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19 March 2015

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 **Council Chamber, First Floor on Friday, 27 March 2015 at 10.00 a.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 22 January 2015 as a correct record.		<b>1 - 4</b>
<b>4. Public Questions</b>		
<b>5. Greater Cambridge City Deal</b> Members of the City Deal Executive Board will be in attendance for this item.		

- 6. Reports from Members appointed to outside bodies.** **5 - 24**  
To consider update reports from Members appointed to represent the Council on outside bodies.
- 7. Work programme** **25 - 34**  
To consider the Partnership Review Committee's work programme for future meetings. The Council's Forward Plan is attached for the committee to consider the items contained in this for possible future scrutiny.
- At its January 2015 meeting, the committee agreed that its meeting in June 2015 would focus on policing.
- 8. Dates of Future Meetings**
- Tuesday 9 June 2pm

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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:

- Working Together
- Integrity
- Dynamism
- Innovation

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# Agenda Item 3

## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Partnerships Review Committee held on  
Thursday, 22 January 2015 at 2.00 p.m.

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

Councillors: David Bard Janet Lockwood  
Tony Orgee Bunty Waters

Councillor Kevin Cuffley was in attendance, by invitation.

Officers: Stephen Hills Director of Housing  
Pat Strachan Home Improvement Agency Manager  
Marianne Upton Sub Regional Homelink Manager  
Victoria Wallace Democratic Services Officer  
Graham Watts Democratic Services Team Leader

### 1. APOLOGIES

Apologies for absence were received from Councillors Andrew Fraser, Jose Hales, Roger Hall and Neil Scarr. Councillor Bunty Waters was in attendance as a substitute for Councillor Fraser.

### 2. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 3. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 20 November 2014, were **AGREED** as a correct record.

### 4. PUBLIC QUESTIONS

No questions from the public had been received.

### 5. HOUSING UPDATE

Stephen Hills, Director of Housing, presented an update on the Council's housing services and key areas of partnership working. Marianne Upton, Sub Regional Homelink Manager and Pat Strachan, Home Improvement Agency Manager, were also in attendance. An action plan from the Sub-Regional Housing Board was included in the agenda pack, which the Director of Housing offered to discuss with members individually if requested.

The committee was informed that due to procurement rules, the Homelink partnership was obliged to re-tender its IT service. Members were informed that the contract with the current IT provider Locata, had been well managed through constant engagement with the provider.

A review of the Mears contract started in 2014 and was ongoing. The Tenant Scrutiny Panel had been involved in this in order to examine tenant experience. This was a five year contract up to March 2017, with an option to extend for a further five years. The

review would be reported on at the Housing Portfolio Holder meeting in March 2015, which any members of the Partnerships Review committee could attend.

Members were updated on the Cambridgeshire Home Improvement Agency (Cambs HIA) and were informed that for works of less than £10,000 the target timescale from referral to completion was 26 weeks. Current performance was 28 weeks. Members were informed that customer satisfaction levels with the service were 100% in South Cambridgeshire. The possibility of East Cambridgeshire District Council joining the partnership was being investigated and a full business case was being prepared for Cabinet decision in July 2015. This was highlighted as an area where the Partnerships Review Committee may be able to add value before Cabinet made the final decision in July 2015.

#### Discussion and questions:

- Members requested a glossary of acronyms in the Sub-Regional Housing Board action plan.
- Concern was raised over the flexibility of the Homelink service. The Homelink Manager assured members that the service was flexible enough to deal with cases on an individual basis whilst adhering to policy.
- The Homelink Manager would add members to the distribution list for the Homelink electronic newsletter.
- Access to services by those without internet access was raised. Members were assured that it was not assumed that all those needing to access the service could do so via the internet. Other forms of access were in place such as paper versions of forms being made available by the Council and could also be accessed by the telephone. Processes were also in place for people with sensory impairments to access the service. The service also kept a list of vulnerable people on whose behalf nominated individuals could bid for properties.
- Members were informed that the Cambs HIA was dealing with many older people and it was anticipated that demand would increase. Customers' needs were assessed in order to ensure they were provided with the equipment to meet their need. In addition to this, checks were carried out on home ownership status and the means to pay for home adaptations.
- In addition to older people, members were informed that the Home Improvement Agency dealt with people of all ages through all stages of life from birth to end of life. The committee was informed that the most expensive home adaptations tended to be for children.
- Members queried what happened to adapted properties once residents passed on from these homes. It was clarified that Cambs HIA dealt with private properties, the majority of which were owner occupied. Cambs HIA did not cover council tenants which were dealt with internally through the Council's HRA budget.
- Members were informed that there was a system to prioritise HIA works and that Occupational Therapists carried out this prioritisation.
- The choice of contractors to carry out the work was queried. The committee was informed that clients were able to choose the contractor to carry out the works, from a list of approved contractors.
- Members were informed that the time between reallocation of council properties to new tenants was approximately 15-19 days for South Cambridgeshire.

