



South Cambridgeshire District Council

Council Meeting
Thursday, 5 October 2023

Agenda and Reports

South Cambridgeshire Hall
Cambourne Business Park
Cambourne, Cambridge
CB23 6EA

Exclusion Of Press And Public

The law allows Councils to consider a limited range of issues in private session without members of the Press and public being present. Typically, such issues relate to personal details, financial and business affairs, legal privilege and so on. In every case, the public interest in excluding the Press and Public from the meeting room must outweigh the public interest in having the information disclosed to them. The following statement will be proposed, seconded and voted upon.

"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 (as amended)."

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.

South Cambridgeshire District Council

TO: The Chair and Members of the
South Cambridgeshire District Council

Notice Is Hereby Given that the next meeting of the **Council** will be held in the **Council Chamber - South Cambs Hall** at **2.00 P.M.** on

Thursday, 5 October 2023

and I therefore summon you to attend accordingly for the transaction of the business specified below.

Dated 27 September 2023

Liz Watts
Chief Executive

The Council is committed to improving, for all members of the community, access to its agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you.

Agenda

1. **Apologies**
To receive Apologies for Absence from Members.
2. **Declarations of Interest**
3. **Register of Interests**
Members are requested to inform Democratic Services of any changes in their Register of Members' Financial and Other Interests form.
4. **Minutes**
To authorise the Chair to sign the Minutes of the meeting held on the 13 July 2023 as a correct record.

(Pages 11 - 26)
- 5 (a) **Announcements from the Chair**
To receive any announcements from the Chair.
- 5 (b) **Announcements from the Leader and Cabinet**
To receive any announcements from the Leader and Cabinet.

- 5 (c) **Announcements from the Head of Paid Service**
To receive any announcements from the Head of Paid Service.

6. **Questions From the Public**
To answer any questions asked by the public.

The deadline for receipt of public questions is noon on Friday 6 October.

The Council's scheme for public speaking at remote meetings may be inspected here:

[Public Questions at Remote Meetings](#)

A supplement including any public questions approved by the Chair will follow.

7. **Petitions**
To note all petitions received since the last Council meeting.

8. **To Consider the Following Recommendation:**

- 8 (a) **Independent Members of Audit & Corporate Governance Committee (Civic Affairs Committee, 13 July 2023)**
The Civic Affairs Committee

Recommended to Council that

- A)** Council changes the Constitution to allow the appointment of an Independent Member to the Audit and Corporate Governance Committee, noting that they should:
- i. not have voting rights;
 - ii. be on the electoral roll; within the Cambridgeshire area; and
 - iii. the recruitment process to be delegated to the Audit & Corporate Governance Committee
- B)** The Audit & Corporate Governance Committee be authorised to make the necessary arrangements to recruit and select the Independent Member as per the suggested constitutional additions in Appendix C.
(Pages 27 - 38)

- 8 (b) **Young People's Task and Finish Group Report from Scrutiny (Cabinet, 28 September 2023)**
To consider recommendations made by Cabinet at its meeting held on 28 September 2023. A report will follow as a supplement.

9. **Cambridgeshire and Peterborough Combined Authority**

Attached are the decision summaries from the following Cambridgeshire and Peterborough Combined Authority meetings:

- Skills and Employment Committee on 3 July
- Transport and Infrastructure Committee on 12 July
- Audit and Governance Committee 7 July
- Overview and Scrutiny Committee 24 July
- Combined Authority Board 26 July

(Pages 39 - 54)

10. Greater Cambridge Partnership

There is no report attached as there have been no meetings of the Greater Cambridge Partnership Executive Board since the last Council meeting and the publishing of this agenda.

11. Update on the Oxford to Cambridge Regional Partnership

A report updating Council on the proposed locally led Partnership for the Oxford to Cambridge region is attached.

(Pages 55 - 58)

12. Membership of Committees and Outside Bodies

Council is asked to:

- I. Note any changes in roles, membership or substitutes.
- II. Approve the appointment of Councillor Richard Stobart as representative on the Rural Services Network and the appointment of Councillor Anna Bradnam and Councillor Paul Bearpark as representatives on the A10 Ely to A14 Improvements Scheme Working Group.
- III. Note any executive appointments.

13. Questions From Councillors

A period of 30 minutes will be allocated for this item to include those questions where notice has been provided (as set out on the agenda below) and questions which may be asked without notice.

Members wishing to ask a question without notice should indicate this intention to the Interim Democratic Services Team Manager prior to the commencement of the item. Members' names will be drawn at random by the Chairman until there are no further questions or until the expiration of the time period.

13 (a) From Councillor Daniel Lentell

A year ago I asked if the leadership of this council shared my concern that the inclusion of the hospitals at Addenbrooke's in the GCP's proposed congestion charge scheme was likely to derail the wider proposals and sink any chance for better public transport in Cambridgeshire?

Will the leader update her answer in light of recent events.

- 13 (b) From Councillor Heather Williams**
Can the Leader say how many hours a day on average are staff actually contracted for?
- 13 (c) From Councillor Graham Cone**
Can the Leader tell us what the average hourly wage is for all staff?
- 13 (d) From Councillor Mark Howell**
Why does the Leader think it is acceptable for the 4-day working week trial to have commenced and continued without a vote at Full Council?
- 13 (e) From Councillor Sue Ellington**
The Leader must have the ability to change workers' working conditions to put them back to a 5-day working week. What is the Leader's plan B if the data proves unresponsive?
- 13 (f) From Councillor Tom Bygott**
How much has the Leader's administration spent on reports about the 4-day working week, mystery shopper exercises and staff health and wellbeing surveys in the last two years?
- 13 (g) From Councillor Bunty Waters**
Can the Leader confirm how much two new electric bin lorries will cost?
- 13 (h) From Councillor Dr Richard Williams**
Can the Leader inform the Council of the total administrative costs to the Council of the administration's 4 Day Week experiment, including, but not limited to, the cost of publicising changes to bin collections and the cost of the time spent by officers defending the administration's policy?
- 13 (i) From Councillor Peter Sandford**
Could the Leader tell us how many South Cambridgeshire residents have applied for grants under the Action on Energy schemes? Of those applications, how many have been approved, how many were rejected, and how many were approved but are still waiting for work to be completed?
- 13 (j) From Councillor Dr Lisa Redrup**
Can the Oxford Cambridge Partnership really develop environmental projects that help us address the climate emergency and support our doubling nature strategy?

13 (k) From Councillor Richard Stobart

December's Christmas Market was well attended by traders and members of the public. Is there a plan for a Christmas Market this year - and if so, how will it build on last year's experience?

14. Notices of Motion

A period of 30 minutes will be allowed for each Motion to be moved, seconded and debated, including dealing with any amendments. At the expiry of the 30 minute period, debate shall cease immediately, the mover of the original Motion, or if the original Motion has been amended, the mover of that amendment now forming part of the substantive motion, will have the right of reply before it is put to the vote.

14 (a) Standing in the name of Councillor Heather Williams

This Council will receive a report on the 4-day working week trial at the November 2023 meeting and will debate and vote as to whether or not the trial should continue. This report will include the potential consequences of ignoring the national government's directive to stop the trial, with particular reference to any financial consequences that may occur from ignoring the national government for a second time.

15. Chair's Engagements

To note the Chair's engagements since the last Council meeting:

19 July - The Chair attended a Royal visit to Lower Valley Farm Fulbourn by HRH The Duke of Gloucester.

24 August – The Chair visited Mobile Food Hub in Duxford.

29 September – The Chair visited Wing Commanders Welcome Reception at RAF Alconbury.

Guidance For Visitors to South Cambridgeshire Hall

Notes to help those people visiting the South Cambridgeshire District Council offices

While we try to make sure that you stay safe when visiting South Cambridgeshire Hall, you also have a responsibility for your own safety, and that of others.

Security

When attending meetings in non-public areas of the Council offices you must report to Reception, sign in, and at all times wear the Visitor badge issued. Before leaving the building, please sign out and return the Visitor badge to Reception.

Public seating in meeting rooms is limited. For further details contact Democratic Services on 03450 450 500 or e-mail democratic.services@scambs.gov.uk

Emergency and Evacuation

In the event of a fire, a continuous alarm will sound. Leave the building using the nearest escape route; from the Council Chamber or Mezzanine viewing gallery this would be via the staircase just outside the door. Go to the assembly point at the far side of the staff car park opposite the staff entrance

- **Do not** use the lifts to leave the building. If you are unable to use stairs by yourself, the emergency staircase landings have fire refuge areas, which give protection for a minimum of 1.5 hours. Press the alarm button and wait for help from Council fire wardens or the fire brigade.
- **Do not** re-enter the building until the officer in charge or the fire brigade confirms that it is safe to do so.

First Aid

If you feel unwell or need first aid, please alert a member of staff.

Access for People with Disabilities

We are committed to improving, for all members of the community, access to our agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you. All meeting rooms are accessible to wheelchair users. There are disabled toilet facilities on each floor of the building. Infra-red hearing assistance systems are available in the Council Chamber and viewing gallery. To use these, you must sit in sight of the infra-red transmitter and wear a 'neck loop', which can be used with a hearing aid switched to the 'T' position. If your hearing aid does not have the 'T' position facility then earphones are also available and can be used independently. You can get both neck loops and earphones from Reception.

Toilets

Public toilets are available on each floor of the building next to the lifts.

Recording of Business and Use of Mobile Phones

We are open and transparent about how we make decisions. We allow recording, filming and photography at Council, Cabinet and other meetings, which members of the public can attend, so long as proceedings at the meeting are not disrupted. We also allow the use of social media during meetings to bring Council issues to the attention of a wider audience. To minimise disturbance to others attending the meeting, please switch your phone or other mobile device to silent / vibrate mode.

Banners, Placards and similar items

You are not allowed to bring into, or display at, any public meeting any banner, placard, poster or other similar item. Failure to do so, will result in the Chairman suspending the meeting until such items are removed.

Disturbance by Public

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.

Smoking

Since 1 July 2008, South Cambridgeshire District Council has operated a Smoke Free Policy. No one is allowed to smoke at any time within the Council offices, or in the car park or other grounds forming part of those offices.

Food and Drink

Vending machines and a water dispenser are available on the ground floor near the lifts at the front of the building. You are not allowed to bring food or drink into the meeting room.

Declaration of Interests - Information for Councillors

DECLARATIONS OF INTEREST

As a Councillor, you are reminded of the requirements under the Council's Code of Conduct to register interests and to disclose interests in a meeting. You should refer to the requirements set out in the Code of Conduct which are summarised in the notes at the end of this agenda frontsheet.

Disclosable pecuniary interests

A "disclosable pecuniary interest" is an interest of you or your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) which falls within the categories in [Table 1 of the code of conduct, which is set out in Part 5 of the Constitution](#).

