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10 September 2014

To: Chairman – Councillor Ben Shelton  
Vice-Chairman – Councillor James Hockney  
Members of the Partnerships Review Committee – Councillors David Bard,  
Andrew Fraser, Jose Hales, Roger Hall, Janet Lockwood, Tony Orgee and  
Neil Scarr

Quorum: 5

Dear Councillor

You are invited to attend the next meeting of **Partnerships Review Committee**, which will be held in the **Swansley Room** on **Thursday, 18 September 2014** at **6.00 p.m.**

Members are respectfully reminded that when substituting on committees, subcommittees, and outside or joint bodies, Democratic Services must be advised of the substitution *in advance of* the meeting. It is not possible to accept a substitute once the meeting has started. Council Standing Order 4.3 refers.

Yours faithfully  
**JEAN HUNTER**  
Chief Executive

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<b>AGENDA</b>		<b>PAGES</b>
<b>1. Apologies</b> To receive apologies for absence from committee members.		
<b>2. Declarations of Interest</b>		
<b>3. Minutes of the Previous Meeting</b> To authorise the Chairman to sign the Minutes of the meeting held on 9 July 2014, as a correct record.		<b>1 - 6</b>
<b>4. Public Questions</b>		
<b>5. Ambulance Services in South Cambridgeshire</b> This is a discussion item. Stephen Segasby, Senior Locality Manager for South Cambridgeshire will be in attendance from the East of England Ambulance Trust, alongside Diana Jakubowska who will be in attendance from the East Anglian Air Ambulance.		

**6. Outside Bodies** **7 - 26**  
To consider update reports from Members appointed to represent the Council on outside bodies. A report and appendices is attached.

**7. Work Programme 2014/15** **27 - 36**  
To consider the Partnerships Review Committee's work programme for 2014/15. At its meeting on 10 July 2014, the Executive Management Team proposed a number of potential items for future scrutiny by the Partnerships Review Committee. These are:

- The Home Improvement Agency/Homelink
- A review of the South Cambridgeshire/Cambridge City Single Shared Waste Service
- Review of the joint procurement of a Cambridgeshire Handy Person Scheme
- Connecting Cambridgeshire
- Making Assets Count

The Council's Forward Plan is also attached for the committee to consider the items contained in this, for possible future scrutiny.

**8. Dates of Future Meetings**

- 20 November 2014, 6pm
- 22 January 2014, 6pm

## **EXCLUSION OF PRESS AND PUBLIC**

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"I propose that the Press and public be excluded from the meeting during the consideration of the following item number(s) ..... in accordance with Section 100(A) (4) of the Local Government Act 1972 on the grounds that, if present, there would be disclosure to them of exempt information as defined in paragraph(s) ..... of Part 1 of Schedule 12A of the Act."

If exempt (confidential) information has been provided as part of the agenda, the Press and public will not be able to view it. There will be an explanation on the website however as to why the information is exempt.

## **OUR LONG-TERM VISION**

South Cambridgeshire will continue to be the best place to live, work and study in the country. Our district will demonstrate impressive and sustainable economic growth. Our residents will have a superb quality of life in an exceptionally beautiful, rural and green environment.

## **OUR VALUES**

We will demonstrate our corporate values in all our actions. These are:

- Trust
- Mutual respect
- A commitment to improving services
- Customer service

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If a member of the public interrupts proceedings at a meeting, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room. If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared. The meeting will be suspended until order has been restored.

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# Agenda Item 3

## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Partnerships Review Committee held on  
Wednesday, 9 July 2014 at 6.00 p.m.

PRESENT: Councillor Ben Shelton – Chairman  
Councillor James Hockney – Vice-Chairman

Councillors: David Bard Andrew Fraser  
Jose Hales Roger Hall  
Tony Orgee Aidan Van de Weyer

Councillors Kevin Cuffley, Sue Ellington, Simon Edwards, Lynda Harford, Ray Manning and Mick Martin were in attendance, by invitation.

Officers: Andrew Beyer Building Control Manager  
Mike Hill Health and Environmental Services Director  
Jean Hunter Chief Executive  
Graham Watts Democratic Services Team Leader

### 1. APOLOGIES

Apologies for absence were received from Councillors Janet Lockwood and Neil Scarr. It was noted that Councillor Aidan Van de Weyer was in attendance as a substitute for Councillor Lockwood.

### 2. DECLARATIONS OF INTEREST

No declarations of interest were made.

### 3. MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting held on 11 April 2014 were **AGREED** as a correct record, subject to an amendment in minute number 46 to the date of the originally scheduled next meeting of the Committee being changed to read 7 July 2014.

### 4. PUBLIC QUESTIONS

No questions from the public had been received.

### 5. SHARED SERVICES

Councillor Ray Manning, Leader of the Council, presented two reports on shared services proposals scheduled to be considered by Cabinet on 10 July 2014.

The first report sought approval of Cabinet to develop a business case for a shared Local Authority Building Control Service between Huntingdonshire District Council and South Cambridgeshire District Council, including the use of the South Norfolk District Council mobile working solution, and to work towards an Eastern Region Building Control partnership arrangement. A number of options for areas of further investigation in this respect were set out in the report.

Andy Beyer, Building Control Manager, was in attendance and answered questions on the proposals contained within the report, further to which the following points were noted:

- operating systems and a mobile solution had been identified, but an important stage in the process yet to be carried out would be to ensure that these worked in conjunction with the ICT platforms of respective partner authorities;
- the South Norfolk District Council mobile working solution had been demonstrated in an office environment, but officers from both Huntingdonshire and South Cambridgeshire District Councils had not yet seen how this worked on-site. This further demonstration would be undertaken in due course;
- a mobile working solution provided a much more efficient service as it meant that officers would not need to return to the office to update the system, thereby cutting down travelling time, and could also 'police' the district and respond to issues whilst on-site;
- a shared service with Huntingdonshire District Council could be operational within twelve months;
- the options set out in the report did not commit the Council to entering into a shared service at this stage, they solely asked officers to investigate proposals further;
- South Norfolk District Council had led a Local Authority Building Control partnership operating in Norfolk since 2004 and therefore had a lot of experience in shared service provision relating to Building Control. South Cambridgeshire District Council and Huntingdonshire District Council had been very challenging as part of initial discussions and in developing the options and proposals set out in the report.

The Partnerships Review Committee **SUPPORTED** the recommendations to Cabinet, as set out in the report, regarding the options for shared services in relation to Building Control.

Councillor Manning presented the second report, which set out progress to date on shared services and proposed next steps, mainly in relation to ICT and Legal services. The report also sought approval by Cabinet to form a strategic shared services partnership within Huntingdonshire District Council, whilst continuing to work with the City Council on services where there was a business case and a shared desire to work together.

