1	Councillor R Hickford (Con)	David Bethell Programme Associate Director 01223 257660 davidbethell@this-land.co.uk	Company Director Cllr Hickford will be one of two Non-Executive Directors on this Board (the other being an officer) as shareholder representative
LGSS Law Limited Company jointly owned by Northamptonshire County Council and Cambridgeshire County Council to provide legal services to the owner councils and to other organisations within the public sector and not for profit sector.	4	1	Councillor C Boden (Con) Consultee Member	Tom Kelly 01223 703599 Tom.Kelly@cambridgeshire.gov.uk	Other Public Body Representative [Council's representative on a company it part owns]

Appendix 4

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS
Cambridgeshire Outdoors OFR (Outcome Focused Review)			Councillor S Bywater (Con)	Owen Garling Transformation Manager 01223 699235 07963 775645 owen.garling@cambridgeshire.gov.uk
Rural Assets/County Farms OFR			Councillor R Hickford (Con)	
Cambridgeshire Music OFR			Councillor P Hudson (Con)	
Professional Centre Services OFR			Councillor A Hay (Con)	
Property Services OFR			Councillor J Schumann (Con)	
Commercial & Investment - Investment Working group	12	5	Councillors A Hay (Con), D Jenkins (LD), L Jones (Lab), T Rogers (Con) and J Schumann (Con)	Chris Malyon
County Farms Working Group	4	6	Councillors A Hay (Con), R Hickford (Con), L Jones (Lab), L Nethsingha (LD), T Rogers (Con) and J Schumann (Con)	John Macmillan/Hugo Mallaby
Shire Hall Disposal Group	12	5	Councillors A Hay (Con), D Jenkins (Con), L Jones (Lab), L Nethsingha (LD) and J Schumann (Con)	Chris Malyon
Civic Hub Project Board	12	1	Councillor J Schumann	Andy Preston/Claire Middlehurst