

South Cambridgeshire Hall  
Cambourne Business Park  
Cambourne  
Cambridge  
CB23 6EA

t: 08450 450 500  
f: 01954 713149  
dx: DX 729500 Cambridge 15  
minicom: 01480 376743  
[www.scambs.gov.uk](http://www.scambs.gov.uk)



6 May 2009

To: Councillor RMA Manning, Leader

For information:

JD Batchelor

Scrutiny Monitor and Opposition  
Spokesman

Officers: Patrick Adams  
Greg Harlock

Senior Democratic Services Officer  
Chief Executive

Dear Sir / Madam

You are invited to attend the next meeting of **LEADER'S PORTFOLIO HOLDER MEETING**, which will be held in **MEZZANINE, SECOND FLOOR** at South Cambridgeshire Hall on **THURSDAY, 14 MAY 2009 at 10.00 a.m.**

Yours faithfully  
**GJ HARLOCK**  
Chief Executive

**Requests for a large print agenda must be received at least 48 hours before the meeting.**

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## AGENDA

|   | <b>PAGES</b> |
|---|--------------|
| <b>1. Minutes of Previous Meeting</b><br>To authorise the Leader to sign the Minutes of the meeting held on 15 January 2009 as a correct record.  | <b>1 - 2</b> |
| <b>2. Cambridgeshire Compact Code of Good Practice for Funding and Commissioning Code of Good Practice</b><br>A copy of the Funding and Commissioning Code is available electronically.   | <b>3 - 6</b> |
| <b>3. Forward Plan</b><br>The Portfolio Holder will maintain, for agreement at each meeting, a Forward Plan identifying all matters relevant to the Portfolio which it is believed are likely to be the subject of consideration and / or decision by the Portfolio Holder, Cabinet, Council, or any other constituent part of the Council. The plan will be updated as necessary and published on the Council's website following each meeting. The Portfolio Holder will be responsible for the content and accuracy of the forward plan. |              |

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**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

Minutes of a meeting of the Leader's Portfolio Holder meeting held on  
Thursday, 15 January 2009 at 10.00 a.m.

Portfolio Councillor RMA Manning  
Holder:

Officers in attendance for all or part of the meeting:

Peter Harris (Principal Accountant (General Fund and Costing)) and Denise Lewis  
(Interim Corporate Manager - Community and Customer Services)

Councillors SGM Kindersley was in attendance, by invitation.

**16. DECLARATIONS OF INTEREST**

None.

**17. MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 13 November 2008 were agreed as a correct record.

**18. REVENUE AND CAPITAL ESTIMATES**

The Principal Accountant (General Fund and Costing) introduced this report which considered the Revenue Estimates up to the year 2009/10 and the Capital Programme up to 2011/12. The following issues were raised

**Inflationary increases**

It was noted that budget holders now had to justify why their budgets should receive an inflationary increase in 2009/10 and as a result savings had been made throughout the Council. In this portfolio a small saving of £1,080 was made in 2009/10.

**Net Revenue Expenditure**

It was explained that the projected increase in the portfolio's overall budget was due to increased recharges and the approved bids.

The Leader

**AGREED** to

- A)** Confirm the proposals for capital expenditure shown at Appendix C, for inclusion in the capital programme;
- B)** Endorse the Revenue Estimates and Capital Programme shown at Appendices A and B and recommend them for consideration by the Cabinet.

**19. COMPACT FUNDING AND COMMISSIONING CODE**

The Leader expressed his support for the proposed Cambridgeshire Compact Code of Good Practice for Funding and Commissioning Code of Good Practice, a partnership agreement designed to improve the relationship between statutory bodies and the voluntary and community sector.

**20. LOCAL AREA AGREEMENT: QUARTERS 1 AND 2**

The Interim Corporate Manager – Community and Customer Services updated the Leader on performance against the Local Area Agreement (LAA) targets with data from April to September 2008.

The Leader suggested that the LAA's performance should be linked to the CorVu system, which has been adopted by both this authority and the County Council.

The Leader **NOTED** the report.

**21. FORWARD PLAN**

The Leader **noted** this item.

**22. DATE OF NEXT MEETING**

It was **noted** that the next meeting would be held on Thursday 12 March at 9:30am.