Jean Hunter, Chief Executive, answered questions on the proposals set out in the report and during discussion the following points were noted:

- any ICT shared service needed to include the County and City Councils and this would be key to any other potential shared service proposals. An ICT shared service would also bring with it quite significant savings;
- the ICT shared service was quite complex as it would depend upon when specific contracts for individual systems or pieces of software were up for renewal and at what time. It would be very expensive to end ICT contracts early, counteracting any potential savings, so a business plan or programme over a number of years would need to be developed in order to facilitate and harmonise that;
- the respective Councils used some systems that were the same and some systems that were different, which added to the complexity of the shared service proposal. Savings could still be made by entering into a shared service, however, even if each Council retained the systems they currently used. The

use of licenses for associated systems and software was also an issue, but all of this had been mapped out for the three authorities and would be considered as part of the business case process;

- a shared service for ICT would mean there being one Head of Service. Details surrounding the need for individual service teams to be physically located at the main offices of each partner authority was something that would be considered as part of the business case;
- recruitment and retention in ICT was an issue for each of the three Councils, with instances for some posts whereby authorities were competing against one another to ensure that vacancies were filled. A shared service would see the introduction of a much larger ICT team, bringing with it opportunities for areas of specialist skills, career development and progression for staff as well as offering a more effective, stronger, resilient and better equipped service;
- it was anticipated that a shared Legal service would operate similarly to that of a private legal practice when providing advice and support to major projects, such as the Northstowe development for example, to each partner authority;
- in answer to a question regarding conflicts of interest between partner authorities and the legal advice they may receive, it was noted that a Memorandum of Understanding would be drawn up as part of the establishment of any shared service arrangement which would cover these issues;
- the advantage of operating a shared Legal service would be that each partner authority would have access to a greater range of legal expertise, reducing the need to use external legal advice which in comparison was very costly.

The Partnerships Review Committee **SUPPORTED** the recommendations to Cabinet, as set out in the report, regarding the proposed next steps for shared services.

## **6. SOUTH CAMBRIDGESHIRE/CAMBRIDGE CITY SINGLE SHARED WASTE SERVICE**

Councillor Mick Martin, Portfolio Holder for Environmental Services, presented a report which provided an update on work to explore the creation of a single, shared waste service between South Cambridgeshire District Council and Cambridge City Council and sought support for continuing work to develop a final business case. The report was scheduled to be considered by Cabinet on 10 July 2014.

In presenting the report, Councillor Martin informed Members that the aim and vision of the proposal was to create a single waste service, wholly owned and run by the local authorities, with a single management structure and workforce located on one site using a single pool of vehicles.

Councillor Martin highlighted that the initial work undertaken suggested ongoing financial savings of around £170,000 per annum. In addition, he considered that the net cost of the service could be further reduced by:

- cross boundary optimisation of rounds. An initial study indicated a potential saving of a minimum of two rounds at a saving of £150,000 per round, however, Councillor Martin reported that further data collated by South Cambridgeshire District Council indicated that it may be possible to achieve up to three times that amount;
- improved income on trade waste activity;
- consolidation and reducing of other support costs wherever practical.

Paragraph 12 of the report set out the anticipated approach to governance. Councillor Martin made it clear that both the District Council and City Council recognised that the governance surrounding this arrangement needed to work and be transparent. This would therefore be considered as a priority before any proposals were put forward later in the year.

In answer to a question about the perceived difference in the quality of service between South Cambridgeshire District Council and Cambridge City Council with regard to waste and recycling, Councillor Martin emphasised how important it was to move away from comparisons such as these in order to effectively work together in partnership. Both Councils had positive attributes that they could add to a single service and the City Council's performance in relation to trade waste was put forward as an example, which significantly exceeded the District Council's trade waste rates. Similarly, the District Council's record of sickness absence was much better than the City Council's, so the partnership arrangement would bring together all of the good practice of both authorities.

During discussion a number of specific questions were put forward, particularly in relation to the summary of costs set out in paragraph 20 of the report, the trade waste operation in terms of disparity between the two authorities and the City Council's capital asset at Mill Road in Cambridge. It was noted that these issues would be covered in detail as part of the final business case, which would be submitted to Cabinet for consideration in October 2014.

The Partnerships Review Committee **SUPPORTED** the recommendations contained within the report.

## **7. UPDATE ON OUTSIDE BODIES**

The Partnerships Review Committee **NOTED** those update reports that had been received from Members appointed to represent the Council on outside bodies.

## **8. THE CAMBRIDGESHIRE HEALTH AND WELLBEING BOARD**

Councillor Tony Orgee, Member of the Committee but acting in his role as Chairman of the Cambridgeshire Health and Wellbeing Board for this item, provided the Partnerships Review Committee with an overview of the respective roles of the County Council's Health Committee and the Cambridgeshire Health and Wellbeing Board. Councillor Sue Ellington, Health and Wellbeing Champion, was also in attendance for this item.

Copies of the Cambridgeshire Health and Wellbeing Strategy for 2012-17 and Cambridgeshire County Council's Annual Public Health Report were circulated at the meeting for information.

The terms of reference for the Health Committee and the Health and Wellbeing Board were included within the agenda pack for the meeting and Councillor Orgee provided an overview of the main responsibilities of each body.

It was noted that the Health Committee was established as part of the County Council's revised committee structure in May 2014 and consisted of 17 Members of the County Council, together with five non-voting co-opted District Councillors, one from each District Council in the county. There were two main roles for the Committee, as follows:

- to oversee the Director of Public Health's budget;
- scrutiny of the NHS in the area.



The Health and Wellbeing Board was established as a committee of the County Council under Section 102 of the Local Government Act 1972 and its remit was to work to promote the health and wellbeing of Cambridgeshire's communities, with its focus being to secure the best possible health outcomes for all residents. The Board was made up of representatives from a range of organisations, such as the County Council, District Councils, the Clinical Commissioning Group and the NHS Commissioning Board, as well as statutory post holders including the Director of Public Health, the County Council's Executive Director for Children, Families and Adults and the County Council's Chief Finance Officer.

Councillor Orgee referred Members to the website for the Cambridgeshire Joint Strategic Needs Assessment. This website provided comprehensive statistical information on all aspects of health and wellbeing in the county and included reports going back approximately eight years. The Strategic Needs Assessment was an important evidence base, used to develop key policies and strategies.

It was noted that one of the main challenges over recent years had been, and continued to be, the uncertainty of identifying who was responsible and accountable for service delivery when individuals found themselves transitioning between NHS services, such as hospital related care, and County Council services, such as social care. Councillor Orgee cited an example of where this had caused problems, but stated that there was more of an urge for services to work together, rather than simply place blame with one another.