The Committee **NOTED** the update and thanked the Director of Housing and colleagues for attending and contributing to the meeting.

**6. REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES**

The committee **NOTED** the update reports that had been received from members appointed to represent the Council on outside bodies, and thanked members for their contributions to this report.

**7. WORK PROGRAMME 2014/15**

The Democratic Services Team Leader would discuss with the Housing Director whether the committee could add value and contribute to the work on the business case regarding the possibility of East Cambridgeshire District Council joining the Cambs HIA partnership, before it was presented to Cabinet for decision.

The committee noted the suggestions the Executive Management Team had made regarding items for potential future consideration. Items were the 'Making Assets Count' project and the review of joint procurement of a Cambridgeshire Handy Person Scheme. Members felt that any work being undertaken by the Health and Environmental Services Portfolio Holder on the Handy Person Scheme should be looked at first, to ensure there was no duplication if the committee were to look at this in future.

The committee felt that it was important to engage with the City Deal and that this should be a focus of the next committee meeting. Monitoring of the City Deal was discussed and Councillor David Bard was appointed as monitor on behalf of the committee. Councillor Bard would attend the City Deal Assembly and Executive Board meetings and report back to the committee on a regular basis.

**8. DATES OF FUTURE MEETINGS**

The next meeting would take place on 19 March 2015 at 2pm. The May 2015 meeting would be rescheduled for June.

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**The Meeting ended at 3.15 p.m.**

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# Agenda Item 6



**REPORT TO:** Partnerships Review Committee

27 March 2015

**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 Sue Ellington has provided an update report on the Health and Wellbeing Board and Health Committee. This is attached at **Appendix B**.
9. Councillor Peter Johnson has provided an update on the Farmland Museum. This is attached at **Appendix C**.
10. Councillor Peter Johnson has provided documentation to update Members on the Waterbeach Level Internal Drainage Board. This is attached at **Appendix D**.

### **Implications**

11. 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)**

12. 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**

13. 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**

<b>Name</b>	<b>Representative(s)</b>
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
Health and Wellbeing Board	Sue Ellington
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**

### **Health and Wellbeing Board and Health Committee**

The Health and Wellbeing Board meeting on 15 January recommended the County Council should invite a representative from the voluntary sector to join the board. They however decided that representatives from the health care providers should not be invited to join the board.

Strategic direction was reviewed and it was agreed that mental health needs in new community including drugs and alcohol abuse would be included in the new JSNAs

There was a request from the Director of Public Health to establish a Multi-agency Public Health Reference Group. It was felt that the advantages of being in a biotech development area was not being maximised and a joint forum would provide new opportunities.

The Better Care fund continues to be considered by the government but is likely to be agreed following a revised submission.

The Health committee met on 15 th January

The committee decided to develop a Section 75 agreement for the provision of school nursing

In addition there were a number of working group meeting in relation to Mental Health, Communications with CCG, older Persons Contract and the Contractual problems and CQC report for Hinchingbrooke Hospital.

The members of the committee have requested to meet the CQC who published their report without consulting the Health and Wellbeing Board or Health Scrutiny committee.

In addition, the Hinchingbrooke Chief Executive has been asked to meet the Health Committee. Monitoring will continue during the NHS takeover.

**Cllr Sue Ellington**

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## **Appendix C**

### **Farmland Museum and Denny Abbey**

Education Officer, Chris Leuchars tendered his resignation which is unfortunate as he was getting the attendance figures up. He has given two months' notice and will leave at the end of May 2015. Museum Manager, Ann Wise is anxious to start recruiting for a replacement as soon as possible because there are a number of things planned for the summer which Chris has started work on and which will need picking up very quickly when he leaves.

The finance working party were finding it difficult to produce a balanced budget for the year and with a staff member leaving it might be possible to save by trying to cut down on replacement staff. However, the job Chris does is essential for income generation as well as reaching out into the wider community through the outreach work and the post is essential for the existence of the whole museum. Ann could not take on any more with her current hours and neither could Emma. Even if they could it is not their area of expertise

I have suggested that we look at appointing a replacement initially at a lower salary.