Where a matter arises at a meeting which directly relates to one of your disclosable pecuniary interests you must:

- disclose the interest;
- not participate in any discussion or vote on the matter; and
- must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

It is a criminal offence to:

- fail to notify the monitoring officer of any disclosable pecuniary interest within 28 days of election
- fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register
- fail to notify the Monitoring Officer within 28 days of a disclosable pecuniary interest that is not on the register that you have disclosed to a meeting
- participate in any discussion or vote on a matter in which you have a disclosable pecuniary interest
- knowingly or recklessly provide information that is false or misleading in notifying the Monitoring Officer of a disclosable pecuniary interest or in disclosing such interest to a meeting.

Other registerable interests

These are categories of interest which apply to the Councillor only (not to their partner) and which should be registered. Categories are listed in [Table 2 of the code of conduct, which is set out in Part 5 of the Constitution](#). Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your Other Registerable Interests, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter; and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of non-registerable interests

Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Where a matter arises at a meeting which affects – a. your own financial interest or well-being; b. a financial interest or well-being of a relative or close associate; or c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in Table 2 you must disclose the interest.

In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied. Where a matter (referred to in the paragraph above) affects the financial interest or well-being: a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and; b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest, you may speak on the matter only if

members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

[Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Agenda Item 4

South Cambridgeshire District Council

Minutes of a meeting of the Council held on
Thursday, 13 July 2023 at 2.00 p.m.

PRESENT: Councillor Peter Fane – Chair
Councillor Peter Sandford – Vice-Chair

Councillors: Michael Atkins, Henry Batchelor, John Batchelor, Paul Bearpark, Anna Bradnam, Tom Bygott, Ariel Cahn, Dr. Martin Cahn, Graham Cone, Stephen Drew, Libby Earle, Sue Ellington, Corinne Garvie, Bill Handley, Sunita Hansraj, Sally Ann Hart, Geoff Harvey, Carla Hofman, Mark Howell, Helene Leeming, Daniel Lentell, Peter McDonald, Brian Milnes, Annika Osborne, Dr Lisa Redrup, Judith Rippeth, Richard Stobart, Dr Susan van de Ven, Natalie Warren-Green, Bunty Waters, John Williams, Dr. Richard Williams and Eileen Wilson

Councillors Cllr Dr Shrobona Bhattacharya, Cllr Dr Tumi Hawkins and Cllr Heather Williams were in attendance remotely.

Officers: John Murphy Monitoring Officer
Liz Watts Chief Executive
Andrew Francis Elections and Democratic Services
Manager

1. Apologies

Council held a minute's silence to reflect on the sad news that an officer had lost family members in a house fire.

Apologies for Absence were received from Councillors Jose Hales, James Hobro, Lina Nieto, Bridget Smith and Dr Aidan Van de Weyer.

1. Apologies

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Apologies for Absence were received from Councillors Jose Hales, James Hobro, Lina Nieto, Bridget Smith and Dr Aidan Van de Weyer.

2. Declaration of Interest

Councillor Heather Williams declared an Other Registerable Interest in agenda item 11 as a member of the Greater Cambridge Partnership Joint Assembly.

3. Register of Interests

The Chair reminded Members that Democratic Services should be informed of any changes to their Register of Members' Financial and Other Interests form.

4. Minutes

The Minutes of the meeting held on 25 May 2023 were agreed as a correct record by affirmation, subject to the amendment of the word “formal” to “former” in the last sentence of minute 21.

5. Announcements

The Chair announced that Cambourne Youth Partnership would be his chosen charity for the following year. He explained that it was important to engage more with the youth in the District and a task and finish group had been set up to help facilitate this. Nigel Taylor, Chair of the Trustees of Cambourne Youth Partnership, highlighted the work of the Partnership, which had been in existence for 15 years and had recently moved to a purpose built youth centre called Cambourne Soul. Cambourne Youth Partnership worked with both the Town Council, which awarded it an annual grant, and the charity Romsey Mill, which provided funding and facilities to the Partnership.

The Chair hoped that the Council would be able to both raise money for the Cambourne Youth Partnership and to engage with the Partnership on the issue of youth engagement. The Chair announced that the Youth Engagement Task and Finish Group would report to the Council at its next meeting. Councillor Richard Stobart, Chair of the Task and Finish Group, explained that the Group had defined young people as aged 11-25 and were focussing on the need to engage with businesses, schools and colleges in the District.

6. Questions From the Public

The Chair explained that he would only accept public questions that were within the scope of the Council's public speaking scheme and he could reject any questions or statements that were not about matters that the Council was responsible for, or if the statement made was vexatious, defamatory or frivolous.

A request to speak had been made by Mr Fulton but he was not present.

7. Petitions

None received.

8. To Consider the Following Recommendation:

8 (a) Audit and Corporate Governance Committee Annual Report 2022/23

Councillor Michael Atkins, Chair of the Audit and Corporate Governance Committee, presented this report on the work of the Committee during the last year. He explained that past audit of accounts had been delayed but only approximately 12% of local authorities were up to date with their audit requirements. The Council's processes had been improved and the audit of the 2019/20 accounts had been completed in less than 12 months. Work was now

underway on the 2020/21 accounts and the Committee would continue to monitor the progress of the audit. The Committee had monitored the Council's risk management, treasury management, governance arrangements and the work of its internal auditors. He thanked the members of the Committee and its supporting officers for their work during the last year.

Councillor Dr Richard Williams asked whether the target of completing the 2020/21 audit by September 2023 was realistic and whether the ultimate aim was to complete future audits on time. Councillor Michael Atkins confirmed that the audit was still on track to be completed by mid-September. He also confirmed that the aim was to be completing audits on time in two years.

Councillor Anna Bradnam praised the report for being succinct and clear. The Chair echoed this sentiment.

Council **noted** the report.

9. Extension to Six Month Attendance Rule and Appointment of Chair and Vice Chair of Employment and Staffing Committee

On a point of information, Councillor Daniel Lentell asked if all officers had complied with the rules regarding the registering of their non-pecuniary interests. The Chair stated that this issue of officer interests was currently being examined by the Monitoring Officer and he suggested that Councillor Daniel Lentell should either wait for that process to be completed or contact the Monitoring Officer outside the meeting.

Councillor Brian Milnes, Deputy Leader, presented this report that invited the Council to extend the attendance requirements of Section 85 of Local Government Act 1972 for Councillor William Jackson-Wood for a further six months and to appoint a new Chair and Vice-Chair of the Employment and Staffing Committee. On behalf of the Conservative Group, Councillor Graham Cone expressed his support for the recommendations and wished Councillor William Jackson-Wood a full recovery.

Councillor Brian Milnes proposed and Councillor John Williams seconded the recommendations in the report. A vote was taken and by affirmation

Council

Agreed to

- A)** Waive the attendance requirements of Section 85 of the Local Government Act 1972 for Councillor William Jackson-Wood and to extend the six-month attendance rule for a period of a further six months from the date of this meeting.
- B)** Appoint Councillor Sally Ann Hart as Chair of the Employment and Staffing Committee and Councillor Anna Bradnam as Vice-Chair of the Employment and Staffing Committee with immediate effect.

10. **Cambridgeshire and Peterborough Combined Authority**

Councillor Judith Rippeth stated that Councillor Charlotte Cane had been elected the Chair of the Cambridge and Peterborough Overview and Scrutiny Committee and Councillor Andy Coles had been elected as Vice-Chair of the Committee.

Council **noted** the report.

11. **Greater Cambridge Partnership**

The Deputy Leader explained that a special joint meeting of the Greater Cambridge Partnership Joint Assembly and the Greater Cambridge Partnership Executive Board had been held to discuss the results of the Making Connections consultation on 26 June and these had then been reviewed by the Executive Board on 29 June.

Councillor Dr Richard Williams requested that the Council support the extension of the Sawston greenway to link with the national cycle route to Whittlesford. The Deputy Leader explained that he could not give that assurance because alternatives had to be considered before the funding was committed. Councillor Dr Richard Williams expressed his disappointment in this response, as none of the alternatives being considered would provide links to Whittlesford, Thriplow, Duxford or Fowlmere.

In response to concerns regarding the Making Connections consultation, the Deputy Leader explained that the consultation had resulted in 140,000 free text answers that were now being assessed. Councillor Heather Williams stated that there were alternatives to the Sustainable Travel Zone but it was being suggested that the alternative was to do nothing, which was untrue. Councillor Daniel Lentell stated that improvements could be made to transport in the area without levying a congestion charge. The Deputy Leader offered to discuss this matter with Councillor Heather Williams outside the meeting to get a fuller understanding of her concerns.

Council **noted** the reports.

12. **Update on Oxford to Cambridge Pan Regional Partnership**

In the absence of the Leader it was agreed that any questions would be replied to in writing.

Council **noted** the report.

13. **Membership of Committees and Outside Bodies**

Council **noted** that no amendments were made to the membership of committees or outside bodies.

14. Questions From Councillors**14 (a) From Councillor Daniel Lentell**

Does the Leader agree with the immediate past chair of Cambridgeshire County Council that it is fundamentally undemocratic for Fenland, East Cambs, and Huntingdonshire District Councils to be unrepresented through the Greater Cambridge Partnership?

The Deputy Leader disagreed with the assertion that the Greater Cambridge Partnership was undemocratic, as its purpose was to improve infrastructure in the Greater Cambridge area due to the growth in jobs and housing. Fenland, East Cambridgeshire and Huntingdonshire District Councils were not signatories to the deal, as they are not part of Greater Cambridge.

As his supplementary question Councillor Daniel Lentell asked why other Cambridgeshire councils had not been included in the Greater Cambridge Partnership as part of its transition to a Unitary Authority. The Deputy Leader stated that Cambridgeshire was represented in the Greater Cambridge Partnership, as County Councillors formed a third of voting members on the Partnership, which had been set up by a Conservative administration, as part of a national programme of city deals.

14 (b) From Dr Shrobona Bhattacharya

Could the leader of council please provide an update on the progress of the Cambourne High Street project in today's Full Council Meeting?

Councillor Dr Tumi Hawkins explained that it had been six months since the applicant who owned the site had last engaged with the Council. She expressed the hope that the High Street will be developed but the Council had limited power to assist with this. In answer to Councillor Dr Shrobona Bhattacharya's supplementary question, Councillor Dr Tumi Hawkins indicated that a further update would be provided in six to twelve months' time.

14 (c) From Councillor Michael Atkins

With the recent publication of the East West Rail Route update report, many residents in my ward and across the district are deeply concerned about the impact this scheme will have on their homes and communities. How can residents best voice their concerns and seek changes to the scheme, and how will the Council and Leader support them?

The Deputy Leader explained that the Council were engaging with both East West Rail and the residents affected. The Minister had not responded to several messages from the Council as it was hoped that the local MP would agree to contact the Minister on the Council's behalf. He requested that residents also contact their local MP to encourage East West Rail to reduce the impact of the route on the local area. Local engagement meetings and online meetings were

being held and residents were encouraged to attend.

As his supplementary question, Councillor Michael Atkins asked how the Council was engaging with East West Rail to represent its residents by seeking improvements to the scheme. The Deputy Leader explained that representatives of the Council had met representatives of East West Rail at a number of rail summits and online meetings. The Council would continue to attend these meetings and act on behalf of residents.