Members were also informed of a Government initiative to encourage more care in the community as a shift away from traditional care being provided in hospitals. A Better Care Fund had been launched which consisted of £37.7 million of funding for Cambridgeshire from April 2015. This funding had been transferred from the NHS, so was not new funding, and the Health and Wellbeing Board would be looking at proposals coming forward and make decisions as to how the money should be awarded and spent on behalf of the local area.

Discussion ensued on the proposed establishment of a Cambridgeshire Partnership Executive Board or Governance Group, made up of approximately 30 different representatives, also seeking to influence how the Better Care Fund was used. Members were concerned that the membership of this proposed body did not include any elected representatives, and this was something that Councillors Ellington and Orgee intended to raise at the next meeting of the Health and Wellbeing Board scheduled to be held on 10 July 2014. A similar request for elected member representation was put forward by the County Council's Adults Committee.

In closing, Councillor Orgee emphasised the point that the majority of services provided by the District Council related and impacted in some way to the health and wellbeing of people living in the area.

Mike Hill, Director of Health and Environmental Services, referred to a Portfolio Holder Task and Finish Group that had been undertaken to shape the District Council's corporate outcomes and ambitions for children, young people and families. He informed the Committee that its meeting on 21 January 2014, where youth issues and children and young people services were considered and discussed, provided important evidence that he was able to feed into this piece of work.

**9. DATES OF FUTURE MEETINGS**

The Partnerships Review Committee **NOTED** that future meetings would be held as follows:

- Thursday 18 September 2014 – 6pm
- Thursday 20 November 2014 – 6pm
- Thursday 22 January 2015 – 6pm
- Thursday 19 March 2015 – 6pm

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**The Meeting ended at 7.55 p.m.**

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# Agenda Item 6



**REPORT TO:** Partnerships Review Committee

18 September 2014

**LEAD OFFICER:** Legal and Democratic Services Manager

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## REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

### Purpose

1. To consider update reports from Members appointed to represent the Council on outside bodies.

### Recommendations

2. That this report be noted.

### Background

3. The District Council appoints Members to a range of external bodies, known as outside bodies, so that the authority's views can be represented when they meet. The most up-to-date list of outside bodies and the Members appointed to represent the Council on them is attached to this report at **Appendix A**, for information.
4. The status of some outside bodies can change without the Council being informed. Members are encouraged to report any changes to the outside bodies set out in the appendix, or any outside bodies they think are missing, to Democratic Services.

### Considerations

5. Update reports on outside bodies used to be submitted to meetings of full Council, or Cabinet for those Cabinet Members appointed to outside bodies.
6. In considering how information is reported back from the outside bodies that Members are appointed to, the Civic Affairs Committee on 5 December 2013 agreed that:  
*"all Members appointed to an outside body should submit a written update report to each quarterly meeting of the Partnerships Review Committee, instead of Council, with the exception of those Members who already report to Cabinet."*
7. This report provides the Partnerships Review Committee with those update reports received from Members appointed to represent the Council on outside bodies. Updates from outside bodies will feature as a standing agenda item for meetings of the Partnerships Review Committee in accordance with the Civic Affairs Committee's decision.

### ***Update reports from Members***

8. Councillor Peter Johnson has provided an update report on Denny Farm Museum. This is attached at **Appendix B**.
9. Councillor Peter Johnson has provided an update report on the Farmland Museum. This is attached at **Appendix C**.
10. Councillor Sue Ellington has provided an update report on the Health and Wellbeing Board. This is attached at **Appendix D**.
11. Councillor Sue Ellington has provided an update report on the Cambridgeshire Health Committee meeting. This is attached at **Appendix E**.

### **Implications**

12. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, there are no significant implications.

### **Consultation responses (including from the Youth Council)**

13. No consultation has taken place on the content of this report.

### **Effect on Strategic Aims**

#### **We aim to engage with residents, parishes and businesses to ensure we deliver first class services and value for money**

14. Requiring update reports from those Members appointed to outside bodies will provide the Council with valuable information on the work of external organisations.

### **Background Papers**

No background papers were relied upon in the writing of this report.

**Report Author:** Graham Watts – Democratic Services Team Leader  
Telephone: (01954) 713030

## APPENDIX A

### List of Outside Bodies

Name	Representative(s)
Cambridgeshire County Council Health Committee	Sue Ellington Andrew Fraser (Substitute)
Age Concern	Charlie Nightingale
Association of Impington Action for Sport (IMPACT)	Jonathan Chatfield
Bassingbourn Village College Centre Management Committee	Nigel Cathcart
Cambridge Airport Consultative Committee	Caroline Hunt
Cambridge and County Folk Museum Committee of Management	Neil Scarr
Cambridge & District Citizens' Advice Bureaux Management Committee Trustee Board	Neil Scarr
Cambridge City, South Cambs & County Council Strategic Transport & Spatial Planning Group	Pippa Corney Sebastian Kindersley Tim Wotherspoon Ray Manning (sub)
Cambridge Marriage Guidance Council (Relate)	Val Barrett
Cambridgeshire & Peterborough Association of Local Councils (CPALC)	David McCraith
Cambridgeshire & Peterborough Waste Partnership	Mick Martin
Cambridgeshire Historic Churches Trust Advisory Council	Roger Hall
Cambridgeshire Museums Advisory Partnership	Aidan Van de Weyer
Cambridgeshire Water Forum	Tim Wotherspoon
Carers Trust Cambridgeshire	Bridget Smith
Comberton Village College Governing Body Sub-Committee	Alison Elcox
Community Wellbeing Partnership (Health and Wellbeing District Members Forum?)	Sue Ellington
Conservators of the River Cam	Tim Wotherspoon
Cottenham Village College Sports Centre Management Group	Simon Edwards
County Advisory Group on Archives & Local Studies	Roger Hall
East of England Local Government Association	Ray Manning
Emmaus Cambridge Community	Hazel Smith
Farmland Museum Trustees	Peter Johnson
Francis John Clear Almshouses, Melbourn	Val Barrett
Friends of Milton Country Park	Jonathan Chatfield
Gamlingay Village College GVC Leisure Ltd	Bridget Smith
Linton Voluntary Community Business and Premises Group	Henry Batchelor
Mepal Outdoor Centre	Simon Edwards
Natural Cambridgeshire	Tim Scott
Needingworth Quarry Liaison Committee	Brian Burling
North Herts & District Citizens Advice Bureau	Val Barrett
Old West Internal Drainage Board	Simon Edwards

	Ray Manning Tim Wotherspoon
Over & Willingham Internal Drainage Board	Ray Manning
Papworth Hospital NHS Foundation Trust	Nick Wright
Responsive Repairs Partnership Management Board	Richard Barrett Neil Scarr
Sawston Patient Reference Group	David Bard
Shifting Offered Furniture Around (SOFA)	Janet Lockwood
South Cambs Crime & Disorder Reduction Partnership Group	Ben Shelton
South Cambs Local Health Partnership	Sue Ellington
Swaffham Internal Drainage Board	Robert Turner
Swavesey Byeways Advisory Committee	Robert Turner Sue Ellington
Swavesey Internal Drainage Board	Brian Burling Sue Ellington
Swavesey Village College Community Committee	Nick Wright Sue Ellington
Waterbeach Level Internal Drainage Board	James Hockney Peter Johnson

## APPENDIX B

### **Denny Farm Museum report from Cllr Peter Johnson September 2014**

I have attached some documents from the AGM held on 23<sup>rd</sup> July, Jane Williamson was re-elected as Chair and William Henderson appointed as Vice-Chair. It was decided to retain Staffords as examiners but go for quotes to see if a better deal can be obtained.