The post will be advertised on the Leicester Museums website as soon as possible. This is a free website and the best way of advertising for museum related posts as it is very widely consulted. The date for submission is 19<sup>th</sup> March.

There is a new trustee in Sarah Clover. Sarah recently resigned from AmeyCespa to work with her husband in the family business.

Upcoming events:

- An Open Up day is being held on Saturday 21 March
- Fundraising launch on Friday 17 July at 6.30-8.30pm. The Lord Lieutenant will be in attendance.

**Cllr Peter Johnson**

## **Advert – Farmland Museum & Denny Abbey – Education Officer**

22 hours per week  
£ per annum pro rata

An opportunity has arisen for a committed, creative, flexible and enthusiastic person to join the team at The Farmland Museum and Denny Abbey to progress learning opportunities for a wide range of users.

The Education Officer will manage the museum's busy schools and outreach programme, develop and promote new programmes and initiatives based on investigation and enjoyment. They will manage the Family Holiday Activities sessions; co-ordinate the adult learning programme; participate in the museum's events programme; and contribute to the sustainability of this historic site.

Educated to degree level in a relevant subject area, you must have proven experience in museum or heritage education.

Due to our rural location and the amount of outreach work undertaken the post holder must have a clean driving licence and use of a car.

This is a part time post working 22 hours per week. Additional weekend, Bank Holiday Mondays, and occasional evening working will be required with time off in lieu.

*The Farmland Museum is committed to safeguarding and promoting the welfare of children and vulnerable groups. Please note that this post will be offered subject to references and an enhanced criminal record check with the Disclosure and Barring Service (DBS)*

For an informal chat contact Ann Wise, Museum Manager  
Tel: 07896 796312

For an application form and information about the post of Education Officer visit [www.farmlandmuseum.org.uk](http://www.farmlandmuseum.org.uk) or email: [info@farmlandmuseum.org.uk](mailto:info@farmlandmuseum.org.uk)

Please include a covering letter with your application form to include why you would like to work at the Farmland Museum & Denny Abbey.

Closing date for applications: 9am April 2015

Interviews will take place on April 2015

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)



**Minutes of the Meeting of the Farmland Museum Trustees  
Wednesday 6 November 2014 at 10 am**

**Present:** Jane Williamson, Rodney Dale, Michael Williamson, Ann Wise, Emma Kennedy

**Apologies:** Bill Henderson, Dorothy Betts, Cllr Johnson, Chris Leuchers,

1. Minutes of 23<sup>th</sup> July 2014 - agreed & notes of the extra meeting held on 23rd September 2014 noted
2. As there wasn't a full Board present it was decided to not to follow the agenda and to keep the meeting informal.
3. Introductions - Emma Kennedy (Assistant Curator) was introduced to Rodney Dale
4. Trustees - Bridget Yates has formerly stepped down as a trustee on health grounds. Jane Williamson will write to her and thank her on behalf of the Board for her long service and the important contribution and support that she has given the Museum, trustees, staff and volunteers over the years. She will be invited to join staff and trustees to lunch in December when we will also be thanking Alan Leeks for his 7 year service as Visitor Services Assistant. Date, time venue to be agreed,
5. Policies
  - Trustees present agreed to adopt the Conflict of Interest Policy circulated by the Manager who explained that some grant bodies, including the AmeyCespa Community Fund, required organisations to include a copy of this document with applications.
  - Trustees to agree amongst themselves a Performance Appraisal Policy - Jane Williamson to circulate policy to be agreed by email. Jane Williamson and Dorothy Betts to review Ann Wise who will then review Chris Leuchers and Emma Kennedy. Appraisal format used in 2013 for Ann Wise to be used.
  - Ann Wise has placed adverts on REACH for trustees.
6. Finance report to end of September
  - Michael Williamson expressed concern at the selling skills of the Visitor Services Assistants.
  - Shop layout isn't ideal and could have been designed better, Ann Wise to look in to whether the desk could be moved.
  - Need to encourage schools to visit the shop when visiting - review how the information is marketed.
  - Ann Wise apologised for over spending on the Marketing budget and stressed that some publications had been dropped and others phased

out; emphasis this year had been to make coach companies and groups aware of the site and to have better adverts in local tourism guides.

- Overall expenditure was below budget.
- Tea Room Assistants need to improve their customer services skills and selling techniques - Emma Kennedy to provide training in 2015.