14 (d) From Councillor Susan van de Ven

Small village food banks that have arisen in response to the cost-of-living crisis have seen continuing demand as the struggle to make ends meet persists for many people. The 'road shows' designed to ensure that cost-of-living support information is known and can be taken up where needed will be very welcome, and those coordinating food banks are in a good position to share. The recent addition of the mobile food hub is very welcome - please can we have an update on progress so far?

Councillor Bill Handley explained that as part of the sustainable food network officers had contacted all the known food banks in the District and a networking meeting had been held recently, where partnership working had been discussed. As a result the Council had produced a leaflet, which will be distributed through the food banks, offering guidance on the cost of living including details of how to apply for a discount in Council tax. The possibility of officers running outreach sessions at the food banks was also being considered. Mobile food hubs had just been launched and were visiting three locations each week. The Council's own data was being used to determine which locations to visit. Residents were able to visit a foodbank without a booking or a referral. It was noted that the Council will receive an update on the cost of living schemes, including this one, at its next meeting.

There was no supplementary question.

14 (e) From Councillor Pippa Heylings

Could the Leader explain the impact on communities and local authorities of Government plans contained in the Levelling Up Bill to replace Section 106 contributions with an Infrastructure Levy. This levy will only be payable by developers on the sale of the first house. Specifically what will be the impact on "infrastructure first" strategies, and on the provision of affordable and social housing.

In the absence of Councillor Pippa Heylings, it was agreed to provide her with a written answer to her question.

14 (f) From Councillor Richard Stobart

The Council recently received a grant from the Government's Shared Prosperity Fund (SPF). Some of the grant will be allocated to High Street developments.

Please will you give an update on the SPF and comment on how the funding will complement other High Street initiatives.

Councillor Peter McDonald explained that £1.7m was available for South Cambridgeshire from the Shared Prosperity Fund for three years. It had taken time to agree the grant funding agreement with the Combined Authority and the Government. The High Street project had been allocated £200,000, which would be open to parish councils, businesses and community groups. A further £100,000 had been allocated to protect ATMs. The scheme would be formally launched in November this year.

As his supplementary question, Councillor Richard Stobart asked what was being done to assist street traders on the High Street. Councillor Peter McDonald explained that the Council had a stallholder directory on the website, which it was looking to update to ensure that local businesses could link with each other and the local community. This list continued to grow.

14 (g) From Councillor Dr Richard Williams

When did the administration become aware that the Environment Agency was seeking to block large scale development in the District on the basis that the development plans 'pose a significant risk to our local water environment'?

The Deputy Leader explained that the Environment Agency had registered an objection regarding the developments at Waterbeach and the Bourn airfield following consultation with the Council.

Councillor Dr Richard Williams expressed concern that the Council had been aware of the views of the Environment Agency for a year but not shared this with councillors. As his supplementary question, he asked why this information had not been shared with councillors and if members would be briefed on this matter. Councillor Dr Tumi Hawkins explained that this information had been included in the annual monitoring report two months' ago. The Environment Agency had been dependent on the water resource management plan from Cambridge Water, which had been completed in May this year. Councillor Dr Richard Williams thanked both Cabinet members for their answers and requested that a briefing on this issue be provided to all councillors.

14 (h) From Councillor Graham Cone

Will the leader agree that full council should debate the four-day week trial and commit to having a report at the next full council meeting that can be debated and voted on by all members of this council?

Councillor John Williams explained that a decision would be taken at the end of the 12 month trial of the four-day-week, which would be based on all the available evidence resulting from the trial. So therefore it would not be appropriate to debate this matter at this time.

Councillor Graham Cone stated that the majority of councillors had not voted or

debated the four-day-week. He suggested that it would be difficult to reverse the decision and asked why the Council's leadership were not prepared to have a debate. Councillor John Williams reiterated that Council would be provided with all the evidence before it made a decision on the four-day-week. The latest evidence showed that performance had either been maintained or improved and there was no reason to have a vote on this matter half-way through the 12 month trial.

14 (i) From Councillor Bunty Waters

Does the Leader think its unsustainable plan to 'double Cambridge' by building 57,000 extra houses might have had anything to do with the Environment Agency deciding to block all large scale development in the District?!

Councillor Dr Tumi Hawkins expressed her disappointment at the number of extra homes stated in the question, which was the number of houses in the needs assessment and not the number of houses that were planned. A figure of 37,000 homes had been included in the 2018 Local Plan and the Environment Agency had made it clear that growth would be dependent on a water management process assessment. The water issue would have to be resolved for the housing in the emerging Local Plan to be agreed and the Council was working with the water supply company on this issue.

As her supplementary question, Councillor Bunty Waters asked if the Council could ensure that an adequate water supply was a prerequisite for all significant growth. Councillor Dr Tumi Hawkins replied that all planning applications were decided on their own merit and the Environment Agency was a statutory consultee.

15. Notices of Motion

15 (a) Standing in the name of Councillor Annika Osborne

Councillor Annika Osborne introduced her motion, which proposed a change in electoral laws to replace the first past the post system with proportional representation, which would ensure that smaller party's vote shares would be reflected in the number of seats won and that single parties would no longer achieve a majority of seats with less than 40% of the vote.

Councillor Graham Cone stated that he favoured the first past the post system, as it made representatives accountable to the electorate. He asserted that a referendum should be required to change the voting system and the Council should focus on local issues that were within its control.

Councillor Tom Bygott stated that changing the political system to proportional representation would benefit the Liberal Democrats and the Council should support its residents and not their political parties. He expressed his support for the first past the post system which allowed voters to select the best representative for their area and allowed independent candidates to be elected.

He opposed proportional representation which would increase extremism and lead to undemocratic deals being made to establish coalition governments.

Councillor Dr Martin Cahn disagreed with the suggestion that proportional representation favoured the Liberal Democrats as the current system had allowed the ruling group to win 80% of the seats with only 48% of the vote. He expressed his support for the motion, as proportional representation was fairer and the examples of Scotland, Wales and Northern Ireland indicated it was what the electorate wanted.

Councillor Dr Richard Williams stated that he would rather debate matters that the Council had direct control over. He asked which form of proportional representation the motion favoured, as some forms of this system did not ensure that the percentage of votes cast equated with the number of seats won. For example, the system used in Wales allowed the Labour party to have 50% of the seats with only 38% of the vote. He stated that proportional representation did not end minority rule as the current Chancellor in Germany had been elected with only 25% of the vote.

Councillor Daniel Lentell explained that whilst he personally did not support proportional representation he had been elected as a Liberal Democrat and so he would vote in favour of the motion. He quoted the results of recent elections which indicated that proportional representation did not necessarily benefit the Liberal Democrats. He asserted that the Liberal Democrats did not need to change the political system to be successful. Instead they needed to stop supporting unpopular policies such as the congestion charge.

Councillor Sue Ellington stated that it was important that the electorate were provided with named individuals to vote for and proportional representation led to stronger, more radical views in smaller parties, getting a disproportionate influence.

Councillor Stephen Drew expressed the view that proportional representation would improve politics and make the country a better place. He asserted that most other European countries had proportional representation with successful coalition governments. He concluded that a proportional representation system was more democratic and that was why the Liberal Democrats supported it.

Councillor Brian Milnes stated that when the Conservatives lost the Mayoral election under a proportional representation system they decided to change it back to a first past the post system. He asserted that there was no correlation between the number of votes gained by each political party in the 2019 general election and the numbers of seats they won. He concluded that a proportional representation system would result in the election of a government that the people wanted.

Councillor Eileen Wilson stated that the first past the post system was a relic from a bygone age, whilst proportional representation produced an outcome that better reflected the will of the electorate and could improve voter turnout.

Councillor John Williams announced that he would not be voting, as he missed the start of the debate.

Councillor Annika Osborne proposed and Councillor Eileen Wilson seconded the motion. A vote was taken and were cast as follows:

In favour (24):

Councillors Henry Batchelor, John Batchelor, Paul Bearpark, Anna Bradnam, Ariel Cahn, Dr Martin Cahn, Stephen Drew, Libby Earle, Peter Fane, Bill Handley, Sunita Hansraj, Sally Ann Hart, Carla Hofman, Helene Leeming, Daniel Lentell, Peter McDonald, Brian Milnes, Annika Osborne, Dr Lisa Redrup, Judith Rippeth, Peter Sandford, Richard Stobart, Natalie Warren-Green and Eileen Wilson

Against (5):

Councillors Tom Bygott, Graham Cone, Sue Ellington, Bunty Waters and Dr Richard Williams.

Abstain (0)

Council **agreed** the following motion:

First Past the Post (FPTP) originated when land-owning aristocrats dominated parliament and voting was restricted to property-owning men.

In Europe, only the UK and authoritarian Belarus still use archaic single-round FPTP for general elections. Internationally, Proportional Representation (PR) is used to elect the parliaments of more than 80 countries. These countries tend to be more equal, freer and greener.

PR ensures all votes count, have equal value, and that seats won match votes cast. Under PR, MPs and Parliaments better reflect the age, gender and protected characteristics of both local communities and of the nation.

MPs better reflecting the communities they represent in turn leads to improved decision-making, wider participation and increased levels of ownership of decisions taken.

PR would also end minority rule. In 2019, 43.6% of the vote produced a government with 56.2% of the seats and 100% of the power. Fair, proportional votes also prevent 'wrong winner' elections such as occurred in 1951 and February 1974.

PR is the national policy of the Labour Party, Liberal Democrats, Green Party, SNP, Plaid Cymru, Reform UK and Women's Equality Party along with a host of Trade Unions and pro-democracy organisations.

PR is already used to elect the parliaments and assemblies of Scotland, Wales and Northern Ireland. Its use should now be extended to include Westminster.

This Council therefore resolves to write to H.M. Government calling for a change in our outdated electoral laws and to enable Proportional Representation to be used for UK general elections.

15 (b) Standing in the Name of Councillor Natalie Warren-Green

Councillor Natalie Warren-Green explained that on 16 May 2023 a motion had been passed by the County Council to help childminders to set up and relocate in the county. The amount of support from Government for parents was increasing and so it was reasonable to assume that demand for childcare would increase but local data indicated that the number childminders available was decreasing. Unfortunately many new developments in the district included covenants that prohibited child care provision in domestic premises. Councillor Natalie Warren-Green was pleased to report that the Council's officers were working with Homes England to address this issue. The purpose of the motion was to ensure that childminders living in new developments in the district could establish their businesses in their homes.

Councillor Judith Rippeth expressed her support for the motion that would help childminders to provide a range of vital services in new developments that would assist in building a new community. She explained that different childcare settings, including childminders' homes, were important as it provided choice and often a cheaper alternative to nurseries. Childcare was important in a new development, as many new residents would be living apart from the support of their extended families.

Councillor Sue Ellington supported the motion but suggested that it was unlikely that the developer would enforce such a covenant.