We have had some good news with the café being over budget on income, admissions are up as well with an increase in group visits. The shop income is down though and this is thought to be the result of some of the stock being outdated, but this is being looked at.

There is still a vacancy for a trustee but this is being actively being progressed.

If the HLF bid is successful visitor numbers are expected to increase from 11,000 to 30,000 p.a.

Our next meeting is on the 10<sup>th</sup> September and the report from this meeting will be sent through in due course.

Dear Farmland Museum Trustees

This is to remind you that there is a meeting on Wed 10<sup>th</sup> September at 10.00am

The main agenda items are

1. Approving policies for Accreditation
2. Approving the accounts for 2013
3. Financial report for 2014 so far if figures are available
4. Brief verbal update from Ann Wise on the summer season.

### **Job Description – Assistant Curator, Farmland Museum and Denny Abbey**

The Farmland Museum is an independent rural museum situated midway between Cambridge and Ely. It shares its attractive site, once a farmyard, with Denny Abbey, an important medieval property in the care of English Heritage, managed by the Museum under a Local Management Agreement. The Museum has a small but committed team of trustees, staff and volunteers, supported by a Friends' group.

The well-managed collections reflect the life and work of the people of rural Cambridgeshire and Fenland, with particular strengths in the agricultural and horticultural equipment specific to the area. The Museum is a member of the Association of Independent Museums, the Cambridgeshire Museums' Advisory Partnership and the Rural Life Museums Network.

There is an active programme of events, workshops and activities for all ages, mainly at weekends and in the holidays.

We are going through a period of change and seek an Assistant Curator with a 'can-do' attitude and a willingness to muck-in to manage and develop the Farmland Museum & Denny Abbey's agricultural and social history collections.

The post holder will help take the Museum forward to its next stage of development.

For information about the Museum visit [www.farmlandmuseum.org.uk](http://www.farmlandmuseum.org.uk)

## **Job Description**

### **Collection Management**

- responsible for all aspects of the collection including – acquisition, cataloguing, storage and display and ensure that The Farmland Museum complies with all relevant legislation including best practice guidance and the Accreditation Standard
- maintain all records relating to the collection and keep them up to date – including history files, loans out, and movement
- ensure all correspondence, including email enquiries, relating to the collection is up to date
- plan and deliver temporary exhibitions around the site including the Exhibition Gallery and cafe using the museum's collections to engage a variety of audiences
- develop temporary exhibitions with external partners including museums, artists, local community groups, private collectors etc
- participate in external partnership projects that help raise the museum's profile and increase access to the collections
- manage the conservation and restoration of objects within the collection – identify and apply for external funding when possible
- ensure that the Thermo hygrograph papers and insect traps are regularly changed and records are kept up to date
- identify tasks and plan projects for volunteers to undertake
- work with the Education Officer to promote formal and informal learning opportunities using the collection
- work with the Manager to identify commercial opportunities to generate income using the collection

### **Site Management**

- monitor the internal and external condition of all buildings
- identify and manage any maintenance tasks that can be undertaken by volunteers
- in consultation with the Manager and trustees identify work that needs to be done by external contractors and liaise accordingly with contractors, English Heritage etc
- during the closed season be responsible for the weekly Fire Alarms check

### **Events and marketing**

- with the Manager and Education Officer help plan and manage an annual programme of events including workshops and children's activities.
- take responsibility for organising the Easter weekend event and one other event each year.
- organise and manage Living History days
- identify opportunities for volunteers to participate in and/or manage events
- help at events and children's activities when needed
- with the Manager and Education Officer design posters and leaflets to promote events
- identify marketing opportunities for the Farmland Museum
- in the absence of the Manager proof read booked adverts
- contribute to the update of the museum's website and Facebook pages
- contribute to the Friends of the Farmland Museum's quarterly newsletter to raise awareness of the museum's collections.



## **Volunteers**

- manage volunteers working with the collection and around the site – especially but not exclusively on Wednesdays
- take the lead role in the two major volunteer days in Spring and Winter to prepare museum for opening and closure
- regularly update the volunteers' task list and ensure work is done to a high standard and that any expenses are kept to a minimum
- enlist existing volunteers to help with specific events or projects – identify and provide training where appropriate
- identify new volunteer opportunities and with the Manager take an active role in recruitment, induction and training

## **Additional tasks**

- ensure all administration procedures are followed
- participate in any group visit – schools or adults – when required
- help with the induction of new staff when required – in particular key management and opening/closing of buildings and displays.
- to provide trustees and Manager with a quarterly report covering - enquiries, new acquisitions, current projects, grant applications, attendance at external meetings, training.
- provide holiday cover/ emergency cover for the Visitor Services Assistants when required
- make sure that all Farmland Museum policies are followed including Child Protection, Health and Safety, and Equal Opportunities
- sustain good relationships with external partners and stakeholders particularly English Heritage attending any internal or external meetings when required
- contribute to any development plans for the museum  
any other tasks as reasonably required by the Manager.
- deputise for the Manager as and when required

## **Qualifications, experience and personal skills:**

We will expect you to be an enthusiastic and confident with excellent interpersonal and telephone skills.

You will need to be flexible in your approach to working in a small team and have excellent time management skills.

This post requires an enhanced DBS check.

## **Essential requirements:**

- Education to degree level or equivalent
- Good grammatical English and good oral and written communication skills.
- Demonstrable computer skills and ability to manage information systematically and accurately.
- Ability to follow procedures consistently.
- Ability to manage a number of tasks concurrently and to be able to function with limited supervision.
- Demonstrable interest in the work of museums.
- Ability to prioritise conflicting demands
- Ability to work successfully in teams
- Ability to work flexibly and adapt to change
- Proven experience of managing volunteers

- Full driving licence and own transport

**Desirable requirements:**

- Practical knowledge of work in a museum.
- Interest in the history and development of agricultural machinery
- Knowledge of collections management including use of MODES.
- Experience of giving tours, talks and presentations.