7. Accreditation

- Ann Wise submitted the on-line form on 13 October.

8. Admission and Season Ticket prices for 2015

- The daily admission prices will remain the same
- Both sets of Season Tickets will increase by £2

9. Chairman's report

- Jane Williamson updated meeting on latest local development plans

AOB: Museum Office to be closed over Christmas and New Year.

**Next meeting** - Wednesday 21 January 2015 at 10am

**Trustees of the Farmland Museum  
Chairman's Report for meeting Jan 21<sup>st</sup> 2015**

**1. Trustees and Staff**

We are delighted to welcome Sarah Clover to the board, her expertise will be an enormous benefit to us.

I have not yet managed to meet up with the two potential trustees who have been in touch via REACH though I have spoken to and been in e-mail contact with both and you have been sent their CV's. Victoria Williams hopes to come to the half term twilight at the museum event and I hope to be able to meet Stewart Parr on site soon.

Ann, Rodney, Michael and I had an enjoyable but very slow lunch at the Bridge to say farewell to Bridge and Alan Leeks who came with his wife.

**2. Possible New Town**

There have been no further developments on the NEW Town since last time, the Examination in Public is still in progress. It will I think be helpful for our forward planning if we do know rather more about what is likely to happen and when.

**3. Meeting with Jo Mills**

I had a very positive meeting with Jo Mills from South Cambs District Council last week. She is very supportive of the Museum and sees its existence as important as a facility for new comers to the area during a period of extensive growth for both education and recreation

She is keen for us to expand the local resident season ticket offer to more villages and would like us to consider a particularly special offer for the new residents of Northstowe when the first houses are occupied.

I think we may be able to get some publicity in the S Cambs magazine which could be very helpful provided that the magazine is issued when the information is timely.

I am not sure that we will be successful in getting grant funding from our local villages this year. I have written to Waterbeach, Landbeach and Milton Parish Councils and none has responded favourably, demands on Parish Precepts are rising as more and more services are cut.

**We need to agree which villages we will offer reduced rate season tickets to this year.**

**4. Meeting with HLF**

This meeting was less positive as this time our application was not reviewed as favourably. There were seven applications worth a total of £7million and only £1.7m available and ours was still an expensive project despite attempts to cut costs. The feeling was that we still had not done enough to indicate a strong enough business plan to make the project sustainable, that we were still asking for too much money, that the proposal did not involve the whole site enough and that there was too much emphasis on the redevelopment of the Grain Store which is not a listed building. We now need to decide what we do next. We do need to think how to develop the site and how to raise funds for this. To this end Ann has arranged a brainstorming meeting for 11.00am on Feb 4<sup>th</sup>, for volunteers Trustees, friends and anyone else interested. We still hope to have a couple of major fund raising events in the summer.

**This is to be discussed further in the dedicated agenda item.**

**5. Friends**

The Friends Christmas event was a great success. It was helped by good weather so people could see the sun set through the West door as they sang by

candle and torch light. It was very encouraging that there were people who had never visited the museum before.

JRW 19/1/2015

## Collections Report for Farmland Museum Trustees Meeting - 21<sup>st</sup> January 2015

- **Cottage**

The cottage is having a refresh before we open again for school groups during February half term. There is a lot of collection in there that does not need to be, including many duplicate items and as the environmental conditions are far from ideal in there we would like to thin out the displays a little whilst giving what remains a refresh. Volunteers are currently carrying out an inventory for me, ready for transporting objects back to store during the first two weeks of February.

- **Easter Event**

I am organising the Easter event which I'm looking forward to. So far we have Sandra Barker doing basket weaving, children's' craft activities, guided tours and an Easter trail. I am hoping to also have some farm animals, Adrian Wright doing whistles and Chris Leuchers dressing as a Knights Templar, with engine men on the Monday.

- **New Acquisitions**

We have been offered a number of items since our last meeting, however all have been either duplicates of items already in the collection, too large or totally ceased and rusty so none have been accepted.

- **Training attended between October – December 2014**

- SHARE day on visitor leaflets.
- SHARE day on Trusts & Foundations
- Managing Digital Images – Recommended we purchase an external hard drive to keep all images of collection and MODES records on in case the PC I use ever goes down.

- **Funding**

I successfully put in a grant application to SHARE (with Ann Wise's help) for £1000 towards a Collections Review in order to audit the collection and put in place the rationalisation and disposal programme that Adam Macro started. The grant will be used to bring in a consultant to talk the volunteers and I through the process, an additional laptop for use around site and in store and, if any money, left over, training for the volunteers in handling and packing, labelling and marking, MODES, etc.