Councillor Daniel Lentell supported the motion, as childminding was of vital importance. He understood Councillor Sue Ellington's point but he did not think the onus should be on the resident to get the covenant changed. He recommended that developers be asked to waive the covenant.

Councillor Graham Cone supported the motion and the efforts of officers engaging with Homes England. It was important that the Council took the lead in this matter.

Councillor Tom Bygott supported the motion and congratulated Councillor Natalie Warren-Green for identifying the issue and bringing it to the attention of Council. He doubted that those who introduced the covenants had childcare in mind.

Councillor Annika Osborne supported the motion, as a former childminder.

Councillor Eileen Wilson supported the motion. She stated that nurseries in her ward were full and had a waiting list that would not open until September 2024. Childminders were essential to make the Government's childcare initiative work.

Councillor Dr Tumi Hawkins supported this motion, which was timely given the recent Government announcement regarding development in the area. All new

development will benefit from this motion. She suggested that Section 106 payments could be used to provide childcare.

Councillor Anna Bradnam supported this motion, which would benefit the new towns that would be built in the area. Ofsted would ensure that childcare facilities were in suitable locations.

Councillor Helene Leeming supported the motion. She explained that new developments had a higher proportion of children than more established settlements and parents were less likely to have family support nearby. The absence of childcare in a new development increased dependency on the car and risked oversubscribing other childcare providers in neighbouring villages. This made the provision of local childcare vital, but they were being restricted by the existence of covenants that should be removed.

Councillor John Batchelor, as Lead Cabinet Member for Housing, stated that the Council did not put any covenants on its tenants, who were free to become childminders.

Councillor Natalie Warren-Green proposed and Councillor Judith Rippeth seconded the motion in the report. A vote was taken and were cast as follows:

In favour (28):

Councillors Henry Batchelor, John Batchelor, Paul Bearpark, Anna Bradnam, Tom Bygott, Ariel Cahn, Dr Martin Cahn, Graham Cone, Stephen Drew, Libby Earle, Sue Ellington, Peter Fane, Bill Handley, Sunita Hansraj, Sally Ann Hart, Carla Hofman, Helene Leeming, Daniel Lentell, Brian Milnes, Annika Osborne, Dr Lisa Redrup, Judith Rippeth, Peter Sandford, Richard Stobart, Natalie Warren-Green, Bunty Waters, John Williams and Eileen Wilson.

Against (0)

Abstain (0)

Council **agreed** the following motion:

South Cambridgeshire District Council (SCDC) notes that on 16 May 2023, Cambridgeshire County Council at its Full Council meeting, passed a motion to request that District Councils throughout Cambridgeshire consider on strategic new developments, a planning condition that developers covenants explicitly exempt childcare provision on domestic premises, where there is an identified need which can be demonstrated. And highlight the importance of such changes with developers and house builders to ensure that they are aware of the barrier that these covenants can cause.

South Cambridgeshire District Council (SCDC) recognises that some house builders place restrictive covenants on properties which prohibit residents living within them from running a business from home, including providing childcare. Whilst it is possible to have a covenant revoked, it is not guaranteed. Although covenants are not exclusive to strategic developments, it appears to be for these

that the issue is most prevalent.

Greater Cambridge Shared Planning Service has been discussing this blanket covenant with Homes England who are now aware that the restriction on childminders works at cross purposes with their intention that residents of new builds have a positive experience living in their homes. It is also clear that sustainable community requires residents to be able to access work, education and all services by either active travel or public transport. Requiring whole new communities to drive to access child care facilities is in conflict with South Cambs zero carbon policy.

SCDC now has an opportunity to capture, working with Cambridge City Council, the need for more childminders in the emerging joint local plan through policy which excludes childminders from the restriction of operating businesses from home.

This motion is requesting support for SCDC to address this need as follows:

1. Commence meetings with Homes England and other house builders active across South Cambridgeshire to (a) address this childcare crisis for new communities being delivered as part of the current adopted Local Plan 2018 and (b) in view of the predicted growth, engage them in policy development to achieve buy-in for policy that will meet the needs of childcare providers and families in the emerging joint local plan
2. Develop a planning policy regarding Childminders that will include feedback from the engagement with house builders and stakeholders across South Cambridgeshire, and organisations like PACEY, to ensure that the needs are balanced across all the interests in the community so that Childminders are exempt from a blanket covenant to restrict businesses being run from homes.

16. Chair's Engagements

The Chair stated that former Councillor Robin Page, who had been one of the authority's original councillors had died. He was known for his conservation work.

Chair stated that he had gone on one engagement since the last Council meeting, which was a reception given by the High Sherriff at Wisbech on 28 June. The Vice Chair had attended the Memorial Day ceremony at the American Cemetery on 29 May and the Civic Leaders Open Day at RAF Molesworth on 22 June.

The Chair invited local members to bring events in their ward to his attention if it was felt that attendance by the Chair would help to highlight the role of the District Council.

The Meeting ended at 4.20 p.m.

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Question from Cllr Pippa Heylings to Council, 13 July 2023

Could the Leader explain the impact on communities and local authorities of Government plans contained in the Levelling Up Bill to replace Section 106 contributions with an Infrastructure Levy. This levy will only be payable by developers on the sale of the first house. Specifically what will be the impact on “infrastructure first” strategies, and on the provision of affordable and social housing.

Written response from Cllr Dr Tumi Hawkins, Lead Cabinet Member for Planning

The Council has provided a detailed response to the recent consultation on the proposed Levy.

Unusually, we are united alongside the majority of the development industry in considering the proposals ill-judged and likely to place significant long term funding burdens on this Council and Councils across the Country. The prospect of SCDC having to borrow hundreds of millions of pounds against the potential future income from the levy, and to then pay interest on that borrowing to fund infrastructure delivery on sites where new homes and levy payments may be many years away, will create considerable financial risks to the Council. The Council would also have to find additional resource at more cost to deliver the infrastructure and this is not its core responsibility.

Furthermore, as a result of the uncertain Gross Development Values and income from the levy, it could dramatically reduce the provision of affordable homes that are so desperately needed.

We already know that up front infrastructure payments have a significant impact upon development viability – because developers have to borrow the money to make the payment – on top of borrowing money to build the homes. The government proposal to require payment of the levy on the first home being occupied will only add to development costs as it will impact viability assessments of what can be secured from new development. It may also encourage developers to never start building – if they sense a downturn in the economy is in the offing.

This proposed Levy is in effect, trying to transfer the developers’ financial risk to cash-strapped local authorities and local taxpayers are being asked to underwrite developers’ cashflow.

Last week, in the face of significant opposition from across the public and development sector, the government published further proposed amendments to the LURB (Levelling Up Review Bill) to try and guarantee future levels of affordable housing within the levy provisions. But that process only risks further cuts to future infrastructure receipts which will hamper the ability of this Council to deliver, whilst covering our borrowing costs.

We are therefore not in favour of the current levy proposals, and will continue, along with the LGA and many others across the development sector, to make representations against its introduction.

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REPORT TO: Council 5 October 2023

LEAD MEMBERS: Cllr Peter Fane (Chair of Civic Affairs Committee)
Cllr Michael Atkins (Chair of Audit & Corporate Governance Committee)

LEAD OFFICERS: Head of Internal Audit
Head of Finance
Deputy Head of Legal practice / Monitoring Officer

Independent Members

Executive summary

1. This report has been produced to propose that the membership of the Audit and Corporate Governance Committee should include an independent member, who are neither a Council elected member or an officer.
2. Recent guidance from professional bodies have reinforced the benefits associated with independent members and recommended that Councils appoint them.
3. The Audit and Corporate Governance Committee considered this at the [meeting on 26 July 2023](#). It was agreed to proceed and recommend this is reviewed at Civic Affairs Committee as it is a constitutional change.
4. The Civic Affairs Committee considered this at the [meeting on 12 September 2023](#). It was agreed to proceed and recommend this is approved by Full Council so the Constitution can be updated.
5. The proposed changes to the Constitution are included in Appendix C for ease of reference.

Key Decision

6. This is not a key decision because this it does not fall within the Constitutional definition of a Key Decision.

Recommendations

7. Council changes the Constitution to allow the appointment of an Independent Member to the Audit and Corporate Governance Committee, noting that they should:
 - (a) not have voting rights;
 - (b) be on the electoral roll; within the Cambridgeshire area; and
 - (c) the recruitment process to be delegated to the Audit & Corporate Governance Committee
8. The Audit & Corporate Governance Committee be authorised to make the necessary arrangements to recruit and select the Independent Member as per the suggested constitutional additions in Appendix C.

Reasons for Recommendations

9. Appointing an Independent Member would help the Committee follow best practice set out by the Chartered Institute of Public Finance and Accountancy (CIPFA). This has been recommended by both Audit & Corporate Governance and the Civic Affairs Committee.

Details

10. The Audit and Corporate Governance Committee is a key component of the Council's corporate governance framework. It provides an independent and high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards.
11. The purpose of the committee is to provide independent assurance, to the members, of the adequacy of the risk management framework and the internal control environment. It provides independent review of the governance, risk management and control frameworks; and oversees the financial reporting and annual governance processes. It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place.
12. It is best practice that the Audit and Corporate Governance Committee periodically reviews if it would be beneficial to appoint co-opted independent members to the Committee (also known as lay members). Appendix A includes Independent Member Guidance.

Feedback and recommendations from the Audit & Corporate Governance Committee and the Civic Affairs Committee

13. Both the Audit & Corporate Governance Committee and Civic Affairs Committee reviewed the options and recommend appointment of a single Independent Member.
14. Factors that were discussed and informed the decision included:

<p>Adopting best practice, and the role of the non-elected member</p>	<p>The professional body Chartered Institute of Public Finance and Accountancy (CIPFA) sets out guidance on effective audit committees.</p> <p>Recommended best practice from CIPFA, is to appoint a co-opted Independent Member (lay member) in English authorities.</p> <p>A co-opted or lay member is a committee member who is not an elected representative but recruited to join the committee.</p> <p>Inclusion of Independent Members is already a legislative requirement for authorities in Wales, and combined authorities in England.</p> <p>Both committees discussed the benefits and risks of Independent Members. The objective of including such members is to increase the knowledge and experience base of the committee, reinforcing its independence.</p> <p>The current Audit Committee membership comprises a good mix of members with relevant knowledge and skills. This might not always be the case, and an Independent Member can help to provide continuity.</p>
<p>Availability</p>	<p>Best practice recommends the committee includes two co-opted independent members.</p> <p>It may be a challenge to recruit people with the skills and resources required. Both Committees agreed that recruiting a single person is more achievable. This could be reviewed again in future.</p>

Voting rights	<p>The CIPFA guidance sets out that the role description of a co-opted member of the committee will be the same as for an elected representative who is a committee member. There are two exceptions:</p> <ul style="list-style-type: none"> • where the committee has been delegated decision making responsibilities. The Committee currently has no delegated decision-making responsibilities set out in the Constitution. • The Committee is required to approve the Statement of Accounts and the Annual Governance Statement in accordance with the Accounts and Audit Regulations. In England and Wales, co-opted independent members cannot vote to approve the accounts under section 13 of the Local Government and Housing Act 1989. They can advise and comment. <p>While including co-opted members can bring real value to the committee, care is needed to ensure the arrangement works well, both for the co-opted member and for the other committee members.</p> <p>A co-opted Independent Member without voting rights can contribute to the discussions prior to a formal decision being made.</p> <p>The Civic Affairs Committee debated this and concluded that the role should not have voting rights at this time, but this could be considered again in future once the role has developed.</p>
Relevant skills and local connection	<p>An important focus will be to recruit someone with the relevant skills and knowledge, and to make sure that they actively participate and attend all meetings.</p> <p>It was suggested that the Independent Member should be a resident of the district, and on the electoral roll. Local knowledge could be an asset in helping them contribute effectively to meetings. While preferred, this could restrict the pool of available candidates. The Civic Affairs Committee agreed that the Independent Member should be on the electoral roll and be local to the Cambridgeshire area.</p>
Appointment	<p>If the Council approves the constitutional change, the Chief Finance Officer, after consultation with the Chairman of the Audit & Corporate Governance Committee, should be authorised to make the necessary arrangements to recruit and select the Independent Member.</p>

Options

15. The options are to:
- (a) Do nothing and maintain the current arrangements; or
 - (b) Adopt a change in the Constitution, as per the recommendation in paragraph 7. This will enable officers to commence the process for appointing an Independent Member with powers as set out in the appendices which are based on best practice guidance.

