

**HIGHWAYS & COMMUNITY INFRASTRUCTURES COMMITTEE AGENDA PLAN,
TRAINING PLAN AND APPOINTMENTS TO OUTSIDE BODIES AND INTERNAL
ADVISORY GROUPS AND PANELS**

To: **Highways and Community Infrastructure Committee**

Meeting Date: **21 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 to consider appointments to outside bodies and internal advisory groups and panels.**

Recommendation: **It is recommended that the Highways and Community Infrastructure Committee:**

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

<i>Officer contact:</i>		<i>Member contacts:</i>	
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1. BACKGROUND

- 1.1 The Highways and Community Infrastructure Committee reviews its agenda plan (**Appendix 1**) at every meeting.
- 1.2 The Committee also reviews its Training Plan (**Appendix 2**) on a regular basis. Members are asked to highlight any training needs/briefing sessions that they would like in future.
- 1.3 The County Council's Constitution states that General Purposes Committee has
 - Authority to nominate representatives to Outside Bodies other than the 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.
- 1.4 Appointments to Internal Advisory Groups and Panels are agreed by the relevant Policy and Service Committee.
- 1.5 On 30 May 2017, the Committee agreed to delegate, on a permanent basis between meetings, the appointment of representatives to any outstanding outside bodies, groups, panels and partnership liaison and advisory groups, within the remit of the Highways & Community Infrastructure Committee, to the Executive Director: Place & Economy (P&E) in consultation with the Chairman of the Committee.

2. APPOINTMENTS

- 2.1 The outside bodies where appointments are required are set out in **Appendix 3** to this report. The current representative(s) is indicated. It is proposed that the Committee should agree the appointments to these bodies.
- 2.2 The internal advisory groups and panels where appointments are required are set out in **Appendix 4** to this report. The current representative(s) is indicated. It is proposed that the Committee should agree the appointments to these bodies.
- 2.3 The Committee agreed a new appointee to the Clay Farm Centre Advisory Group in October 2018, as the Local Member had not been attending meetings. Councillor A Taylor, as the Local Member for one of the adjacent divisions, was appointed at that meeting. On 02/05/19, a new Councillor was elected to the Trumpington division, which covers Clay Farm. Members may wish to review this appointment.
- 2.4 Due to meeting schedules and publication deadlines, this report is being published in advance of the full Council meeting on 14/05/19, where changes to the remit of the Highways & Community Infrastructure are being considered. If approved, these changes will result in a number of appointments falling under the auspices of the Communities & Partnership Committee.

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	Not applicable

been cleared by Public Health	
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Source Documents	Location
Highways and Community Infrastructures Agenda and Minutes – 21 May 2018, 9 October 2018	https://cambridgeshire.cmis.uk.com/ccclive/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/788/Committee/7/Default.aspx

HIGHWAYS AND COMMUNITY INFRASTRUCTURE POLICY AND SERVICE COMMITTEE AGENDA PLAN	Published on 1st May 2019		Cambridgeshire County Council
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Notes

Committee dates shown in bold are confirmed.

Committee dates shown in brackets and italics are reserve dates.

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

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

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

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

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

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
21/05/19	Notification of Chairman/woman and Vice-Chairman/woman	oral			
	Your Household Recycling Centre Van and Trailer Permit Scheme	Adam Smith	Not applicable		
	Local Highways Improvement (LHI) Initiative Process Refinement	Richard Lumley/ Matt Staton	Not applicable		

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
<i>[11/06/19] Provisional mtg.</i>				31/05/19	03/06/19
09/07/19	Road Casualty Data Annual Report	Matt Staton/ Richard Lumley	Not applicable	28/06/19	01/07/19
	Milton Household Recycling Centre	Adam Smith			
	Risk Register Review	Graham Hughes			
<i>[13/08/19] Provisional mtg.</i>				02/08/19	05/08/19
10/09/19	Annual Highways Report	Emma Murden/ Richard Lumley	Not applicable	30/08/19	02/09/19
08/10/19	Risk Register Review	Graham Hughes		27/09/19	30/09/19
12/11/19	Review of withdrawal of £1 Park & Ride parking charge		Not applicable	01/11/19	04/11/19
04/12/19				25/11/19	26/11/19
21/01/20	Risk Register Review	Graham Hughes		10/01/20	13/01/20
<i>[18/02/20] Provisional mtg.</i>				07/02/20	10/02/20
10/03/20				28/02/20	02/03/20
<i>[21/04/20] Provisional mtg.</i>	Risk Register Review	Graham Hughes		10/04/20	13/04/20
26/05/20	Risk Register Review (tbc, depending on April)	Graham Hughes		15/05/20	18/05/20