- **Temporary Exhibition**

The summer's temporary exhibition in the Cottage Gallery will be *Tonics & Tinctures: an antique Fenland Pharmacy*. This will be laid out as much as is possible like a chemists shop and will talk about the changing nature of pharmacies from Victorian tooth drilling and giving morphine-laced cough syrup to infants through to more modern branded advertising and beauty products.

- **Fergie update**

The engine, gear box and back axle are now all joined. Front wheels are being sourced and painting will commence when the weather begins to improve.

Emma Kennedy  
14/1/2015

**Farmland Museum Trustees**  
**EDUCATION REPORT – 16<sup>th</sup> January 2015**  
**(Chris Leuchars)**

Figures for total educational contacts show a continued improvement, and once again have hit record levels.

School figures were also up, most obviously for outreach, but also for visits to the museum. This is particularly encouraging given our fears that the new curriculum would make many of our sessions redundant. We had planned for this, and introduced new sessions, as well as marketed old ones with a different emphasis, but we have been encouraged by the number of schools wanting the old topics. Farming, in particular, seems immune from political interference!

Especially gratifying was the link we have developed with Waterbeach Primary School, who took part in Takeover Day at the museum in November, in which they took control of nearly all the aspects of running the museum and opened it up to visitors, and remodelled their first-term curriculum to focus on Denny Abbey.

Figures for Family Activity Days reached new heights. Anne Biggs and her team have introduced fresh ideas, and have taken over the running of Wednesday activities which has had an evident impact. Archaeology Day remains an ever-popular draw, not least this year due to the presence of real archaeologists undertaking fieldwork in the surrounding meadows. Twilight was also very popular, and brought in a slightly older age group.

Significant improvement could also be seen in Life Long Learning, both in on-site workshops and off-site talks. Ann Wise has put considerable emphasis on marketing these events, and the figures show how this strategy has paid off. As always, we are grateful to Lorna Delaney who conjures up a steady stream of audience figures for her talks.

Once again, the help of our education volunteers has been tremendous. We literally could not run the school sessions in the museum without them, and so many thanks are due to Ann Biggs and her team, Ann Mitchell, Maggie Robertson, Ros Wright and Sophie Parker.

	<b>1 Jan – 31 Dec 2014</b>		<b>1 Jan – 31 Dec 2013</b>		<b>1 Jan – 31 Dec 2012</b>		<b>1 Jan – 31 Dec 2011</b>		<b>1 Jan – 31 Dec 2010</b>	<b>1 Jan – 31 Dec 2009</b>	<b>1 Jan 8 – 31 Dec 2008</b>	<b>1 Jan – 31 Dec 2007</b>	<b>1 Jan – 31 Dec 2006</b>
Teaching to Schools	In 1743	Out 7616	In 1158	Out 3554	In 1860	Out 2199	In 1068	Out 2967	2258	1753	1145	1599	1774
	9359		5072		4059		4035						
LLL Outreach	1606		1018		918		887		893	765	908	1385	1205
LLL On site	302		436		238		531		274	298	188	161	172
Family activity days	1176		873		997		710		694	889	771	725	836
Total number of education visitors/ Outreach	12443		7399		6212		6152		4119	3705	3012	3870	3987

## **MANAGER'S REPORT**

### **Farmland Museum Trustees' Meeting – Wednesday 21 January 2015**

#### **Overview:**

Since the last Trustees meeting in November the museum team has been busy – the key highlight being Waterbeach Primary School 'taking' over the Museum.

#### **Volunteers:**

- Tasks that volunteers have undertaken since last trustees meeting include school visits, weeding, sorting out the book shop; reorganising the lower store, restoring the Fergie tractor, and general maintenance tasks and taking down the chicken run.
- A new volunteering opportunity – Living History Volunteer to participate on Living History days and other events is now being promoted.

#### **Staff:**

- Cindy Upon has decided not to return as a Tea Room Assistant for the 2015 season - I will be recruiting for her replacement at the same time as recruiting for Alan Leek's replacement. Interviews to take place in February.

#### **Partnerships/networking/training:**

- Meeting with the Administrator from the Museum of Cambridge & the Curator of the Museum of Technology to discuss various issues including future of joint website. (16 January)

#### **English Heritage:**

- No problems over the winter –EH and Butlers are consulting each other over a hole that has appeared by the well head.
- This year's Members' Day on 28 March is almost fully booked. The theme is Medieval Life – music, dance & herbal medicines.