Implications

16. In the writing of this report, the following implications have been considered:

Policy

17. The Council's Audit and Corporate Governance Committee, or Civic Affairs Committee, does not currently have arrangements to appoint independent members. If an independent appointment was recommended, then changes to the constitution would be necessary following approval by Council.

Legal

18. The Council's Audit and Corporate Governance Committee is defined by the Local Government Act 2000 and its purpose is to give assurance to elected members and the public about the governance, financial reporting and performance of the Council. The appointment of independent members on the committee will assist and promote good governance and scrutiny of the committee. If committee decides to recommend the appointment an independent member, then this would require a constitutional change and the matter will need to go to full Council for approval.

Financial

19. It is usual practice to provide some form of payment to the lay committee members and to pay expenses for attending meetings for 2022/23 the allowance was £1,163. The allowance recognises the value and time contributed by the member. If an independent member is appointed as the committee chair, an additional sum would be appropriate. There will also be recruitment costs.

Risk

20. There is a risk that it will prove difficult to make an appointment and to ensure that any appointment made is a suitable member. There will need to be a clear person specification that draws out the attributes that the Council would be looking for the person to possess and to guide the recruitment panel in the selection process.

Background Papers

21. Background papers used in the preparation of this report:

- Audit & Corporate Governance Committee Terms of Reference

Appendices

22. Appendices to this report include:

- Appendix A - Independent Member Guidance
- Appendix B – Role Description
- Appendix C – Proposed changes to the Constitution

Report Authors:

Jonathan Tully – Head of Internal Audit

Peter Maddock – Head of Finance

John Murphy – Deputy Head of Legal practice / Monitoring Officer

Appendix A – Independent Member Guidance

Background

1. Audit committees in local authorities are necessary to satisfy the wider requirements for sound financial management and internal control.
2. The Accounts and Audit (England) Regulations 2015 state that a local authority is responsible “for a sound system of internal control which facilitates the effective exercise of its functions and the achievement of its aims and objectives; ensures that the financial and operational management of the authority is effective, and includes effective arrangements for the management of risk”. In addition, section 151 of the Local Government Act 1972 requires every local authority to “make arrangements for the proper administration of its financial affairs”.
3. A co-opted independent or lay member is a committee member who is not an elected representative but recruited to join the committee. The objective of including such members is to increase the knowledge and experience base of the committee, reinforcing its independence.
4. Inclusion of lay members is a legislative requirement for authorities in Wales and for combined authorities in England. Where there is no requirement, CIPFA recommends the committee includes two co-opted independent members.

Benefits of Independent Members

5. The reasons for CIPFA’s recommendation are as follows:
 - To supplement the knowledge and experience of elected representatives in specific areas, such as audit or financial reporting.
 - To provide continuity outside the political cycle. This is of particular importance where membership of the committee changes annually or because of elections.
 - To help achieve a non-political focus on governance, risk and control matters.
 - Having two co-opted members rather than one will allow recruitment of members with different but complementary knowledge and experience, increase the resilience and continuity of the committee.
 - Having two co-opted members shows a commitment to supporting and investing in the committee.

While including co-opted members can bring real value to the committee, care is needed to ensure that the arrangement works well, both for the co-opted member and for the other committee members. It is essential that the co-opted member receives an adequate induction and ongoing support to provide organisational context and to build working relationships.

Historical evaluation

6. The Audit & Corporate Governance Committee has previously considered the benefits of appointing an Independent Member.
7. In [April 2019](#) the Audit and Corporate Governance Committee reviewed its Terms of Reference using the guidance published by CIPFA. The [Terms of Reference](#) form part of the Council’s Constitution.
8. At the April 2019 meeting Members considered the appointing an Independent Member, and this is recorded in the minutes:

“It was suggested that the Committee should include a non-councillor in its membership. It was noted that this could ensure experienced knowledge in the Committee’s membership but the Council might find it difficult to recruit a suitable candidate.

It was agreed that a small Special Responsibility Allowance should be paid to an independent member and full Council would be responsible for appointing them.

The Committee agreed that it should have the option of appointing an independent person to its membership and asked the Deputy Head of Legal Practice to investigate whether this was possible.”

9. At the [September 2019](#) meeting Members considered a report from the Head of Finance and the Monitoring Officer. The Committee made the following points:
 - It was unclear what additional benefit an independent members could bring to the Committee.
 - The Council would find it difficult to attract a person of suitable calibre for this position.
 - It was unlikely that the allowance that would be offered for the position would prove much of an incentive.
10. The Committee resolved not to recommend the appointment of an independent member at this time, but to review this issue periodically.
11. In March 2023 the Audit and Corporate Governance Committee completed a self-assessment to the latest guidance published by CIPFA. At this workshop the Committee agreed to review the appointment of an Independent Member at a future meeting.
12. In July 2023 the [Audit and Corporate Governance Committee](#) considered a report on appointment of an independent member. It was agreed that this should be progressed as best practice and agreed it should be proposed to Civic Affairs as it was a constitutional change.

Current professional guidance and best practice

Redmond Review

13. Sir Tony Redmond completed an Independent Review into the oversight of local audit and the transparency of local authority financial reporting in 2019. In 2021 the Department for Levelling up, Housing & Communities published their [final response to the technical consultation](#) on the local audit framework. The response said:

“Fundamentally, it is important that councils, as with other public bodies, have appropriate measures in place: the government considers it proportionate to establish a simple principle that local authorities should have an audit committee, with at least one independent member. Mandating for audit committees would ensure widespread take-up, along with improved public accountability.

Consequently, based on the consultation feedback, we will be making Audit Committees, with at least one independent member, a mandatory requirement, once Parliamentary time allows.

We will continue to consult with partners on how this should be implemented. In the intervening period, the government would encourage local bodies to establish their arrangements in line with CIPFA’s guidance, including appointing independent members.

CIPFA Position Statement

14. CIPFA published, in 2022, a revised Position Statement: Audit Committees in Local Authorities and Police. The statement represents CIPFA’s view on the audit committee practice and principles that local government bodies in the UK should adopt.
15. CIPFA expects that all local government bodies should make their best efforts to adopt the principles, aiming for effective audit committee arrangements. This will enable those bodies to meet their statutory responsibilities for governance and internal control arrangements, financial management, financial reporting and internal audit.
16. The Position Statement includes the potential role of Independent Members:

The audit committees of local authorities should include co-opted independent members in accordance with the appropriate legislation.

Where there is no legislative direction to include co-opted independent members, CIPFA recommends that each authority audit committee should include at least two co-opted independent members to provide appropriate technical expertise.

CIPFA Guidance

17. CIPFA issued updated guidance on audit Committees in 2023. This provided guidance on the role of the co-opted independent member:

The role description for a co-opted member of the committee will be the same as for an elected representative who is a committee member. The only substantial difference will be where the committee has been delegated decision-making responsibilities – although such delegations are not advised by CIPFA – a co-opted member cannot vote on council policy, so will not be able to take part in the decision, though they can, of course, contribute to the discussions prior to the formal decision.

The minutes of the meeting should distinguish between a delegated committee decision and a recommendation from the committee to another council body. The latter is part of the role of an advisory committee and the co-opted member should be able to take part fully.

Process for adopting the change

18. If the Audit and Corporate Governance Committee wish to proceed with the proposal, they should recommend this to Civic Affairs Committee and thereafter Council as it will be a Constitutional change. Both the Audit and Corporate Governance Committee and Civic Affairs Committee agreed to proceed, and this is now being presented to the Council:



19. In preparing for the appointment of an independent member a recruitment process would need to be carried out which would involve officer and member time, there would be a small cost attached to the process.

Anticipated challenges and considerations

20. It is not currently known whether there would either be any interest in this or indeed anyone suitable to carry out the role.
21. The member would need to have some understanding of how a local authority works and would also need to have a finance background. The risk of appointing someone with a finance background but no knowledge of local authority finance is that it could generate additional work and questions that add little to the process, and it is important that the independent member adds value to the Audit and Governance process.
22. Another consideration would be whether the member would have voting rights in the same way that other members would have. Independent members should be able to fully participate, but there are exclusions to their voting rights, they cannot vote on the Statement of Accounts, Council Policy or delegated decisions.
23. It would also seem appropriate to pay an allowance to the independent member in recognition of their duties which would be an additional cost in the budget.
24. Members would also need to determine the duration of any appointment and officers would recommend a 4-year initial term with re-appointment for a further term or terms. It would also be necessary to make amendments to the Council's constitution to reflect any changes this would bring. A draft role description is attached at appendix B.

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Appendix B - Role Description for Independent Member

Independent Member of Audit & Corporate Governance Committee

Role Description

1. To engage fully in collective consideration of the issues before the Audit & Corporate Governance Committee, taking into account a full range of relevant factors, including legislation and supporting regulation (e.g. the Accounts & Audit Regulations 2011), professional guidance (e.g. that issued by the Chartered Institute of Public Finance and Accountancy (CIPFA)), and the advice of the Council's Section 151 Officer.
2. To participate fully in the discharge of all Audit Committee functions, as set out in the Audit & Corporate Governance Committee's terms of reference and the constitution.
3. To promote the concept of proportionate, effective risk management and internal control throughout the organisation; and to champion the work of Internal Audit, External Audit and Risk Management.
4. To participate in periodic review of the overall effectiveness of the Audit & Corporate Governance Committee, and of its terms of reference.
5. To ensure that the minutes of Audit & Corporate Governance Committee meetings accurately record decisions taken.

