

## **PETERBOROUGH CITY COUNCIL SUMMONS TO A MEETING**

You are invited to attend a meeting of the Peterborough City Council, which will be held in the Council Chamber, Town Hall, Peterborough on

**WEDNESDAY 25 JULY 2018 at 7.00 pm**

### **AGENDA**

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| <b>1. Apologies for Absence</b>                                      |               |
| <b>2. Declarations of Interest</b>                                   |               |
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| <b>(b) Minutes of the Annual Council Meeting Held on 21 May 2018</b> | <b>7 - 16</b> |

#### **COMMUNICATIONS TIME**

- 4. Mayor's Announcements**
- 5. Leader's Announcements**

#### **COMMUNITY INVOLVEMENT TIME**

- 6. Questions from Members of the Public**
- 7. Petitions**
  - (a) Presented by Members of the Public**
  - (b) Presented by Members**
- 8. Questions on Notice**
  - (a) To the Mayor**
  - (b) To the Leader of Member of the Cabinet**
  - (c) To the Chair of any Committee or Sub-Committee**
  - (d) To the Combined Authority Representatives**

#### **RECOMMENDATIONS AND REPORTS**

- 9. Executive and Committee Recommendations to Council**

- (a) **Cabinet Recommendation - Medium Term Financial Strategy 2019/20 to 2021/22 - Tranche One** 17 - 18

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- (b) **Audit Committee Recommendation - Annual Report 2017/18** 19 - 34

- (c) **Adults and Communities Scrutiny Committee Recommendation - New Council House Provision** 35 - 44

- (d) **Constitution and Ethics Committee - Code of Conduct** 45 - 60

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10. **Questions on the Executive Decisions Made Since the Last Meeting** 91 - 102

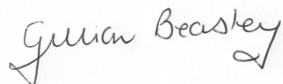
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- (a) **Allocation of Seats to Political Groups and Committee Chairmanship Update** 181 - 186



Chief Executive

17 July 2018  
Town Hall  
Bridge Street  
Peterborough

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**MINUTES OF THE ANNUAL COUNCIL MAYOR MAKING MEETING  
HELD MONDAY 21 MAY 2018  
COUNCIL CHAMBER, TOWN HALL, PETERBOROUGH**

**Present:**

Councillors Ali, Allen, Ash, Ayres, Barkham, Bashir, Bisby, Bond, Brown, Bull, Casey, Cereste, Coles, Dowson, Ellis, Farooq, Ferris, Fitzgerald, Fuller, John Fox, Judy Fox, Goodwin, Harper, Hemraj, Hiller, Hogg, Holdich, Howell, Hussain, Amjad Iqbal, Azher Iqbal, Jamil, Jones, Joseph, King, Lane, Lillis, Mahabadi, Martin, Nadeem, Gul Nawaz, Shaz Nawaz, Over, Rush, Saltmarsh, Sandford, Seaton, Serluca, Shaheed, Simons, Smith, Stokes, Warren, Walsh, and Whitby

**1. Apologies for Absence**

Apologies for absence were received from Councillor Davidson.

**2. Election of the Mayor for 2018 / 2019**

The Retiring Mayor, Councillor David John Fox, requested nominations for the election of Mayor for 2018 / 2019.

Councillor Ash was nominated by Councillor Saltmarsh, and this was seconded by Councillor Holdich.

There being no other nominations, Councillor Ash was duly elected Mayor for the Municipal Year 2018 / 2019.

The Mayor made and signed his Declaration of Office and the retiring Mayor, Councillor John Fox invested the Mayor with his Chain of Office and retiring Mayoress, Councillor Judy Fox, invested the Mayoress, Ms Doreen Roberts, with her Chain of Office.

**3. Election of the Deputy Mayor for 2018 / 2019**

The Mayor invited nominations for the election of Deputy Mayor for 2018 / 2019.

Councillor John Fox was nominated by Councillor Lane and this was seconded by Councillor Fitzgerald.