August/September 2020: Performance report on first year of Ely Archives

HIGHWAYS & COMMUNITY INFRASTRUCTURE COMMITTEE TRAINING PLAN

Appendix 2

Ref	Subject	Desired Learning Outcome/Success Measures	Priority	Date	Responsibility	Nature of training	Cllrs Attending	Percentage of total
1.	Community and Cultural Services Tour	Visiting Coroners, Registration, Libraries and Archives services in Huntingdon to gain an overview of services provided.		10/04/18	Christine May	Visit	Gardener Hunt King Wotherspoon A Taylor	
2.	Waste – visit to treatment plant at Waterbeach			12/02/18 (11am-2pm)		Visit	Batchelor Bates Kindersley Connor	
3.	Pot-hole/Highway Maintenance session			11/05/18 10am	Richard Lumley	Seminar		
4.	The budget and ETE business planning process (H&CI and E&E Committees)	<ul style="list-style-type: none"> An overview of the Council's budget and how it works in ETE A understanding of the business planning process and cycle The committee process for approving, delivering and monitoring business cases and transformation ideas 		09/08/17 (10am-12) KV Room 12/09/17 (11.30-1pm) KV Room	Amanda Askham			
5.	Highways - minibus tour to see work out on the network including dragon patcher					Tour/ visits		

6.	Highways – depot open days			03/10/17 Huntingdon 09/10/17 Witchford 11/10/17 March 16/10/17 Whittlesford (10am to 4pm)		Visit		
7.	follow up visits to (4) e.g. coroner inquest, citizenship ceremony, local libraries/LAPs					Visits		
8.	Trading Standards – diary dates to accompany various campaigns					Visits		

- Members can ask officers for one-to-one meetings if they would like to discuss topics further.
- In addition to the training plan, Member Seminars often include relevant items e.g. 'Ready for Winter' (October 2018); Highways Policy and Regulation and Annual Street Lighting Report (both scheduled for the 19th July 2019 seminar)

Updated 13/05/19

CAMBRIDGESHIRE COUNTY COUNCIL APPOINTMENTS TO OUTSIDE BODIES: HIGHWAYS AND COMMUNITY INFRASTRUCTURE COMMITTEE

NAME OF BODY	MEETING S PER ANNUUM	REPS APPOINT ED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICAT ION	COMMITTEE TO APPROVE
Cambridgeshire and Peterborough Road Safety Partnership Strategic Management Board The Partnership (CPRSP) is a public sector initiative formed in April 2007 to provide a single point of contact for the provision of road safety work and information.	4	1	Councillor M Shuter (Con)	Matt Staton Interim Highways Projects and Road Safety Manager Highways Projects and Road Safety 01223 699652 Mobile: 07590 618436 matt.staton@camb ridgeshire.gov.uk	Other Public Body representative	Highways and Community Infrastructure

Clay Farm Centre Advisory Group The Advisory Group will support and make recommendations to the Centre Manager and /or Partnership review meetings.	4	1	Councillor A Taylor (LD)	Sally Roden, Neighbourhood Community Development Manager, Cambridge City Council Sally.rodén@cambridge.gov.uk 01223 457861 mobile 07920210957	Other Public Body representative	Highways and Community Infrastructure
RECAP Board RECAP (Recycling in Cambridgeshire & Peterborough) is a partnership of authorities across Cambridgeshire & Peterborough working together to provide excellent waste and recycling services to meet local needs. The RECAP Board is the Member level group of this partnership.	4	1	Councillor M Shuter (Con) Councillor W Hunt (Con) – substitute	Neil Slopes neil.slopes@huntingdonshire.gov.uk	Other Public Body representative	Highways and Community Infrastructure
St Neots Museum Management Committee Provides advice and management support to St Neots Museum for the benefit of the local community. The museum curator is Liz Davies.	2	1	Councillor D Wells (Con)	Geoff Watts Chairman 01480 214163 curators@stneotsmuseum.org.uk	Other Public Body representative	Highways and Community Infrastructure