Skills and Competencies

1. Demonstrates up to date knowledge, skill and a depth of experience in the fields of audit, accounting, risk management and performance management. Experience gained working in a large, or public sector organisation.
2. Knowledge of the Council's strategic priorities and objectives. Understanding of the complexity of issues surrounding audit and risk management in local government.
3. Works to high behavioural standards, demonstrating honesty, probity, and the highest level of integrity in conduct. Follows the Council's Constitution and the Member's Code of Conduct.
4. Operates consistently and without bias.
5. Is an effective role model; supports appropriate behaviours and challenges opinions and advice where appropriate, separating major issues from minor ones.
6. Contributes proactive, proportionate and independent thought, and also collaboration with officers to temper the opinions of Committee members.
7. Works sensitively with people inside and outside committee.
8. Listens to and balances advice.

Additional Information

9. Must not be a serving local government officer or councillor.
10. Must be on the electoral roll and be local to the Cambridgeshire area.
11. Must have no personal, legal or contractual relationship with South Cambridgeshire District Council (including employees or Members or former staff), or any other relationship / activity which might represent a conflict of interest.
12. Must attend at least half of the scheduled meetings and be able and willing to devote the necessary time to the role and any occasional training and development required for the role.

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Appendix C – Constitutional Changes

This appendix highlights the proposed changes to the Constitution to enable the appointment of an Independent Member.

The additional wording is below:

- The Audit & Corporate Governance Committee may appoint an independent member subject to a resolution agreed by simple majority for a 4-year term.
- A co-opted independent member is a committee member who does not represent any political party on the Audit and Corporate Governance committee but must be on the electoral roll in Cambridgeshire.
- The role description of an independent member of Audit & Corporate Committee is the same as for an elected member with the only substantial difference being around decision making responsibilities. The appointed independent co-opted member will not have voting rights.
- The Audit and Governance committee has authority to determine the process for recruiting and appointing a co-optee.

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Agenda Item 9



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Cambridgeshire & Peterborough Combined Authority

Reports from Constituent Council Representatives on the Combined Authority

The following meetings have taken place in July and August 2023.

Skills and Employment Committee

Date 3 July 2023

Councillor Eileen Wilson

Decision Summary Attached as appendix 1.

Transport and Infrastructure Committee

Date 12 July 2023

Councillor Peter McDonald

Decision Summary Attached as appendix 2.

Audit and Governance Committee

Date 7 July 2023

Councillor Geoff Harvey

Decision Summary Attached as appendix 3.

Overview and Scrutiny Committee

Date 24 July 2023

Councillor Michael Atkins

Decision Summary Attached as appendix 4.

Combined Authority Board

Date 26 July 2023

Councillor Bridget Smith

Decision Summary Attached as appendix 5.

Skills and Employment Committee Decision Statement

Meeting: 3 July 2023
 Agenda/Minutes: [Skills and Employment Committee 3 July 2023](#)
 Chair: Councillor Lucy Nethsingha

Summary of decisions taken at this meeting:

1 **Announcements, Apologies for Absence and Declarations of Interest**

Apologies were received from Mr Patel, Cllr Benney, Cllr Carling, Cllr Wade and Cllr Ayres who was substituted by Cllr Allen.

No declarations of interest were made.

2 **Minutes and Action Log**

The minutes of the meeting on 5 June 2023 were approved as an accurate record.

Updates to the outstanding actions on the action log were given and noted by the Committee. The log would be amended to reflect the updates.

3 **Public Questions**

No public questions were received.

4 **Employment and Skills Strategy Implementation Update**

RESOLVED (UNANIMOUS):

a) To note the progress of the Implementation of the Employment and Skills Strategy

5 **District and Unitary Council Employment and Skills Profiles**

RESOLVED (UNANIMOUS):

a) To note the District and Unitary Council Employment and Skills Profiles that have been compiled to inform strategy, policy, and strategic commissioning.

b) To note a summary of CA commissioning and its alignment to addressing local need.

c) To consider how well district and unitary council initiatives contribute to the wider Employment and Skills Strategy that all constituent councils have approved

6 **AEB Local Fund Allocations 2022-23**

RESOLVED (UNANIMOUS):

a) Recommend the Combined Authority Board approve allocations from the Local Innovation Fund 2023- 24 to the organisations listed in the report

b) Recommend the Combined Authority Board delegates authority to the Assistant Director-Skills in consultation with the Chief Finance Officer and Monitoring Officer, to enter and sign grant funding agreements with the organisations set out in the report.

c) Recommend that the Combined Authority Board delegates authority to the Assistant Director - Skills in consultation with the Chief Finance Officer and Monitoring Officer, to procure, tender and award and sign a three-year contract for services for the ESOL Single Point of Contact (SPOC) following conclusion of procurement

7 UK SPF – Skills Projects and Succession Planning for Skills Brokerage Service

RESOLVED (UNANIMOUS):

- a) To receive further detail in relation to three Combined Authority wide UK Shared Prosperity Fund (UKSPF) projects as identified within the published UKSPF Investment and Implementation plans Note the publication of the LSIP
- b) To endorse the outlined approach to developing a suitable vehicle for the collective delivery of the three projects.
- c) To note that the Assistant Director - Skills in consultation with the Lead Member for Skills will identify and implement a best value delivery model in respect to the projects outlined within the proposal. This will include identification of the preferred delivery mechanism and development of strategic commissioning if appropriate.

8 Budget and Performance Report – July 2023

RESOLVED (UNANIMOUS):

- a) To note the full year budget for 2023/24.

9 Skills and Employment Committee Agenda Plan

RESOLVED (UNANIMOUS):

- a) That the Skills and Employment Committee Agenda Plan be noted.

10 Exclusion of the Press and Public

RESOLVED (UNANIMOUS)

- a) To remain in public session

11 Growth Works Management Update to Year 3, Q9 (to April 2023)

RESOLVED (UNANIMOUS)

- a) To note the Growth Works Programme Performance Update to Year 3, Quarter 9 (to April 2023)

12 Date of next meeting

The date of the next meeting was confirmed as Monday 4 September 2023

Transport and Infrastructure Committee Decision Statement

Meeting: 12 July 2023
 Agenda/Minutes: [Transport and Infrastructure Committee 12 July 2023](#)
 Chair: Councillor Anna Smith

Summary of decisions taken at this meeting:

1 **Announcements, Apologies for Absence and Declarations of Interest**

Apologies were received from Business Board Representatives Rebecca Stephens and Andy Williams, and also from Cllr McDonald.

Cllr Seaton declared an interest in item 4 on the agenda as he was a trustee of FACT Community Transport which was a charity that provided transport services to people who had difficulty using conventional modes of transport.

2 **Minutes and Action Log**

RESOLVED (UNANIMOUS)

- a) That the minutes of the meeting of 14 June 2023 be approved as an accurate record subject to the following amendment:
 - That Cllr Seaton be added to the list of attendees as he was present for the meeting.
- b) That the Action Log be noted.

3 **Public Questions**

There were no public questions received.

4 **Place and Connectivity Monthly Highlight Report – June 2023**

RESOLVED (UNANIMOUS):

- a) That the Transport and Infrastructure Committee note the report.

5 **The Combined Authority's proposed response to National Highways Strategic Road Network Initial Report (RIS3) Consultation**

RESOLVED (UNANIMOUS):

That the Transport and Infrastructure Committee

- a) provide feedback on and approve the Combined Authority's proposed strategic response to Government consultation on National Highways' Strategic Road Network initial report which includes future priorities for the next road period – Roads Investment Strategy 3 (RIS3).
- b) Delegate authority to the Interim Head of Transport, in consultation with the Chair of the Transport and Infrastructure Committee to refine and finalise the Combined Authority's response (as at Appendix 1) following feedback from the Committee and submit a response to National Highways.

6 **ITSO approved Contracts for English National Concessionary Travel Scheme (ENCTS)**

RESOLVED (UNANIMOUS):

That the Transport and Infrastructure Committee

- a) Note the content of the paper and offer feedback on the options proposed for the delivery of the contracts for HOPS and Smartcard Services.

7 **Transport and Infrastructure Committee Agenda Plan**

RESOLVED (UNANIMOUS):

a) That the Transport and Infrastructure Committee Agenda Plan be noted.

8 **Date of next meeting**

The date of the next meeting was confirmed as Wednesday 13 September 2023.

Audit and Governance Committee Decision Statement

Meeting: 7 July 2023

Agenda/Minutes: [Audit and Governance Committee 7 July 2023](#)

Chair: John Pye (Chair and Independent Person)

Summary of decisions taken at this meeting:

Item	Topic	Decision [None of the decisions below are Key Decisions]
1.	Apologies for Absence and Declarations of Interest	Apologies were received from Cllr Mark Inskip, substituted by Cllr Caroline Shepherd. No disclosable interests were declared.
2.	Chair's Announcements	The Chair advised that the Adult Education Budget had been scheduled last on the agenda to accommodate the need to move into exempt session if required by the Committee and asked members if they wished to discuss the exempt information. The Committee agreed they did not wish to discuss the exempt information.
3.	Minutes and Action Log	The minutes of the meetings held on 9th June 2023 were approved as a correct record and the Action log noted. Under consideration of the Action Log the Executive Director for Resource and Performance provided an update on the resilience of the Finance team.
4.	Improvement Framework	The Committee received the report which provided the Audit and Governance Committee with an opportunity to review progress in June against the key areas of concern identified by the External Auditor in his letter dated June 2022 and February 2023, and the Department for Levelling up, Housing and Communities (DLUHC) in its letter dated January 2023. The Committee RESOLVED: <ul style="list-style-type: none"> a) Note the progress made in June against stated areas of improvement identified by the External Auditor in June 2022 and Best Value Notice received in January 2023 as reported to the CA Board on 31 May 2023. b) Note the outcomes of the recent staff survey undertaken in March 2023 c) Note the confirmation of appointment of Chair, Independent Improvement Board.
5.	Corporate Risk Register	The Committee received the report which provided a progress update on the refreshed risk register, risk dashboard and heat map. Committee RESOLVED: <ul style="list-style-type: none"> a) To note the refreshed Corporate Risk register report, risk dashboard and heat map. b) To note the procurement and implementation of corporate risk software. c) To note that a risk appetite session has been undertaken with the CA Corporate Management Team and a risk appetite statement drafted