There being no other nominations, Councillor John Fox was duly elected Deputy Mayor for the Municipal Year 2018 / 2019.

The Deputy Mayor made and signed his Declaration of Office. The Mayor invested the Deputy Mayor with his Chain of Office and the Mayor invested the Deputy Mayoress, Councillor Judy Fox, with her Chain of Office.

**4. Investiture of Badges of Office and Vote of Thanks to the Retiring Mayor**

Councillor Holdich proposed a vote of thanks to the retiring Mayor, Councillor John Fox and highlighted the fantastic role he had played as an ambassador for the city. He had worked hard to expand relationships, encourage local businesses and promote the work

of the Combined Authority. Councillor Holdich congratulate the retiring Mayor on the events he had hosted throughout his year in office, many of which had raised money for his charities. The retiring Mayor was further congratulated for his work with the Armed Forces Partnership Board, which had received the Armed Forces Bronze Award. This vote of thanks was seconded and endorsed by Councillor Fitzgerald.

Group Leaders endorsed the vote of thanks, commenting that the money raised through the year was a remarkable achievement. The retiring Mayor was praised for his representation in and out of Peterborough in highlighting the positive work of the authority. It was felt he operated with a humility and a sense of duty, while still maintaining his role as a ward Councillor.

The Mayor added that the retiring Mayor had handled a number of difficult meetings with good grace and patience, something that he was endeavour to emulate. Working with him as Deputy Mayor had been a good apprenticeship and hoped they would continue to work well as a team in the future.

Councillor John Fox responded to the vote of thanks by thanking those that had elected him as Mayor. He had enjoyed the role, taking only six days off in the first six months. Councillor Fox went on to thank his deputies and wished them all the best. He extended special thanks to the civic team, the Chief Executive, the Monitoring Officer, Head of Constitutional Services and the Democratic Services team for guiding him through some tough meetings. The retiring Mayor also thanked his charities, Mayor's Cadet and Chaplin for their work.

The Mayor invited Councillor John Fox to receive his Past Mayors Badge in recognition of his service to the city during his term of office. Upon receiving his Past Mayors Badge, Councillor John Fox presented the retiring Mayoress, Councillor Judy Fox, with her gift, the retiring Deputy Mayor, councillor Ash, with his badge of office, the retiring Deputy Mayoress, Ms Doreen Roberts, with her gift, and the retiring Mayor's Cadet, Caitlin Vinicombe, the Mayoral Services Manager, Sue Proctor, and the Mayoral Services Officer, Michelle Sams, with their Mayor's Awards.

The Mayor announced his priorities for the year. This included the Mayor's theme for his year in officers as 'a city in harmony'. In line with this he would continue to work with all groups, peoples and communities to build on the strengths of the Council's Community Cohesion Strategy. The Mayor's Charities for 2018 – 2019 were announced as the Light Project, the Alzheimer's Society, and the Deaf Blind Group. The Mayor further announced that he would have a dedicated Chaplain to lead prayers but, with the assistance of the interfaith groups, would arrange to have a different religious representative at each Council meeting. His Cadet for the year would be Safoorah Umar from the Police Cadets.

6.30pm – 7:10pm  
Mayor

**RECORD OF OUTCOMES OF THE ANNUAL COUNCIL MEETING  
HELD MONDAY 21 MAY 2018  
COUNCIL CHAMBER, TOWN HALL, PETERBOROUGH**

**THE MAYOR – COUNCILLOR ASH**

**Present:**

Councillors Aitken, Ali, Allen, Ash, Ayres, Barkham, Bashir, Bisby, Bond, Brown, Bull, Casey, Cereste, Coles, Dowson, Ellis, Farooq, Ferris, Fitzgerald, Fuller, John Fox, Judy Fox, Fower, Goodwin, Harper, Hemraj, Hiller, Hogg, Holdich, Howell, Hussain, Amjad Iqbal, Azher Iqbal, Jamil, Jones, Joseph, King, Lane, Lillis, Mahabadi, Martin, Murphy, Nadeem, Gul Nawaz, Shaz Nawaz, Over, Rush, Saltmarsh, Sandford, Seaton, Serluca, Shaheed, Simons, Smith, Stokes, Warren, Walsh, and Whitby

**5. Apologies for Absence**

Apologies for absence were received from Councillor Davidson.