#### **Friends:**

- 60 people came to Carols In The Abbey
- The autumn cover-up day for the Friends and volunteers led by Emma Kennedy was on Saturday 22 November – the Spring uncover day will be on Saturday 21 March.

#### **My Immediate Priorities:**

- Recruitment
- 2015 leaflet
- 2015 events programme
- Promoting group visits, half-term, Season Tickets and Easter.
- Donation boxes and fundraising appeal
- Preparing shop for half-term

Ann Wise 14/1/15

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## **Appendix D**

### **Waterbeach Level Internal Drainage Board**

Agenda for the Budget Meeting of the Board on Tuesday, 10<sup>th</sup> February 2015 at 3.00pm:-

1. Apologies.
2. Financial Estimate for 2015/16, as annexed.
3. Assessment and sealing of Drainage Rates and Special Levies.
4. Approve changes in Assessable Values.
5. Schedule of payments for inclusion in the record of the meeting.
6. Internal Audit.
7. Financial and Management Risk Assessment, as annexed/Fidelity Guarantee Cover.
8. Confirm date of next meeting – 11<sup>th</sup> May 2015.

Please note that the Minutes of the last meeting will be circulated and dealt with at the May meeting.

Jean Heading  
Clerk

**WATERBEACH LEVEL INTERNAL DRAINAGE BOARD**

**BUDGET FOR 2015/2016**

<b><u>INCOME</u></b>			<b><u>EXPENDITURE</u></b>			
<u>Budget</u>	<u>Estimated</u>	<u>Budget</u>	<u>Budget</u>	<u>Estimated</u>	<u>Budget</u>	
<u>14/15</u>	<u>14/15</u>	<u>15/16</u>	<u>14/15</u>	<u>14/15</u>	<u>15/16</u>	
	100		Administration	1300	1475 <sup>1</sup>	1300
			Clerkship Fees	10727	10176	10408
			Audit Fee	1000	2307	3000
500	350	200	Interest			
32000	31422	33200	Labour Cost	36500	36050	36500
			Contractors	16000	15000	16000
			Compensation	400	80	400
			Fuel and Power	19000	21500	22500
			Repairs	6000	5500	6000
			Rates and Insurances	6250	6200	6700
			New Equipment	0	0	0
			Expendables/H & S/Misc	600	900	650
			Engineering Services	11448	11612	12055
			Telephone	900	900	900
1000	3400	1000	Contributions			
3600	3600	3600	Mere Mill House	1000	800	2000 <sup>2</sup>
			Cam Pumping Station scheme	50000	83164	15640
			Precept	31293	31293	31293
			Cam Loan Repayments	56827	56827	56827
119742	119742	138509	Special Levies			
43004	43004	41835	Rates at £0.15 (14/15 £0.15)			
199846	201618	218344	Total	249245	283784	222173
121834	307747	303918	Balance			

(Opening Balance 31.03.14 £389,913)

<sup>1</sup> Includes Cam opening expenses

<sup>2</sup> Roof maintenance

(£20k remaining of Health and Safety Grant – included in balances)

1p in £ = £12,023

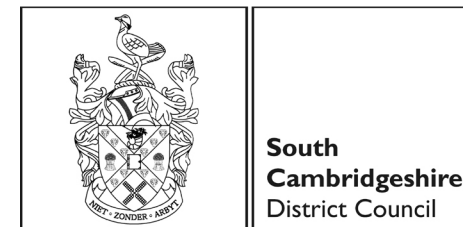
**Waterbeach Level IDB  
Financial and Management Risk Assessment Report**