6.	Internal Audit Action Tracker	<p>The Committee received the report which provided a progress update on the Internal Audit Action Tracker.</p> <p>Committee RESOLVED:</p> <ul style="list-style-type: none"> a) To note the progress on the Internal Audit Action Tracker, June 2023. b) To note the procurement and implementation of corporate risk / internal audit software to track internal audit actions
7.	Proposed Changes to Constitution following Procurement Review	<p>The Committee received and agreed the report which requested that the A&G Committee recommend to the Combined Authority Board that</p> <ul style="list-style-type: none"> a) approve the changes to the Contract Procedure Rules (CPR's) within the constitution which is to be discussed and approved at Board on 26 July 2023. b) Recommend to the Combined Authority Board to approve the Procurement Strategy and Procurement policy document which is to be discussed and approved at Board on 26 July 2023
8.	Treasury Management Outturn Report	<p>The Committee received and noted the report which requested them to review the actual performance to 31st March 2023 against the prudential indicators included within the Treasury Management and Capital Strategies</p>
9.	Draft Accounts 22/23	<p>The Committee received and noted the report which requested the Audit and Governance Committee to note the draft Annual Governance Statement and Statement of Accounts for the 2022/23 financial year.</p>
10.	Member Officer Protocol Report	<p>The Committee received the report which requested they review the Member/Officer Relations' Protocol.</p> <p>The Committee RESOLVED:</p> <ul style="list-style-type: none"> a) The updated protocol incorporating the changes suggested by the Committee be presented to the CA Board for approval with a covering report which would highlight the strong feeling of the Committee in regard to breaches of the code. b) A further report be provided to the A&G Committee in September which would place the protocol into context and provide a background to the CPCA, the challenges and actions taken to address these.
11.	Co-Option of Independent Members	<p>The Committee RESOLVED:</p> <ul style="list-style-type: none"> a) review the suggested update to the Combined Authority constitution and to provide recommendations to the Board to adopt the proposed changes as revisions to the Constitution, so that a co-opted independent member and substitute from constituent authorities can be appointed. b) recommend to the Combined Authority Board to delegate the recruitment, selection and appointment of an independent co-opted member(s) to the Audit and Governance Committee and that the arrangements for the selection of such members be delegated by the Audit & Governance Committee to the Chairman of the Audit and Governance Committee in consultation with the Monitoring officer. c) Agree that the role of any independent co-opted member(s) from a constituent authority is not remunerated but note that they will receive expenses in line with the authority's current

		<p>expenses policy, and note that if the Committee decides to co-opt an independent member from outside a constituent council through an open advertisement in the future then such a role would be subject to a review of potential remuneration by the Independent Remuneration Panel.</p> <p>d) Approve the proposed process for recruitment.</p> <p><u>After Action</u></p> <p>The paper intended for the July CA Board was withdrawn after discussion between the Chair, the Executive Director for Resource & Performance, and the Monitoring Officer, and offline agreement of the Committee. Two separate papers will be brought to the September Meeting addressing a co-opted Independent councillor and an Independent Person.</p>
12.	Work Programme	<p>The Committee RESOLVED:</p> <p>a) Approve the draft work programme</p> <p>b) Add a development session as discussed earlier in the meeting on how to scrutinise the draft accounts effectively.</p>
13.	Date and Time of Next Meetings	<p>Friday 7th July 2023</p> <p>Venue: Pathfinder House, Huntingdon</p>
14.	Adult Education Budget Report	<p>The Committee received and noted the report which updated the Audit & Governance Committee of the results of Funding Assurance Audits which had taken place in relation to funding received in the 2021/22 academic year.</p>

Overview and Scrutiny Committee Decision Statement

Meeting: 24 July 2023
 Agenda/Minutes: [Overview and Scrutiny Committee 24 July 2023](#)
 Chair: Councillor Andy Coles (Vice Chair)

Summary of decisions taken at this meeting:

Item	Topic	Decision [None of the decisions below are Key Decisions]
1.	Apologies for Absence	Apologies received from Cllr Atkins, substituted by Cllr Bradnam, Cllr Goldsack substituted by Cllr Count, Cllr Cane substituted by Cllr Shepherd, Cllr Neish substituted by Cllr Corney, Cllr Haseeb substituted by Cllr Bi and Cllr Van de Weyer substituted by Cllr Fane who has been temporarily appointed as substitute to the Committee for this meeting.
2.	Declarations of Interest	No declarations of interest were made.
3.	Public Questions	There were no public questions
4.	Minutes of the Previous Meeting and Action Log	RESOLVED a) The minutes be amended at 9.3 to state that the strategy was welcomed but was somewhat wordy and members would welcome a succinct summary be provided at the commencement of the paper. b) That the minutes of the meeting held on 19 June 2023 be approved as a correct record and that the Action Log be noted.
5.	Improvement Framework Report	The Committee received the report which set out for the Overview and Scrutiny the progress made on identified areas of improvement and provided an update on the procurement review which had been undertaken by PWC. The Committee RESOLVED:- a) To note the report b) To recommended to the CA Board that Best Value is made more implicit within the policy and that a codicil to that effect is presented to the CA Board for them to approve at their meeting on the 26th July 2023.
6.	Implementing the Scrutiny Function	RESOLVED: a) to note the progress made in implementing the recommendations agreed on 19 June 2023 to deliver new Overview & Scrutiny arrangements b) defer nominating and appointing members to rapporteur roles for Thematic Committees until the informal session on the 30th August with the appointments made on this date to be ratified at the September meeting. c) approve the draft work programme for 2023/24 attached at Appendix 2.

7.	Access to Information	<p>The Committee received the report which presented the Access to Information Protocol and requested its feedback, endorsement and comments before it is presented to the Combined Authority Board to approve.</p> <p>RESOLVED:-</p> <p>a) Not to endorse the Access to Information Protocol and request that an alternative protocol be brought back to a later meeting for the members to consider.</p>
8.	Combined Authority Forward Plan	<p>The Committee had agreed to defer the appointment of Lead Rapporteurs and therefore there was no member update.</p>
9.	CA Board Agenda	<p>The Committee submitted no questions to the CA Board and AGREED that in future to enable the CA Board item to be more effective that the Chair and Vice Chair would identify an item from the Board agenda which could be scrutinised in greater detail by the Committee</p>
10.	Date of next meeting	<ol style="list-style-type: none"> 1 Informal O&S meeting – 30th August 2023 Time TBC Venue – Virtual via Teams Microsoft. 2 Public OSC meeting - Monday 18th September at 11am. Venue: 1am at Bourges Viersen Rooms, Town Hall, Peterborough PE1 1HF

Combined Authority Board Decision Statement

Meeting: 26 July 2023
 Agenda/Minutes: [CA Board 26 July 2023](#)
 Chair: Mayor Dr Nik Johnson

Summary of decisions taken at this meeting:

1 Announcements, Apologies for Absence and Declarations of Interest

Apologies for absence were received from Councillor Lucy Nethsingha (Councillor Elisa Meschini substituting) and Darryl Preston (John Peach substituting).

There were no declarations of interest.

2 Combined Authority Membership Update July 2023

It was resolved unanimously to:

- A Note the appointment by Peterborough City Council of Councillor Andy Coles as the member and Councillor Jackie Allen as the substitute on the Audit and Governance Committee for the remainder of the municipal year 2023-24.
- B Note the appointment by Cambridge City Council of Councillor Tim Griffin as the second representative on the Overview and Scrutiny Committee for the remainder of the municipal year 2023-24.
- C Note the temporary change to Cambridge City Council's substitute member on the Audit and Governance Committee from 6 June 2023 to 12 June 23
- D Note the appointment by Cambridgeshire County Council of Councillor Lorna Dupré on the Environment and Sustainable Communities Committee for the remainder of the municipal year 2023-24.
- E Note the appointment by Cambridgeshire County Council of Councillor Anna Bradnam as the Liberal Democrat substitute for the Overview and Scrutiny Committee for the remainder of the municipal year 2023-24.
- F Note the appointment by Peterborough City Council of Councillor Steve Allen as the substitute on the Overview and Scrutiny Committee for the remainder of the municipal year 2023-24.
- G Note the appointment by Cambridgeshire and Peterborough Fire Authority of Councillor Edna Murphy as their representative on the Combined Authority Board, with Councillor Mohammed Jamil as the substitute.
- H Note the temporary change to Peterborough City Council's substitute member on the Overview and Scrutiny Committee from 10 July 2023 to 15 July 2023.
- I Approve the appointment by the Mayor of Cllr Sarah Conboy to the position of Lead Member for Devolution.

3 Minutes

The minutes of the meetings on 31 May 2023 were approved as an accurate record and signed by the Mayor.

The minutes action log was noted, with an inaccuracy in action 235 to be updated.

4 Petitions

No petitions were received.

5 Public Questions

Three public questions were received in advance of the meeting in accordance with the procedure rules in the Constitution. A copy of the questions and responses can be viewed [here](#) when available.

6 Forward Plan

It was resolved unanimously to:

- A Approve the Forward Plan for July 2023

7 Combined Authority Chief Executive Highlights Report

It was resolved to:

- A Note the contents of this report.

8 Budget Update Report

It was resolved by a majority to:

- A Note the fully year budget for the financial year 2023-24
- B Note the correction of the funding source for Skills provision in for the financial year 2023-24
- C Note the projected overachievement of Treasury loan interest for 23-24, and approve the allocation of £485k to address emerging pressures and strategic priorities as set out in section 6.

9 Procurement Review

It was resolved unanimously to:

- A Approve the Implementation of the high-level action plan as set out in Appendix 2 – Action Plan
- B Approve the recruitment of the additional posts noted in the high-level action plan (2 procurement and contracts officers and 1 contract manager) and note that the costs of these posts can be covered from existing budgets in 2023-24 but will need to be built into the Medium-Term Financial Plan for 2024-25 onwards.
- C Approve the Procurement Policy attached to this report
- D Approve the Procurement Strategy attached to this report
- E Approve the revised Contract Procedure Rules attached to this report and note the intent to maintain **the Guidance Document** as an Appendix to the main Constitution **subject to the Guidance document coming back to Board in September.**

10 Review of the Constitution

a. Member Officer Protocol

It was resolved by a majority to:

- A Review the Member/Officer Protocol and comment on whether any further amendments are required.
- B Approve a yearly review of the protocol to be delegated to the Audit & Governance committee.

- C Authorise the Monitoring Officer in consultation with the Chair of the Audit and Governance Committee to make any make any changes to the protocol arising from the review and any further changes deemed necessary.
- D Note the information regarding instances when members have had to be reminded of the Protocol and officer seeking advice on whether the protocol would apply.

b. Appointment of Independent Members

It was resolved unanimously to defer this item to the September meeting of the Combined Authority Board.

c. Greater South East Net Zero Hub Delegations [KD2023/033]

It was resolved unanimously to

- A Delegate authority to the Executive Director of Resources and Performance and any replacement (or substitute) as set out in table 1, to make decisions on behalf of the Combined Authority when sitting on the Net Zero Hub Board(s).

11 Improvement Plan Update

It was resolved unanimously to

- A To note the progress on addressing the key areas of concern identified by the External Auditor in June 2022 and in the Best Value Notice received in January 2023
- B To note the observations on progress following the meeting of the Independent Improvement Board meeting on 17 July
- C To note the establishment of the Office for Local Government by the Department of Levelling up, Housing and Communities to oversee best value standards and intervention
- D To approve a further £250K of funding from the Programme Response Fund to ensure that the Improvement Programme can deliver the required actions to demonstrate required improvement to both DLUHC and the External Auditor
- E To note the feedback from the recent staff survey held in May 2023
- F To note the appointment of Chair, Independent Improvement Board

12 Corporate Performance Report – 2023/24 Baseline

It was resolved to:

- A Note working list of Corporate Key Performance Indicators (KPIs) and approach
- B Consider progress of initial performance data, progress in delivery of most complex programmes, projects and activities.
- C Note progress to evaluate impact of the original Devolution Deal Investment Fund
- D Note plans to develop the Combined Authorities (CA's) Performance Management Framework (PMF)
- E Review and comment on the relevance and accessibility of the performance information presented in this report.