**6. Declarations of Interest**

There were no declarations of interest received.

**7. Minutes of the Meeting Held on 7 March 2018**

The minutes of the meeting held on 7 March 2018 were approved as a true and accurate record.

**8. Mayor's Announcements**

There were no announcements from the Mayor.

**9. Additional Report - Report of the Returning Officer**

The Mayor agreed to take this report as an additional item, due to the requirement set out in the Council's Standing Orders to consider the report of the Returning Officer at the Annual Council meeting.

A vote was taken (unanimous) and it was **RESOLVED** that the Council noted the results of the Local Elections held on Thursday 3 May 2018 (**Appendix 1** to the report).

**10. Political Groups and Group Officers 2018 / 2019**

A vote was taken (unanimous) and it was **RESOLVED** that the Council noted the membership of political groups (**Appendix 1** to the report) and their officers for 2018 / 2019 (**Appendix 2** to the report).

**11. Appointment of the Executive and the Leader's Scheme of Delegation**

A vote was taken (unanimous) and it was **RESOLVED** that the Council:

1. Noted the decision of Full Council on 15 May 2015 'to elect Councillor John Holdich as Leader of the Council for a period of four years'.

Councillor Holdich reflected on the successes of last year and named his cabinet members and advisors for the year ahead. He outlined their responsibilities and the key areas addressed in the previous year. These included:

- Councillor Wayne Fitzgerald – Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health
- Councillor Diane Lamb – Cabinet Member for Public Health
- Councillor Marco Cereste – Cabinet Member for Waste and Street Scene
- Councillor Sam Smith – Cabinet Member for Children's Services
- Councillor Lynne Ayres – Cabinet Member for Education, Skills and University
- Councillor David Seaton – Cabinet Member for Resources
- Councillor Peter Hiller – Cabinet Member for Growth, Planning, Housing and Economic Development
- Councillor Irene Walsh – Cabinet Member for Communities
- Councillor Steve Allen – Cabinet Adviser to the Leader
- Councillor Howard Fuller – Cabinet Adviser for Commercial Strategy and Investments

Councillor Holdich proposed that the relevant scrutiny group set up a task and finish group to look into waste policy and fly tipping under the leadership of the Cabinet Member for Waste and Street Scene. It was also proposed to investigate the setting up of a local company to supply these services to the residents of Peterborough.

Councillor Holdich further advised that the Cabinet Adviser for Commercial Strategy and Investments set up a small cross party working group to create a new commercial and investment strategy. The Cabinet Member for Growth, Planning, Housing and Economic Development would set up a working group to investigate if planning policies were robust enough to ensure good air quality.

Councillor Fitzgerald seconded the recommendations and reserved his right to speak.

The Mayor invited Group Leaders and Members to comment on Councillor Holdich's proposals. In summary, key points raised included:

- It was requested that Members worked together and showed due respect for one another to drive up standards of Member behaviour.
- It was expected that local trade and small businesses would be the focus for the forthcoming year.
- In anticipation of the building of a university in the area, it was considered that this would provide the skills to serve Peterborough in the years to come.
- The Labour Group Leader advised that a Shadow Cabinet had been established including a specific post with responsibility for the university.
- It was noted that the proposed Cabinet membership was near the maximum number allowed under statute.
- Members expressed their approval at the consideration of waste services returning to the Council and expressed a wish that this was reflected in local communities as fly tipping continued to be a major issue.
- Members agreed that attention should be given to the problem of rough sleepers.
- It was felt that in the past focus had been provided on the city centre rather than residential areas and the delivery of basic services to local people.
- Members were happy to focus on the issues of air quality.