**Conditions of service:**

This is a permanent part-time position conditional on a satisfactory review after six months. Hours of work are ..... per week Weekend and Bank Holiday, and occasional evening working will be required with time of in lieu.

Possible additional hours may be paid if required to cover Visitor Services Assistants at peak operating times.

The post is subject to 1 month's notice.

**How to Apply:**

Please submit a completed application form and a covering letter explaining why you would like to work at the Farmland Museum & Denny Abbey.

Closing date for applications: Tuesday 5 August 2014 at midnight

Interviews will take place on Monday 18 August 2014

If posting please mark your envelope as 'confidential' and send to:

Ann Wise, Museum Manager  
Farmland Museum & Denny Abbey  
Ely Road, Waterbeach, Cambridgeshire CB25 9PQ  
Or email: [info@farmlandmuseum.org.uk](mailto:info@farmlandmuseum.org.uk)

**Cllr Peter Johnson**

## APPENDIX C

### Trustees of the Farmland Museum update from Cllr Peter Johnson

#### Chairman's Report for the meeting of 23 July 2014

- I have continued to try to come to the museum each Wednesday to have coffee with volunteers and a weekly meeting with Ann.
- I have attended several meetings of the CMAP executive which, following a wide consultation, is changing its name and its constitution. The name will be changed to 'Museums in Cambridgeshire'. It will be a partnership of museums in Cambridgeshire (including Peterborough) and provide a network of support for all staff, volunteers and trustees. Its aims will include of increasing awareness and raising standards in a wide range of areas. The old Executive will become a managing committee and there will be one or two meetings a year to which all museum members will be invited.
- I have attended several meetings about the future of the Tithe Barn in Landbeach. Although we do not have the resources to get involved with protecting its future things might change and it is important that we keep in touch as it is a unique and very interesting example of a tithe barn and has such is relevant to us. It is slightly older than the Stone Barn but still has its original Tudor floor.
- Chris and I went to the Landbeach Annual Parish meeting and Chris gave a short presentation which was very well received. I also reported very briefly at the Waterbeach APM on the success of the local resident season tickets.
- I continue to attend the Friends meetings. They are organising the Teddy Bears' picnic day in August, and a Christmas event this year. There is a Friends display board which tells members of the public about them.
- Patrons - Rosemary Hughes has been in touch with the person who runs a jazz band in Duxford (she plays in it too) and they are willing to explore doing an event at the museum next summer. The Friends will take on the organisation at this end. It can be used as a major fund raising event. The Lord Lieutenant is coming to meet Ann and me in September to see if he can also help with an event to promote the Museum.
- Amey Cespa Open day June 21<sup>st</sup> - This is the third year that I have represented the museum with a stand at the Open Day. Again it was a very enjoyable occasion. There was a lot of interest and time went fast, I spoke to a 100+ people. Some had never been and did not know where it was. Others talked about their memories of farming. One delightful child knew exactly what all the implements I had on display were as Chris had been to his school and talked about them, obviously in a very memorable way.
- Annual Tea party - This was a great success with I think over 40 people coming. We had three patrons, Rosemary Hughes, Jim Paice and John Martin also Rosemary Dickerson and her mother. There were many Friends, volunteers and neighbours. Rosemary Dickerson whose donation had helped to pay for the refurbishment cut a ribbon to formally re- open the Grain Store where the event was held. It is proving to be a very useful space. On a hot but windy afternoon it was perfect for the party providing somewhere cool and wind free.
- You will know that Bob Giddings died a couple of weeks ago. He had lived on the Abbey site for about 80 years and worked here all his life. His funeral was well attended and the service was lovely. There was a very enjoyable wake afterwards at the museum which he would have loved. He has left money for a bench and memorial plaque for the Museum.
- You will already know that Adam is leaving us at the end of August. He will be greatly missed. Ann and I will talk about having a farewell do of some sort very soon so that we can give him a send-off. I will update you later on this. Meanwhile a replacement post is being advertised with shortlisting on August 6<sup>th</sup>. Ann hopes to interview on 18<sup>th</sup> August with Bridget and me.

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**Farmland Museum  
Grain Store Redevelopment Project**

Delivery Costs - Capital	Description	Costs	VAT @ 20%	Total	Notes
Purchase price of items	N/A				
Repair and conservation work	Grain store redevelopment. Costing provided by architect and QS.	£ 980,800.00	£ 191,589.00	£ 1,172,389.00	Savings on VAT expected - re. exempted VAT items is included
New building work			£ -	£ -	
Other capital work	Asbestos removal. As advised by QS.	£ 8,000.00	£ 1,600.00	£ 9,600.00	
Equipment and materials	Education/work rooms furnishings and fixtures	£ 2,500.00	£ 500.00	£ 3,000.00	Will use as much pre-used furniture as possible
Equipment and materials	Presentation equipment and IT	£ 2,500.00	£ 500.00	£ 3,000.00	
Other	Collections storage equipment (shelving and installation) Based on quote.	£ 42,000.00	£ 8,400.00	£ 50,400.00	
Other	Collections storage movement and temporary storage	£ 6,000.00	£ 1,200.00	£ 7,200.00	
Other	CCTV	£ 3,200.00	£ 640.00	£ 3,840.00	
Professional Fees	Quantity Surveyor	£ 9,948.00	£ 1,989.60	£ 11,937.60	As advised by Cowper Griffith & Andrew Morton Associates
Professional Fees	Structural Engineer	£ 9,397.00	£ 1,879.40	£ 11,276.40	As advised by Cowper Griffith & Firebrace Partnership
Professional Fees	CDM Co-ordinator	£ 1,706.00	£ 341.20	£ 2,047.20	As advised by Cowper Griffith & AFP Construction
Professional Fees	Mechanical and Engineering Services	£ 10,000.00	£ 2,000.00	£ 12,000.00	As advised by Cowper Griffith & Roger Parker Associates
Professional Fees	Architect	£ 51,735.00	£ 10,347.00	£ 62,082.00	As advised by Cowper Griffith
Professional Fees	Project Manager (Capital Works)	£ 9,600.00	£ 1,920.00	£ 11,520.00	As advised by Cowper Griffith & Edmond Shipway
<b>Total</b>		<b>£ 1,137,386.00</b>	<b>£ 222,906.20</b>	<b>£ 1,360,292.20</b>	