13 Shaping the Future

It was resolved unanimously to

- A To endorse the planned refresh of the previous Cambridgeshire and Peterborough Independent Economic Review (CPIER) evidence base to inform a new State of the Region Review and provide comment on the emerging areas outlined in para 2.6.

- B To endorse the co-development of a Shared Vision for Cambridgeshire and Peterborough as a Place and provide comment on the approach outlined in para 2.14 - 2.16.
- C To approve drawdown of £320k funding from the Programme Response Fund in the Medium-Term Financial Plan (MTFP), with £150k to deliver the State of the Region Review and £170k for the Shared Vision.
- D To note the alignment with the development of the Strategic Infrastructure Delivery Framework (SIDF) as agreed as the Environment & Sustainable Communities Committee on 12 June 2023.

14 Local Highways Capital Grant Allocations [KD2023/031]

It was resolved to note:

- A The Mayor's intention to allocate grants totalling £31,677,000 to Cambridgeshire County Council and Peterborough City Council in line with the Department for Transport formula for determining each council's share.
- B The Mayor's intention to allocate the Highways capital grants at the same rates to Cambridgeshire County Council and Peterborough City Council for the two subsequent financial years.
- C Subject to a) the Mayor is recommended to allocate the grants as set out in the report.

15 Recommendations from the Skills and Employment Committee

It was resolved unanimously to approve all the recommendations as set out below:

Contract Awards to Independent Training Providers [KD2023/004]

- A approve contract awards for the Adult Education Budget, Free Courses for Jobs and Multiply to Independent Training Providers for the 2023/24 academic year.
- B delegate authority to the Assistant Director - Skills in consultation with the Chief Finance Officer and Monitoring Officer, to enter and sign contracts for services with the Independent Training Providers set out in this report and make in-year adjustments to contract values based on performance.
- C note the contract awards for Skills Bootcamps for the 2023/24 financial year.
- D allocate £1m of recycled funds from the AEB Reserve Fund to be released for the additional commissioning of Free Courses for Jobs (Level 3).

Proposals for External Funding

- A allocate £300,000 from the Local Innovation Fund from the 2023/24 Medium Term Financial Plan to be used as potential 'match-funding' for proposals.

AEB Local Innovation Fund Allocations 2023/24 [KD2023/028]

- A approve allocations from the Local Innovation Fund 2023-24 to the organisations listed in this report.
- B delegate authority to the Assistant Director - Skills in consultation with the Chief Finance Officer and Monitoring Officer, to enter and sign grant funding agreements with the organisations set out in this report.
- C delegate authority to the Assistant Director - Skills in consultation with the Chief Finance Officer and Monitoring Officer, to procure, tender and award and sign a three-year contract for services for the ESOL Single Point of Contact (SPOC) following conclusion of procurement.

16 Recommendations from Environment and Sustainable Communities Committee

Community Homes Support

It was resolved by a majority to:

- A discontinue providing a support service and further grant funding to community homes groups from 31 July 2023.

17 Recommendations from Transport and Infrastructure Committee

It was resolved unanimously to approve all the recommendations as set out below:

Active Travel Update

- A approve the drawdown of £55,485 subject to approval funding in the Medium-Term Financial Plan to approved budget, to enable the continuation of the Love to Ride behavioural change programme for a further year across the Combined Authority area and to drawdown £12,000 for Living Streets Walk to School Wow programme in Peterborough.
- B delegate authority to the Interim Head of Transport in consultation with the Chief Finance Officer and Monitoring Officer to enter into Grant Funding Agreements with Cambridgeshire County Council and Peterborough City Council.

Regional Transport Model [KD2023/016]

- A delegate authority to the Interim Head of Transport in consultation with the Chief Finance Officer and Monitoring Officer to enter into a Grant Funding Agreement for the Transport Model Project with Peterborough City Council.

18 Recommendations from Business Board

It was resolved unanimously to approve all the recommendations as set out below:

Business Board Plan for Remaining Strategic Funds [KD2023/029]

- A Approve the proposed plan for allocating the Recycled Growth Funds and Enterprise Zone Income for 2023-24 and the following 3 financial years, subject to more detailed and costed business model being brought back to the Business Board.

Business Board Priority Sector Strategies [KD2023/031]

- A Approve the plan to create a 'New Economy' team using £1.15m revenue of recycled Growth Funds and Enterprise Zone income
- B Approve the release of the £1.15m subject to completion of the workplan for the new team resources
- C Delegate authority to the Executive Director for Economy and Growth in consultation with the Chief Finance Officer and Monitoring Officer to utilise this financial year's funds to draw up a workplan, job descriptions and begin recruitment and make appointments of required resources.

Rural England Prosperity Fund Implementation

- A Approve the Rural England Prosperity Fund (REPF) Addendum (Appendix 2)
- B Delegate authority to the Executive Director for Economy and Growth to approve in consultation with Local Authority partners, the Chief Finance Officer and Monitoring Officer, minor changes as set out in Appendix 1a and 1b.
- C Delegate authority to the Executive Director for Economy and Growth to approve the terms of Grant Funding Agreements associated with the delivery proposal (as set out in the REPF Addendum, Appendix 2) in consultation with the Chief Finance Officer and Monitoring Officer.
- D As the Accountable Body, the Combined Authority shall ratify all grant funding decisions made by the four District Authority panels, which shall include a Combined Authority Officer, with regards to Rural England Prosperity Funds & that all payments will be retrospectively paid by the Combined Authority to successful grant applicants on receipt of valid evidence of payments being made and checks being completed by the District Authorities.

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Agenda Item 11



**South
Cambridgeshire**
District Council

Report to:	Council	5 October 2023
Lead Cabinet Member:	Cllr Bridget Smith	
Lead Officer:	Liz Watts, Chief Executive	

Oxford to Cambridge Pan Regional Partnership

Executive Summary

1. This report provides an update on the work of the Oxford to Cambridge Pan Regional Partnership.

Recommendations

2. It is recommended that Council notes the report.

Details

3. Oxford to Cambridge Pan Regional Partnership Board meeting

4. On 14 September 2023 the PRP Board met for the first time, with representatives from local government, universities, and non-executive directors. The board discussed a wide range of issues. All of the board papers (including a recording of the meeting) can be found here: [Oxford to Cambridge Partnership Board 14 September 2023: agenda and papers combined](#)
5. The Board approved the business case for a Data Observatory which will create and maintain a data portal providing stakeholders with easy access to raw data resources and analyst support and set out the regional opportunities and challenges to inform the partnership. The Oxford to Cambridge Data Observatory (ODO) aims to be a service providing transparent, unbiased, high quality, and frequently updated economic and environmental evidence, equipped with robust research and analytical capability to support our partners in policy, business case development and project monitoring, all managed through a central team.
6. The Board approved the following projects and programmes to be taken forward by the Environment Sub-Group:
 - a. Refreshing the agreed Environmental Principles to reflect changes in the policy landscape and articulate regional aspirations for environmentally progressive sustainable growth.
 - b. Acting as a facilitator and convenor in supporting the delivery of the Environment Agency's Integrated Water Management Framework programme and its delivery.

- c. Establishing a green finance mechanism to explore the opportunity for large landscape and catchment-scale investment opportunities, which delivers the Government's (DEFRA's) Finance in Nature paper published in March 2023. There is potential to develop experimental "Environmental Net Gain" methodologies and "credit" mechanisms appropriate to large landscape-scale catchment-based opportunities.
- d. Cross-boundary Local Nature Recovery Strategy Compliance Support, facilitating and engaging the region's Nature Partnerships with Natural England and other stakeholders to support compliance with legal requirements, share knowledge and expertise, and develop good practice. There are strong linkages with Biodiversity Net Gain through this topic area.
- e. Developing and articulating a vision for a South Midlands Community Forest. Previously identified by the region's Local Nature Partnership and achieving the ambitions of the Environment Principles, this project will seek to increase tree canopy coverage and develop green infrastructure through a regional community forest based on the achievements of the Community Forest of Marston Vale and which builds on initiatives taking place across the area.
- f. Using the region's satellite and drone expertise, to explore opportunities to develop innovative tools and techniques that quantify and monitor habitat condition and quality.
- g. Identifying best practices and exemplars about incorporating people, nature and biodiversity in the built environment for partners to access at their discretion.
- h. Integrating the Local Natural Capital Plan Website into the Oxford to Cambridge Partnership website and data observatory work programme to offer enhanced regional mapping capabilities and data collection opportunities.
- i. Engaging with organisations across the electricity distribution network to unlock opportunities to create a flexible distribution system. This partner-led project will examine known electricity supply constraints and seek to establish a roadmap that provides certainty to investors and stakeholders.
- j. Investment in regionally significant environmental infrastructure while developing farming clusters and sustainable land management practices. The direct intervention and investment in the region's environmental infrastructure has strong linkages with Nature Finance and remote habitat monitoring, with the additional opportunity of establishing best practise in sustainable farmland management.

7. The Board approved plans for an All-Partner Conference to be held on Friday 24th November at The Ridgeway Centre, Wolverton, Milton Keynes.

Implications

8. In the writing of this report, taking into account financial, legal, staffing, risk, equality and diversity, climate change, and any other key issues, the following implications have been considered:-

Financial

9. The Oxford to Cambridge Partnership has funding from government of £2,500,000 over the next two financial years, subject to business cases being agreed. As part of accessing this funding local contributions are required, both in officer time and in cash contributions. Last financial year's contribution was £4,000. This contribution has been provided for within the Council's 2023/24 proposed budget.

Legal

10. Cabinet formally confirmed its membership of the partnership at its May 2023 meeting.

Risks/Opportunities

11. The partnership offers the Council the opportunity to work at a regional level to shape and influence strategy and ensure that the voice of residents is kept at the forefront of policy and projects as they emerge. The cost to the Council of being in the partnership is relatively small (when considering both financial cost and officer time) and the risk of being part of the Partnership is therefore low.

Climate Change

12. The priorities of the Partnership are focussed on supporting delivery of clean, green and inclusive economic growth as well as delivering increased environmental gain and benefits from this growth for our communities now and in the future. The implications of supporting the Partnership would be to benefit from a wider, strategic approach to delivery of its sustainable, climate impact reducing priorities.

Alignment with Council Priority Areas

Growing local businesses and economies

13. This is a key workstream of the PRP.

Being green to our core

14. This is a key workstream of the PRP.

Background Papers

The partnership's website can be found here: [OxCamPartnership \(oxford-cambridge-partnership.info\)](https://oxcampartnership.info)

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