- It was noted that the Health Budget had been cut by 80%.
- Members highlighted that there was a perception of high levels of drug dealing and anti-social behaviour on the streets and it was felt that people needed to be assured of their safety with Police and Prevention and Enforcement Service officers being more evident in both city centre and the outlying districts.

Councillor Fitzgerald exercised his right to speak as seconder of the recommendations. In so doing he endorsed the comments previously made and reinforced that much was already being done on the issues raised. Councillor Fitzgerald felt that the Labour Groups participation in the budget working group process was lacking and that the university was a Conservative initiative. He acknowledged comments made by the Group Leaders and asked that any ideas to solve the city's issues could be put forward. Councillor Fitzgerald reminded Members that they were all here to serve the public to the best of abilities.

Councillor Holdich summed up and advised that the Council was operating in difficult times. He welcomed ideas to work collaboratively to save money and allow spending on items the local residents wanted. In response to comments made regarding behaviour Councillor Holdich had proposed the formation of a Constitution and Ethics Committee to consider Member conduct. It was advised that much had been done to retain business within local companies within the scope of the terms in which the council can operate and this will continue. In relation to fly tipping, several patterns had been noticed that could be addressed and new technology was being considered for the new recycling facilities to make the recycling centres easier for everyone to use.

Following a number of technical difficulties experienced with the electronic voting system. The Mayor suggested that this be raised at the Group Leaders meeting.

A vote was taken (44 in favour, 8 against, 1 abstaining, and 2 no votes) and it was **RESOLVED** that the Council:

2. Noted the appointment of the Cabinet and the Leader's Scheme of Delegation to Cabinet Members and officers (**Appendix 1** and **Appendix 2** to the report).
3. Noted that the Constitution would be updated to include the Leader's Scheme of Delegation to Cabinet Members and officers (**Appendix 1** and **Appendix 2** to the report).

## 12. Committee Structures 2018 / 2019

Councillor Holdich moved the recommendations as detailed within the report and in so doing explained that the key change was the addition of the Constitution and Ethics Committee. This would comprise seven Members, politically proportioned and would be responsible for changes to the constitution together with standards and complaints against Members.

Councillor Fitzgerald seconded the recommendations and reserved his right to speak.

Members debated the recommendations. In summary, key points raised included:

- Members expressed their support for the additional committee and advised that they hoped there would not be additional costs incurred in the form of Special Responsibility Allowance for the Chair.
- It was noted that the Children and Education Scrutiny Committee had no representative from the Muslim faith and Councillor Holdich agreed to take this suggestion forward.

Councillor Fitzgerald exercised his right to speak as seconder of the recommendations and endorsed his support for the new committee.

Councillor Holdich summed up and advised that there were no additional costs associated with the Constitutional and Ethics Committee.

A vote was taken (unanimous) and it was **RESOLVED** that the Council:

1. Appointed the following Committees for the 2018/2019 municipal year:

Ordinary Committees subject to political balance seat allocations:

Growth, Environment and Resources Scrutiny Committee  
Adults and Communities Scrutiny Committee  
Health Scrutiny Committee  
Children and Education Scrutiny Committee  
Employment Committee  
Licensing Committee (Regulatory)  
Planning and Environmental Protection Committee  
Appeals and Planning Review Committee  
Audit Committee  
Corporate Parenting Committee  
Constitution and Ethics Committee

Other bodies to which Section 15 LGHA does not apply

Health and Wellbeing Board  
Licensing Committee (Licensing Act 2003)

2. Agreed the committee terms of reference set out in the Regulatory Committee Functions and the Overview and Scrutiny Functions (**Appendix 1** and **Appendix 2** to the report).

### **13. Political Balance and Allocation of Committee Seats**

Councillor Holdich moved the recommendations and in so doing advised that the political balance for all committees had been agreed by Group Leaders as included in the additional information pack.