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**The Meeting ended at 10.30 a.m.**

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**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

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**REPORT TO:** The Leader

14 May 2009

**AUTHOR/S:** Chief Executive / Partnerships Manager

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**COMPACT CODE FOR FUNDING AND COMMISSIONING****Purpose**

1. To adopt the Cambridgeshire Compact Code of Good Practice for Funding and Commissioning.

**Background**

2. The Cambridgeshire Compact is a partnership agreement between statutory bodies and the voluntary and community sector. It is designed to improve our relationships and provide a framework within which we can understand what to expect from each other.
3. The Cambridgeshire Compact provides:
  - a set of Undertakings that clarify roles and expectations;
  - an agreement to work towards 3-year funding cycles;
  - a recommended 12 weeks notice of changes;
  - an honest problem-solving environment;
  - a set of Good Practice Codes.
4. South Cambridgeshire District Council signed up to the main Compact document in Autumn 2006.
5. The development of a local Compact process is part of the priority National Indicator (NI) in the LAA, NI 7 (environment for a thriving third sector), as well as directly relating to others such as NI 4 (involvement in decision-making), and the community cohesion indicator NI 1. It is included in government diagnostics for NI 7<sup>1</sup> and NI 1 and will be a key part of the forthcoming area inspection of the Comprehensive Area Assessment.
6. The Code of Good Practice for Funding and Commissioning was considered in draft form at the Leader's Portfolio Holder meeting on 15 January 2009, where support was expressed.
7. Further Codes of Good Practice are currently in development, including a Community Code and a Volunteering Code.

**Considerations**

8. Following a 12-week period of consultation, the Funding and Commissioning Code has now been finalised. Twenty-five responses were received from of statutory, voluntary and community sector organisations, most of which were positive. The responses were taken into consideration when producing the final document and minor amendments have been made.

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<sup>1</sup> 'Does the area have a positive relationship between statutory agencies and the third sector guided and supported by an effective Compact', NI 7 Portfolio of Evidence GOEAST Dec 2008.

9. The main changes are:
- (a) Paragraph 1.2 – the words ‘is to be applied within the bounds of legal constraints and requirements’ has been added in bold.
  - (b) Paragraph 2.1 – ‘Compliance with all and applicable EU and UK legislation and best practice guidance’ has been added to the Guiding Principles.
  - (c) Paragraph 2.5 has been added to provide clarity around the role of partnerships and consortia.
  - (d) Paragraph 3.2 – a sentence adding that advance payments will be made by the statutory sector wherever possible.
  - (e) Paragraph 4.3 – added that the statutory sector will undertake to ‘signpost organisations to their local infrastructure providers for assistance’.
  - (f) Paragraph 4.5 – added that the third sector will undertake to ‘issue invoices correctly and in a timely manner’ and ‘inform the statutory sector at the earliest opportunity should a need for change in the payment pattern occur’.

**Implications**

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|---------------------|--|
| 10. Financial       | The Council has already moved towards three-year service level agreements with many of the voluntary organisations it funds. The Code of Good Practice will need to be taken into account when developing future funding relationships and when reviewing existing service level agreements. The Code formalises the grants procedure of making advance payments to the third sector where possible. |
| Legal               | See Section 9 a & b above. Legal statements have been added to ensure that compliance with the Code remains within a legal framework.  |
| Staffing            | None.  |
| Risk Management     | The Code of Good Practice should reduce risks associated with commissioning and providing grants to the third sector.  |
| Equal Opportunities | If followed, the Code should improve openness and transparency and provide consistency, coordination and fairness.   |

**Consultations**

- 11. The Council’s Procurement Officer has been involved in the development of the Code and is in support of the content.
- 12. The Leader’s Portfolio Holder meeting was consulted on the 15 January 2009. The Leader expressed support for the Code.

**Effect on Strategic Aims**

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|-----|---|
| 13. | <p><b>Commitment to being a listening council, providing first class services accessible to all.</b></p> <p>If followed, the Code will ensure that grants and services commissioned with the third sector follow good practice.</p> <p>The third sector could be commissioned to provide services in support of the strategic aims where it is considered best value to do so. The Code provides a framework for the Council and the third sector to work together in such circumstances.</p> |
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| <b>Commitment to ensuring that South Cambridgeshire continues to be a safe and healthy place for all.</b> |
| See above.  |
| <b>Commitment to making South Cambridgeshire a place in which residents can feel proud to live.</b>       |
| See above.  |
| <b>Commitment to assisting provision for local jobs for all.</b>  |
| See above.  |
| <b>Commitment to providing a voice for rural life.</b>  |
| See above.  |

**Recommendations**

- 14. To adopt the Cambridgeshire Compact Code of Good Practice for Funding and Commissioning

**Background Papers:** the following background papers were used in the preparation of this report:

The Cambridgeshire Compact

**Contact Officer:** Gemma Barron – Partnerships Manager  
Telephone: (01954) 713340

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