<b>Risk</b>	<b>Estimation of Risk</b>	<b>Current precautions</b>	<b>Residual Risk</b>
Operations	High	<ul style="list-style-type: none"> <li>• Health and Safety Policy reviewed on an annual basis</li> <li>• Regular inspection and maintenance of plant and machinery</li> <li>• Risk Assessments undertaken where required</li> <li>• Operative/staff training</li> <li>• Financial reserves in place for emergency works</li> <li>• Experienced operatives/staff</li> </ul>	Low
Flooding	High	<ul style="list-style-type: none"> <li>• High standard of maintenance of drains and pumping stations</li> <li>• Financial reserves in place for emergency works</li> <li>• Investment in capital works</li> <li>• Emergency response/plan</li> </ul>	Low
General Public	Medium	<ul style="list-style-type: none"> <li>• Public liability insurance cover £5m.</li> <li>• Health and Safety Policy in place – Risk Assessments when required</li> </ul>	Low
Employees	High	<ul style="list-style-type: none"> <li>• Employers liability insurance cover £10m.</li> <li>• Health and Safety Policy and Risk Assessments</li> <li>• Assessment and training</li> </ul>	Low
Plant	Medium	<ul style="list-style-type: none"> <li>• High standard of maintenance and inspection</li> <li>• Engineering insurance £500,000</li> <li>• Motor fleet insurance</li> </ul>	Low
Building Structures/Pumping Plant	Medium	<ul style="list-style-type: none"> <li>• Business Combined Insurance £1,025,367</li> <li>• Engineering Insurance</li> <li>• Regular maintenance and inspection</li> <li>• Investment in capital works</li> </ul>	Low
Members/Officers	Medium	<ul style="list-style-type: none"> <li>• Code of Conduct</li> <li>• Directors and Officers liability insurance/ Professional indemnity insurance 1m.</li> <li>• Experienced staff/training</li> </ul>	Low
Finance	Medium	<ul style="list-style-type: none"> <li>• Fidelity cover insurance £125,000</li> <li>• Low risk investments</li> <li>• Regular stock keeping</li> <li>• Finance Regulations in place</li> <li>• Statement of Internal Control in place</li> <li>• Financial reserves in place for emergency works</li> <li>• Internal/external audit</li> </ul>	Low
The Environment	High	<ul style="list-style-type: none"> <li>• Byelaws in place/enforced</li> <li>• Consultation/consent procedure in place</li> <li>• BAP in place</li> <li>• Working practices defined in Conservation Statement</li> <li>• Conservation Consultant</li> <li>• Operative Training</li> </ul>	Low
Insurance	Low	<ul style="list-style-type: none"> <li>• Regular reviews with insurance advisor</li> <li>• Insurance to cover major risks</li> </ul>	Low

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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 between 26 February and 17 June 2015



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
- (b) 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)**

1. Information relating to any individual
2. Information which is likely to reveal the identity of an individual
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)
4. 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
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
6. Information which reveals that the authority proposes:
  - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
  - (b) to make an Order or Direction under any enactment
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

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

Councillor Ray Manning  
Councillor Simon Edwards  
Councillor Mark Howell  
Councillor Mick Martin  
Cllr 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  
Corporate and Customer Services  
Strategic Planning and Transportation  
Economic Development

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
Corporate Plan Priorities 2015-2020  Key	Council	26 February 2015		Corporate and Customer Services Portfolio Holder  Richard May, Policy and Performance Manager	Report with recommendation from Cabinet (published on 18 February 2015)
Medium Term Financial Strategy (General Fund Budget 2015-16 including Council Tax Setting), Housing Revenue Account (including Housing Rents), Capital Programme 2015/16-2019/20, Local Government Finance Settlement Update, Treasury Management Strategy  Key	Council	26 February 2015		Finance and Staffing Portfolio Holder  Alex Colyer, Executive Director, Corporate Services	Report and appendices with recommendations from Cabinet (published on 18 February 2015)
Swavesey Byways Rate 2015/16  Non-Key	Council	26 February 2015		Environmental Services Portfolio Holder  Pat Matthews,	Report with recommendation from the Swavesey Byways Advisory Group

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
				Drainage Manager	(publication expected 18 February 2015)
Local Plan update Key	Planning Portfolio Holder	10 March 2015		Planning Portfolio Holder Caroline Hunt, Planning Policy Manager	Report (publication expected 2 March 2015)
Affordable Housing Supplementary Planning Document - Consultation Non-Key	Planning Portfolio Holder	10 March 2015		Planning Portfolio Holder David Roberts, Principal Planning Officer	Report (publication expected 2 March 2015)
Flood and Water Management Supplementary Planning Document - Consultation Non-Key	Planning Portfolio Holder	10 March 2015		Planning Portfolio Holder Jonathan Dixon, Principal Planning Policy Officer (Transport)	Report (publication expected 2 March 2015)
Gypsy and Traveller Update Non-Key	Planning Portfolio Holder	10 March 2015		Planning Portfolio Holder Stephen Hills, Affordable Homes	Report for information (publication expected 2 March 2015)