Councillor Fitzgerald seconded the recommendations and reserved his right to speak.

Members debated the recommendations and noted that the selection of committee members remained within the law.

Councillor Fitzgerald exercised his right to speak as seconder of the recommendations and suggested that if Members had concerns over the legalities they take it up with the Legal Team after the meeting.

A vote was taken (unanimous) and it was **RESOLVED** that the Council:

1. Noted that there were 109 seats on committees.
2. Agreed the allocation of seats on those committee subject to political balance arrangements (**Appendix 1** to the report).
3. Agreed the allocation of seats on those committees not subject to political balance arrangements (**Appendix 2** to the report).

#### 14. **Appointments to Committees**

Councillor Holdich moved the recommendations as set out in the report and advised that all appointments had been proposed by Group Leaders.

Councillor Fitzgerald seconded the recommendations and reserved his right to speak.

Members debated the recommendations and asked if the vacancies still existed for the two Parent Governor Representative Roles for the Education Co-opted Members and what measures had been taken to invite School Governors to apply.

Councillor Fitzgerald exercised his right to speak as seconder of the recommendations and suggested that any concerns over Parent Governor Representative Roles be discussed with Councillor Ayres outside of the meeting.

Councillor Holdich summed up by endorsing the comments made by Councillor Fitzgerald.

A vote was taken (unanimous) and it was **RESOLVED** that the Council:

1. Agreed the appointments to those committees where the allocation of seats had been determined under Agenda Item 9 'Political Balance and Allocation of Committee Seats (**Appendix 1** to the report).
2. Appointed the Chair and Vice-Chair of each of the Council's committees (**Appendix 1** to the report).
3. Confirmed the non-elected membership of committees, as described at paragraphs 4.1 to 4.7 of the report.
4. Authorised the Monitoring Officer as Proper Officer, in respect of any other appointments to be made, to carry out the wishes of the Leaders of Political Groups in allocating Members to committee, and to appoint those Members with effect from the date at which the Proper Officer is advised of the names of such Members.

#### 15. **Appointments and Nominations to Other Authorities and Outside Bodies**

Councillor Holdich moved the recommendations and in so doing advised that the appointments and nominations to other authorities and outside bodies was an executive function and would therefore be determined by him as Leader in due course.

Councillor Fitzgerald seconded the recommendations and reserved his right to speak.

Members debated the recommendations. In summary, key points raised included:

- It was queried what process was followed when disputes arose relating to nominations to outside bodies, as the constitution provided for two conflicting routes.
- It was further suggested that this matter be highlighted to the new Constitution and Ethics Committee.
- The Legal Officer confirmed that officers were aware of the discrepancy in the constitution and the matter would be added to the Constitutional and Ethics Committee agenda.

A vote was taken (unanimous) and it was **RESOLVED** that the Council:

1. Made the following appointments or nominations for the 2018 / 2019 municipal year:
  - (a) Appoint the Leader of the Council to act as the Council's appointee to the Cambridgeshire and Peterborough Combined Authority and one substitute member (**Appendix 3** to the report).
  - (b) Nominate two members to the Cambridgeshire and Peterborough Combined Authority Overview and Scrutiny Committee, and two substitute members from the same political parties as those nominated (**Appendix 3** to the report).
  - (c) Nominate one member Cambridgeshire and Peterborough Combined Authority Audit and Governance Committee and one substitute member from the same political party (**Appendix 3** to the report).
  - (d) Appoint three members to the Police and Crime Panel and three substitute members from the same political parties as those appointed (**Appendix 3** to the report).
  - (e) Appoint four members to the Fire Authority and four substitute members from the same political parties as those appointed (**Appendix 3** to the report).
2. Authorised the Monitoring Officer as Proper Officer, in respect of any other appointments or nominations to be made, to carry out the wishes of the Leaders of the Political Groups in allocating Members to other authorities and appoints those members with effect from the date at which the Proper Officer is advised of the names of such Members.