**Farmland Museum  
Grain Store Redevelopment Project**

Development Costs	Description	Development costs	VAT @ 20%	Total	Notes
Professional Fees	Architect (to develop up to RIBA Stage D)	£ 9,950.00	£ 1,990.00	£ 11,940.00	As advised by Cowper Griffith
Professional Fees	Quantity Surveyor	£ 9,948.00	£ 1,989.60	£ 11,937.60	As advised by Cowper Griffith & Andrew Morton Associates
Professional Fees	CDM	£ 1,364.00	£ 272.80	£ 1,636.80	As advised by Cowper Griffith & AFP Construction
Professional Fees	Structural Engineer	£ 6,804.00	£ 1,360.80	£ 8,164.80	As advised by Cowper Griffith & Firebrace Partnership
Professional Fees	M&E and sustainable heating specialist advice	£ 10,000.00	£ 2,000.00	£ 12,000.00	As advised by Cowper Griffith & Roger Parker Associates
Professional Fees	Planning fees	£ 2,500.00	£ 500.00	£ 3,000.00	
Professional Fees	Ground investigation and surveys	£ 3,000.00	£ 600.00	£ 3,600.00	
Professional Fees	Archaeology investigations and report	£ 10,000.00	£ 2,000.00	£ 12,000.00	
Professional Fees	Activity Plan Consultants	£ 8,000.00	£ 1,600.00	£ 9,600.00	
Professional Fees	Interpretation Plan Consultants, design plan to RIBA Stage D	£ 7,000.00	£ 1,400.00	£ 8,400.00	
Professional Fees	Management & Maintenance Plan	£ 5,000.00	£ 1,000.00	£ 6,000.00	
Professional Fees	Fundraising Support	£ 2,000.00	£ 400.00	£ 2,400.00	Training for volunteers & external support/advice when needed
Staff Costs	Project Officer/Organiser, part time 10 months, 3 days per week @ £25,000 per annum, including on costs @ 22.2%	£ 15,275.00	£ -	£ 15,275.00	
Staff Costs	Recruitment allowance	£ 100.00	£ -	£ 100.00	expect it to be zero expenditure if recruit through various free recruitment strams
Other					
Full Cost recovery			£ -	£ -	
Contingency	at 7.5% on above	£ 6,820.58	£ 1,133.49	£ 7,954.07	
Noncash contributions					
Volunteer time					
	<b>Total</b>	<b>£ 97,761.58</b>	<b>£ 16,246.69</b>	<b>£ 114,008.27</b>	

**Farmland Museum  
Grain Store Redevelopment Project**

Delivery Costs - Activity	Description	Costs	VAT @ 20%	Total
New staff costs	Activity Coordinator, 3 day a week, £20,000 per annum, inc oncosts at 22.2%, 3 years	£ 43,992.00	£ -	£ 43,992.00
New staff costs	Reundancy allowance	£ 1,000.00		£ 1,000.00
Training for staff	Oral history recording	£ 150.00	£ 30.00	£ 180.00
Training for staff			£ -	£ -
Paid training placements	N/A		£ -	£ -
Training for volunteers	Trustee training in good governance	£ 200.00	£ 40.00	£ 240.00
Training for volunteers	Oral history recording	£ 150.00	£ 30.00	£ 180.00
Training for volunteers	Conservation skills training	£ 500.00	£ 100.00	£ 600.00
	Cultural Heritage NVQs (2 placements)	£ 4,000.00	£ 800.00	£ 4,800.00
Training for volunteers	Education/Visitor Engagement	£ 500.00	£ 100.00	£ 600.00
Training for volunteers	Packing and moving objects	£ 500.00	£ 100.00	£ 600.00
Training for volunteers	Modes collections database	£ 1,000.00	£ 200.00	£ 1,200.00
Travel for staff	Allowance	£ 2,000.00	£ 400.00	£ 2,400.00
Travel and expenses for volunteers	Allowance	£ 4,000.00	£ 800.00	£ 4,800.00
Equipment and materials	Interpretation scheme (content creation, design and build)	£ 105,000.00	£ 21,000.00	£ 126,000.00
Equipment and materials	Oral history recording equipment, editing and making available on line	£ 500.00	£ 100.00	£ 600.00
Equipment and materials	Creation of new education resources	£ 6,000.00	£ 1,200.00	£ 7,200.00
Equipment and materials	Creation of a series of community activity and provision for open/event days	£ 10,000.00	£ 2,000.00	£ 12,000.00
Equipment and materials	3 computers	£ 1,900.00	£ 380.00	£ 2,280.00
Equipment and materials	Computer software for Modes complete (2 licences upgrade)	£ 625.00	£ 125.00	£ 750.00
Equipment and materials	Flatbed scanner	£ 1,000.00	£ 200.00	£ 1,200.00
Equipment and materials	35mm film and slide scanner	£ 250.00	£ 50.00	£ 300.00
Equipment and materials	Image software	£ 600.00	£ 120.00	£ 720.00
Equipment and materials	Equipment for new conservation workshop	£ 6,000.00	£ 1,200.00	£ 7,200.00
Other	Working with schools to create outdoor activity for local school groups and families	£ 3,000.00	£ 600.00	£ 3,600.00
Other	Piloting education resources and inset day for teachers	£ 1,500.00	£ 300.00	£ 1,800.00
Professional Fees relating to the above	Oral historian advisor	£ 700.00	£ 140.00	£ 840.00
Other	Workshop tutors - traditional rural crafts/dance/art	£ 1,500.00	£ 300.00	£ 1,800.00
<b>Total</b>		<b>£ 196,567.00</b>	<b>£ 30,315.00</b>	<b>£ 226,882.00</b>

Will take advantage of free training offered by SHARE and other organisations

received some free training through SHARE in 2014 - will continue to make the most of free training offered by SHARE

Will take advantage of free training offered by SHARE and other organisations

Will take advantage of free training offered by SHARE and other organisations

will train in house and use regional trainers for additional training

over 3 years  
over 3 years

will make the most of free software available to cut down costs

over 3 years

Delivery Costs - Other	Description	Costs	VAT @ 20%	Total
Recruitment	For staff and volunteers	£ 150.00	£ -	£ 150.00
Marketing	New leaflets, education leaflets and additional promotion in local community	£ 10,000.00	£ -	£ 10,000.00
Evaluation	Evaluation strategy	£ 4,000.00	£ 800.00	£ 4,800.00
Other			£ -	£ -
Contingency	On grainstore capital works at 7.5%	£ 73,560.00	£ 14,712.00	£ 88,272.00
Contingency	On remaining capital works at 7.5%	£ 720.00	£ 144.00	£ 864.00
Contingency	On activity (excluding salary) at 7.5%	£ 10,913.40	£ 2,182.68	£ 13,096.08
Inflation	On capital works only, 1 years of inflation @ 2.8% per year	£ 27,462.40	£ 5,492.48	£ 32,954.88
Increased M&M costs	N/A		£ -	£ -
Non cash contributions			£ -	£ -
Volunteer time			£ -	£ -
<b>Total</b>		<b>£ 126,805.80</b>	<b>£ 23,331.16</b>	<b>£ 150,136.96</b>