Traffic Penalty Tribunal The Traffic Penalty Tribunal is an independent tribunal whose impartial, independent Adjudicators consider appeals by motorists and vehicle owners whose vehicles have been issued with penalty charges, removed or towed away or immobilised by a Council in England or Wales (excluding London) that enforces parking contraventions under the Traffic Management Act 2004.	As required	1 + substitute	Councillor M McGuire (Con) Substitute – Councillor A Taylor (LD)	Philip Hammer Parking Operations Manager 01223 727903 Philip.hammer@cambridgeshire.gov.uk	Other Public Body representative	Highways and Community Infrastructure
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APPOINTMENTS TO INTERNAL ADVISORY GROUPS AND PANELS

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	COMMITTEE TO APPROVE
Cambridgeshire Waste PFI Member Steering Group A Steering Group to consider reports from officers on the negotiation of disputed matters and future savings of the Waste PFI contract	12	3	Councillor S Count (Con) Councillor R Hickford (Con) Councillor M Shuter (Con)	Daniel Sage Strategic Project Manager (Waste) 07587 585457 daniel.sage@cambridgeshire.gov.uk	Highways and Community Infrastructure
County Advisory Group on Archives and Local Studies The County Archives and Local Studies Advisory Group exists to provide a forum for those who share an interest in the preservation and use of the documentary heritage of Cambridgeshire (including the historic county of Huntingdonshire).	2	4	Councillor T Sanderson (Ind) Councillor J Scutt (L) Councillor A Taylor (LD) Councillor P Topping (Con) Councillor N Harrison (LD) (substitute)	Alan Akeroyd Archives & Local Studies Manager 01223 699489 alan.akeroyd@cambridgeshire.gov.uk	Highways and Community Infrastructure

Cycling Safety Working Group An ad-hoc working group to review and suggest improvements to cycling safety within the County. The Group consists of four Members and representatives from Road Safety, Transport Strategy, Road Engineering and Public Health.	As required	5	Councillor S Criswell (Con) Councillor N Kavanagh (Lab) Councillor J Schumann (Con) Councillor A Taylor (LD) Councillor S van de Ven (LD)	road.safety@cambridgeshire.gov.uk	Highways and Community Infrastructure
East Cambridgeshire LHI Panel	1	6 (subs allowed)	Councillor D Ambrose Smith (Con) Councillor A Bailey (Con) Councillor L Dupre (LD) Councillor M Goldsack (Con) Councillor B Hunt (Con) Councillor J Schumann (Con)	Highways and Community Infrastructure	East Cambridgeshire LHI Panel
Fenland Rural LHI Panel	1	6 (subs allowed)	Councillor D Connor (Con) Councillor S Count (Con) Councillor J Gowing (Con) Councillor S Hoy (Con) Councillor S King (Con) Councillor S Tierney (Con)	Highways and Community Infrastructure	Fenland Rural LHI Panel

Huntingdonshire LHI Panel	1	7 (subs allowed)	Councillor S Bywater (Con) Councillor S Criswell (Con) Councillor P Downes (LD) Councillor I Gardener (Con) Councillor M McGuire (Con) Councillor T Sanderson (Ind) Councillor G Wilson (LD)	Highways and Community Infrastructure	Huntingdons hire LHI Panel
South Cambridgeshire LHI Panel	1	6 (subs allowed)	Councillor H Batchelor (LD) Councillor R Hickford (Con) Councillor D Jenkins (LD) Councillor S Kindersley (LD) Councillor M Smith (Con) Councillor T Wotherspoon (Con)	Highways and Community Infrastructure	South Cambridgesh ire LHI Panel
Libraries Steering Group	5	Vacancy Councillor Criswell Councillor Joseph Councillor A Taylor Councillor J Scutt	Christine May, Interim Service Director (Infrastructure Management)	Highways and Community Infrastructure	Libraries Steering Group

Strategic Collaboration Board [Previously Highway Transformation Board] The Strategic Collaboration Board has overall responsibility for the success of the highway service (excluding street lighting). The Board provides strategic direction and decision making, developing the service vision, values and principles through a collaboration charter. Leading by example, the Board will maintain a long-term focus (3-5 year plan), developing and agreeing a suite of strategic performance indicators aligned to strategic outcomes. Monitoring delivery of a transformational route map.	4	2	Member representatives: 1. Chair of H&CI 2. Chair of E&E (Subs will be the vice-chairs of both committees)	Contacts: Richard Lumley Emma Murden	Highways and Community Infrastructure
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