## **16. Executive and Committee Recommendations to Council**

### **(i) Cabinet Recommendation – Report of the Task and Finish Group to Assist the Development of a New Homelessness Strategy**

Councillor Hiller moved the recommendations and in so doing advised that there had been an escalation in homelessness presentations. Going forward the emphasis for the Council would be on those people who had lost or were losing their homes rather than rough sleepers or those on the council home waiting list. Councillor Hiller expressed his thanks to those who had assisted in compiling the report, which had the primary focus of preventing homelessness. It was advised that nearly 80,000 households were in temporary accommodation nationwide at the end of last year. The government had recently announced an increase in the value of the Flexible Homeless Support Grant to be paid to Peterborough in 2019 / 2020 in addition to the new funding made available to support the introduction last month of the Homelessness Act.

Councillor Walsh seconded the recommendations and reserved the right to speak.

Members debated the recommendations. In summary, key points raised included:

- It was suggested that timescales and costs were needed within the proposal to measure against the objectives to ensure they were met.
- Comment was made that the report didn't mention the desperate need for

housing stocks in the city and the shortage of affordable homes or plans to increase such stock included in the report.

- Members expressed appreciation for the work currently carried by housing officers.
- Members were disappointed at the way they considered the Council had acted slowly in tackling homelessness.
- It was considered that the homelessness situation was the worst it had ever been in Peterborough, which had the highest number of homelessness reports in the region whilst having a 9% empty property rate.
- Members recalled that at the previous Council meeting there was a motion to be debated on homelessness however, due to the guillotine, there was no discussion on this motion and it was defeated. The press had suggested that this motion would have eradicated homelessness in Peterborough.
- It was noted that funds had been allocated in the budget for housing.
- Members considered that the report outlined a clear action plan that gave, dates, times and actions up to 2019.
- It was advised that homelessness and rough sleeping were two different issues.
- Comment was made that more temporary accommodation was provided now than in the past.

Councillor Walsh exercised her right to speak as seconder of the recommendations and reinforced the comments made by members regarding the action plan within the report. Homelessness was a condition that needed to be tackled together with other complex issues that, if it was felt, could not be solved simply by giving someone shelter for the night. Work had continued for some time with the Light Project which had been adopted as one of the Mayors Charities this year.

Councillor Hiller summed up and advised that he wished to balance comments made earlier and, as such, noted that the 10 worst local authorities for keeping people in temporary accommodation were Labour controlled both inside and outside London.

A vote was taken (51 in favour, 2 against, 3 abstaining) and it was **RESOLVED** that the Council approved the report of the Task and Finish Group to Assist in the Development of a new Homelessness Strategy and the recommendations contained within.

## (ii) **Audit Committee Recommendation – Changes to the Constitution**

Councillor Aitken moved the recommendations in so doing advised that the Audit Committee had considered and recommended that the Petitions Scheme was amended to reorder the debate process so that proposals are moved prior to debate, that the updated Council Standing Orders were accepted on the postponement or cancellation of meetings and the electronic voting process, and that the Member Officer Protocol was amended to include expectations when working across ward boundaries.

Councillor Over seconded the recommendations and reserved his right to speak.

Members debated the recommendations. In summary, key points raised included:

- It was noted that Members were often advised of issues outside their ward

when people knew that they were Members and therefore assumed they could help.

- Comment was made that the recommendation ill thought through.
- There were strong objections to the wording of the Member Officer Protocol, which was felt to be routinely ignored by Members and officers.
- It was noted that group representatives on committees should receive regular briefings from the directors of the relevant service, however this had not happened.
- It was suggested that rules around cross ward working were not common practice across the country with only two councils having this provision in their constitution, one of which specifically excluded case work arising from canvassing.
- Comment was made that the proposal was impractical and unenforceable.
- It was questioned whether the passing of case work onto other Members breached the General Data Protection Regulation (GDPR).
- Members felt that common sense and courtesy should be upheld within all dealings without reference to party politics.
- It was advised that parliamentary protocol dictated that MPs did not work within another area without advising each other they are doing so.
- Comment was made that those in temporary accommodation were unlikely to know who their ward councillor was and many people were not registered to vote.
- The Member Officer Protocol had been discussed by Members from all parties at the Governance Board.
- It was suggested that some Members were actively seeking out issues in other wards to target them specifically in order to win the seat, and prospective candidates were being encouraged to do this.
- It was further noted that parish councils operated across ward boundaries.