13731.75



<b>Total Project Costs</b>			
<b>Area</b>	<b>Cost</b>	<b>VAT</b>	<b>Total</b>
<b>Development Costs</b>	£ 97,761.58	£ 16,246.69	£ 114,008.27
<b>Delivery Costs - Capital</b>	£ 1,137,386.00	£ 222,906.20	£ 1,360,292.20
<b>Delivery Costs - Activity</b>	£ 196,567.00	£ 30,315.00	£ 226,882.00
<b>Delivery Costs - Other</b>	£ 126,805.80	£ 23,331.16	£ 150,136.96
<b>Grand total</b>	<b>£ 1,558,520.38</b>	<b>£ 292,799.05</b>	<b>£ 1,851,319.43</b>

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## **APPENDIX D**

### **Update notes re The Cambridgeshire Health and Wellbeing Board from Cllr Sue Ellington**

The board met on 10 July 2014 and considered the following :

#### **The Better Care Fund**

The creation of this fund by the Government in April 2013, which should have been implemented in April 2014, was delayed as new criteria were introduced. The deadline for submitting new proposals was moved to September 2014 and new governance arrangements were agreed by the Board. I expressed concerns regarding the creation of a committee system involving 25 senior officers but the committee felt this would demonstrate inclusivity.

#### **Safeguarding Adults Annual Report 2013-2014**

Members were informed of increased training and the production of training materials

#### **Young Carers**

There are two new pieces of legislation which will require Cambridgeshire to develop new ways of working. They place a duty of care on the local authority to integrate services. Young carers have raised issues around the lack of support and understanding in schools creating difficult transition from child to adult.

#### **Pharmaceutical Needs Assessment**

This looks at numbers of pharmacies and proposes criteria for the introduction of new outlets.

#### **Strategic Needs assessments for "Carers", " older People - primary prevention, and mental health"**

These documents are available as reference documents on line.

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## **APPENDIX E**

### **Update on the Health Committee meeting of 10 July 2014, from Cllr Sue Ellington**

Members will remember that I attend this County Council Committee as a non -voting member. The purpose of the committee is to provide a scrutiny function.

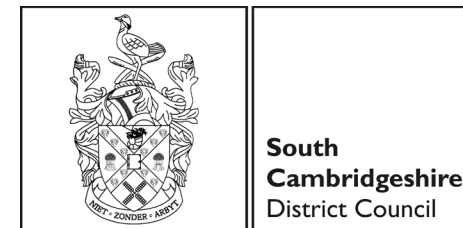
The meeting considered a number of reports and then moved on to agree the methodology for scrutinising key actions and decisions being taken over the following 3 months. These included the commissioning of Older Peoples Healthcare and Adult Community Services. This is the detail of the Clinical Commissioning Group procurement contract for Older People. I attended two subcommittees to ensure all aspects of the contract took account of the consultation responses. This was detailed work but absolutely key to ensure the contract is comprehensive. The final 3 bidders responded to the report and agreed to meet the detail we had proposed. The preferred bidder will be announced within the next 2 weeks.

Another workshop on Mental Health Services raised significant concerns regarding the lack of resources to meet even the basics of the NICE guidelines for Moderate to Severe Mental Health problems. The increase in resources going to the acute sector has decreased the money available for many of the support services for this group of people. The result is pressure on GP services to meet the needs of mildly affected people and the knock on effect to their friends and relatives.

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## NOTICE OF KEY DECISIONS

To be taken under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 from September 2014



Notice is hereby given of:

Key decisions that will be taken by Cabinet, individual Portfolio Holders or Officers  
Confidential or exempt executive decisions that will be taken in a meeting from which the public will be excluded (for whole or part)

A Key Decision is a decision, which is likely:

(1) (a) to result in the authority incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or

to be significant in terms of its effects on communities living or working in an area comprising two or more wards

(2) In determining the meaning of 'significant' for the purposes of the above, the Council must have regard to any guidance for the time being issued by the Secretary of State in accordance with section 9Q of the 2000 Act (guidance).

A notice / agenda, together with reports and supporting documents for each meeting will be published at least five working days before the date of the meeting. In order to enquire about the availability of documents and subject to any restriction on their disclosure, copies may be requested from Democratic Services, South Cambridgeshire District Council, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA. Agenda and documents may be accessed electronically at [www.scambs.gov.uk](http://www.scambs.gov.uk)

Formal notice is hereby given under the above Regulations that, where indicated (in column 4), part of the meetings listed in this notice may be held in private because the agenda and reports for the meeting will contain confidential or exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it. See overleaf for the relevant paragraphs.

*If you have any queries relating to this Notice, please contact Maggie Jennings on 01954 713029 or by e-mailing [Maggie.Jennings@scambs.gov.uk](mailto:Maggie.Jennings@scambs.gov.uk)*

Paragraphs of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended)  
(Reason for a report to be considered in private)

Information relating to any individual

Information which is likely to reveal the identity of an individual

Information relating to the financial or business affairs of any particular person (including the authority holding that information)

Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority

Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings

Information which reveals that the authority proposes:

to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or

to make an Order or Direction under any enactment

Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

The Decision Makers referred to in this document are as follows:

Cabinet

Councillor Ray Manning

Councillor Simon Edwards

Councillor Mark Howell

Councillor Mick Martin

Councillor Robert Turner

Councillor David Whiteman-Downes

Councillor Tim Wotherspoon

Councillor Nick Wright

Leader of the Council

Deputy Leader and Finance and Staffing

Housing

Environmental Services

Planning Portfolio Holder

Corporate and Customer Services

Northstowe

Planning and Economic Development



Key and non-key decisions expected to be made from September 2014

Decision to be made	Decision Maker	Date of Meeting	Reason for Report to be considered in Private	Portfolio Holder and Contact Officer	Documents submitted to the decision maker
<p>Joint Procurement of a Cambridgeshire Handy Person Scheme</p> <p>Key</p>	Environmental Services Portfolio Holder	September 2014 (TBA)		<p>Environmental Services Portfolio Holder</p> <p>Iain Green, Environmental Health Officer (Public Health Specialist)</p>	Report (publication expected in August/September 2014)
<p>Cross-border Waste Collection: Service Level Agreement with Cambridge City Council</p> <p>Key</p>	Environmental Services Portfolio Holder	September 2014 (TBA)		<p>Environmental Services Portfolio Holder</p> <p>Paul Quigley, Head of Environment Commissioning</p>	Report (publication expected in September 2014)
<p>City Deal: Governance Arrangements</p> <p>Key</p>	<p>Corporate Governance Committee</p> <p>Cabinet</p> <p>Council</p>	<p>03 September 2014</p> <p>13 November 2014</p> <p>27 November 2014</p>		<p>Leader of Council</p> <p>Alex Colyer, Executive Director, Corporate Services</p>	<p>Report (publication expected 26 August 2014)</p> <p>Report (publication expected 5 November 2014)</p> <p>Report (publication expected 19</p>