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
				Director, Jo Mills, Planning and New Communities Director	
Community Infrastructure Levy (CIL) Update  Non-Key	Planning Portfolio Holder	10 March 2015		Planning Portfolio Holder  James Fisher, S106 Officer	Report (publication expected 2 March 2015)
Local Development Framework Annual Monitoring Report 2013-14 - Part 2  Non-Key	Planning Portfolio Holder	10 March 2015		Planning Portfolio Holder  Jennifer Nuttycombe, Senior Planning Policy Officer	Report (publication expected 2 March 2015)
South Cambs Local Plan: Responding to consultation with landowners of local green space  Key	Planning Portfolio Holder	10 March 2015		Planning Portfolio Holder  Alison Talkington, Senior Planning Policy Officer	Report (publication expected 2 March 2015)
Risk Management Strategy  Non-Key	Corporate Governance Committee  Council	27 March 2015  23 April 2015		Cllr Francis Burkitt, Chairman of Corporate Governance Committee	Report and Strategy (publication expected 19 March 2015) referred to Council for

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
				John Garnham, Head of Finance, Policy & Performance	ratification
Joint Waste Collection Service with Cambridge City Council: Fleet and Maintenance Arrangements  Key	Cabinet	09 April 2015		Environmental Services Portfolio Holder  Mike Hill, Health and Environmental Services Director	Report (publication expected 30 March 2015)
South Cambs Ltd: Re-appointment of Director  Key	Cabinet  Council	09 April 2015  21 May 2015		Housing Portfolio Holder  Fiona McMillan, Legal & Democratic Services Manager and Monitoring Officer	Report with recommendation to Council (publication expected 30 March 2015)
Treasury Management Quarterly Investment Review 2014/15  Non-Key	Finance and Staffing Portfolio Holder	21 April 2015		Finance and Staffing Portfolio Holder  Alex Colyer, Executive Director, Corporate Services, Sally Smart, Principal Accountant Financial & Systems	Report (publication expected 13 April 2015)

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
Write-Offs 2014/15 Key	Finance and Staffing Portfolio Holder	21 April 2015		Finance and Staffing Portfolio Holder  Katie Brown, Revenues Manager	Report (publication expected 13 April 2015)
Revenues and Benefits Performance Report Non-Key	Finance and Staffing Portfolio Holder	21 April 2015		Finance and Staffing Portfolio Holder  Katie Brown, Revenues Manager	Q3 Report (publication expected 13 April 2015)
Write-offs 2014/15 Non-Key	Council	21 May 2015		Finance and Staffing Portfolio Holder  Katie Brown, Revenues Manager	Report for information on those write-offs approved by the Chief Finance Officer and Finance & Staffing Portfolio Holder during the previous financial year (publication expected 13 May 2015)
Sizes, Terms of reference & Appointments to Committees for 2015/16 Non-Key	Council	21 May 2015		Leader of Council  Graham Watts, Democratic Services Team Leader	Report (publication expected 13 May 2015)

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>Appointments to Outside, Joint and other Member Bodies for 2015/16</p> <p>Non-Key</p>	Council	21 May 2015		<p>Leader of Council</p> <p>Graham Watts, Democratic Services Team Leader</p>	Report (publication expected 13 May 2015)
<p>Joint Annual Scrutiny &amp; Overview Committee and Partnerships Review Committee Report</p> <p>Non-Key</p>	Council	21 May 2015		<p>Cllr Roger Hickford, Chairman of Scrutiny &amp; Overview Committee and Cllr Ben Shelton, Chairman of Partnerships Review Committee</p> <p>Graham Watts, Democratic Services Team Leader</p>	Report (publication expected 13 May 2015)
<p>Major Opposition Group Leader's Annual Report</p> <p>Non-Key</p>	Council	21 May 2015		Cllr Bridget Smith	Report (publication expected 13 May 2015)
<p>WILLINGHAM: Wilford Furlong Project</p> <p>Non-Key</p>	Housing Portfolio Holder's Meeting	17 June 2015		<p>Housing Portfolio Holder</p> <p>Schuyler Newstead, Housing Development</p>	Report (publication expected 9 June 2015)

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
				& Enabling Manager  Gill Anderton, Head of Housing (New Build)	
Tenancy Fraud Policy  Key	Housing Portfolio Holder's Meeting	17 June 2015		Housing Portfolio Holder  Julie Fletcher, Acting Head of Housing Strategy & Development	Report (publication expected 9 June 2015)
Anti-social Behaviour Statement of Policy & Procedures relating to council tenants and leaseholders  Key	Housing Portfolio Holder's Meeting	17 June 2015		Housing Portfolio Holder  Julie Fletcher, Acting Head of Housing Strategy & Development	Report (publication expected 9 June 2015)

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