					November 2014)
Memorandum of Understanding: Greater Cambridge Housing Trajectory  Non-Key	Planning Portfolio Holder	9 September 2014		Planning Portfolio Holder  Caroline Hunt, Local Development Framework Team Leader	Report (publication expected 1 September 2014)
South Cambs Ltd - Business Case Update  Key	Cabinet	11 September 2014	The report is likely to contain information relating to the financial or business affairs of any particular person (including the authority holding that information)	Housing Portfolio Holder  Stephen Hills, Affordable Homes Director	Report (publication expected 3 September 2014)
Corporate Enforcement & Inspection Policy  Key	Cabinet	11 September 2014		Environmental Services Portfolio Holder  Mike Hill, Health and Environmental Services Director	Report and Policy (publication expected 3 September 2014)
Housing Development	Cabinet	11 September 2014	The report is likely to	Housing Portfolio	Report (publication

Vehicle Key			contain information relating to the financial or business affairs of any particular person (including the authority holding that information)	Holder Stephen Hills, Affordable Homes Director	expected 3 September 2014)
Welfare Reform/Under occupation  Non-Key	Cabinet	11 September 2014		Housing Portfolio Holder  Stephen Hills, Affordable Homes Director	Report and appendix - for information only) (publication expected 3 September 2014)
Position Statement: Finance, Performance and Risk 2014/15  Non-Key	Cabinet  Cabinet  Cabinet	11 September 2014  13 November 2014  12 February 2015		Corporate and Customer Services Portfolio Holder  John Garnham, Head of Finance, Policy & Performance, Richard May, Policy and Performance Manager, Graham Smith, Management Accountant	Q1 Report and appendices (publication expected 3 September 2014)  Q2 Report and appendices (publication expected 5 November 2014)  Q3 Report and appendices (publication expected 4 February 2015)
Member Development Strategy 2014-17	Council	25 September 2014		Corporate and Customer Services	Report and Strategy (publication expected

Non-Key				Portfolio Holder Graham Watts, Democratic Services Team Leader	17 September 2014)
Appointment to the Independent Remuneration Panel  Non-Key	Council	25 September 2014		Leader of Council  Maggie Jennings, Democratic Services Officer	Report (publication expected 17 September 2014)
LONGSTANTON, Fairview: Re- development of Site  Key	Housing Portfolio Holder	15 October 2014		Housing Portfolio Holder  Uzma Ali, Housing Development Officer	Report (publication expected 8 October 2014)
Shared Service: Building Control  Key	Cabinet	16 October 2014		Planning Portfolio Holder  Jo Mills, Planning and New Communities Director	Report (publication expected 8 October 2014)
Shared Service: Legal  Key	Cabinet	16 October 2014		Leader of Council  Alex Colyer, Executive Director, Corporate Services	Report (publication expected 8 October 2014)

Shared Service: ICT Key	Cabinet	16 October 2014		Leader of Council Alex Colyer, Executive Director, Corporate Services	Report (publication expected 8 October 2014)
Cambridge City & South Cambs Joint Waste Working Non-Key	Cabinet	16 October 2014		Environmental Services Portfolio Holder  Mike Hill, Health and Environmental Services Director	Report (publication expected 8 October 2014)
Treasury Management Annual Report Non-Key	Finance and Staffing Portfolio Holder	21 October 2014		Finance and Staffing Portfolio Holder  Sally Smart, Principal Accountant Financial & Systems	Report (publication expected 13 October 2014)
Treasury Management Quarterly Investment Review 2014/15 Non-Key	Finance and Staffing Portfolio Holder  Finance and Staffing Portfolio Holder	21 October 2014  21 April 2015		Finance and Staffing Portfolio Holder  Alex Colyer, Executive Director, Corporate Services, John Garnham, Head of Finance, Policy & Performance, Sally Smart, Principal	Report (publication expected 13 October 2014)  Report (publication expected 13 April 2015)

				Accountant Financial & Systems	
Write-Offs 2014/15 Key	Finance and Staffing Portfolio Holder	21 October 2014		Finance and Staffing Portfolio Holder	Report (publication expected 13 October 2014)
	Finance and Staffing Portfolio Holder	20 January 2015		Katie Brown, Revenues Manager	Report (publication expected 12 January 2015)
	Finance and Staffing Portfolio Holder	22 April 2015			Report (publication expected 14 April 2015)
Revenues and Benefits Performance Report Non-Key	Finance and Staffing Portfolio Holder	21 October 2014		Finance and Staffing Portfolio Holder	Q1 Report (publication expected 13 October 2014)
	Finance and Staffing Portfolio Holder	20 January 2015		Katie Brown, Revenues Manager	Q2 Report (publication expected 12 January 2015)
	Finance and Staffing Portfolio Holder	21 April 2015			Q3 Report (publication expected 14 April 2015)
Rural Settlements List 2015/16 Non-Key	Finance and Staffing Portfolio Holder	21 October 2014		Finance and Staffing Portfolio Holder  Katie Brown, Revenues Manager	Report and appendix (publication expected 13 October 2014)

<p>Review of Medium Term Financial Strategy (MTFS) 2014-15</p> <p>Non-Key</p>	Cabinet	13 November 2014		<p>Finance and Staffing Portfolio Holder</p> <p>John Garnham, Head of Finance, Policy &amp; Performance</p>	<p>Report and appendices (publication expected 5 November 2014)</p>
<p>Corporate Plan Priorities 2015-2020</p> <p>Key</p>	Cabinet	13 November 2014		<p>Corporate and Customer Services Portfolio Holder</p> <p>Richard May, Policy and Performance Manager</p>	<p>Report (publication expected 5 November 2014)</p>
<p>Setting of Council Tax Base</p> <p>Key</p>	Chief Finance Officer	In month of December 2014		<p>Finance and Staffing Portfolio Holder</p> <p>Katie Brown, Revenues Manager</p>	<p>Decision Notice (publication expected in December 2014)</p>
<p>Localised Council Tax Support Scheme 2014/15</p> <p>Key</p>	Council	29 January 2015		<p>Finance and Staffing Portfolio Holder</p> <p>Alex Colyer, Executive Director, Corporate Services, Dawn Graham, Benefits Manager</p>	<p>Report (publication expected 21 January 2015)</p>

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