Councillor Over exercised his right to speak as seconder of the recommendations and commented that the changes to the Petition Scheme were reasonable to make it easier for the public to follow what was being done. Training in Planning and Licensing was considered a legal obligation. Councillor Over commented that the electronic voting system should have been working correctly given the length of time it had been in place. Councillor Over felt that officers needed to contact Members on a more regular basis to improve communication.

A recorded vote was taken the proposals (47 in favour, 7 against, 0 abstaining, 5 not voting):

**Councillors For:** Aitken, Ali, Allen, Ayres, Bashir, Bisby, Bull, Casey, Cereste, Coles, Ellis, Farooq, Ferris, Fitzgerald, Fuller, John Fox, Judy Fox, Goodwin, Harper, Hemraj, Hiller, Holdich, Howell, Hussain, Amjad Iqbal, Azher Iqbal, Jamil, Jones, Joseph, King, Lane, Mahabadi, Martin, Murphy, Nadeem, Gul Nawaz, Shaz Nawaz, Over, Rush, Seaton, Serluca, Simons, Smith, Stokes, Warren, and Walsh

**Councillors Against:** Barkham, Hogg, Lillis, Sandford, Saltmarsh, Bond, and Shaheed

**Councillors Abstaining:** Nil

**Councillors Not Voting:** Ash, Brown, Dowson, Fower, and Whitby

It was **RESOLVED** that the Council approved:

1. The updated Petitions Scheme set on in **Appendix 1** to the original Audit Committee report.
2. Changes to the Council Standing Orders set out in **Appendix 1** to the supplementary Audit Committee report.
3. The insertion of the wording to the Member Officer Protocol:  
“Members will normally, as a courtesy, keep Ward Councillors advised of matters in the ward in which the resident they are dealing with lives. There may be circumstances where urgent or immediate action needs to be taken (such as safeguarding or health and safety issues) which means this communication/information sharing is retrospective.”

#### **17. Calendar of Meetings 2018 / 2019**

A vote was taken (unanimous) and it was **RESOLVED** that the Council approved the Calendar of Meetings (**Appendix 1** to the report) for 2018 / 2019.

The Mayor  
7.45pm – 10.00pm  
21 May 2018

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<b>COUNCIL</b>	<b>AGENDA ITEM No. 9(a)</b>
<b>25 JULY 2018</b>	<b>PUBLIC REPORT</b>

Cabinet Member(s) responsible:	Councillor David Seaton, Cabinet Member for Resources)	
Contact Officer(s):	Peter Carpenter, Acting Director of Corporate Resources Kirsty Nutton, Head of Corporate Finance	Tel. 452520 Tel. 384590

## **EXECUTIVE AND COMMITTEE RECOMMENDATIONS TO COUNCIL**

### **(a) MEDIUM TERM FINANCIAL STRATEGY 2019/20 TO 2021/22 - TRANCHE ONE**

Cabinet at its meeting on 16 July 2018 received a report which formed part of the council's formal Budget and Policy Framework. The report enabled Cabinet to initiate and propose service proposals and updated assumptions to set a balanced and sustainable budget for the financial years 2019/20 to 2021/22. There is a legal requirement to set a balanced budget for 2019/2

#### **It is recommended that Council approves:**

1. The Tranche One service proposals, outlined in Appendix D.
2. The updated budget assumptions, to be incorporated within the Medium Term Financial Strategy 2019/20- 2021/22. These are outlined in section 5 of the report.
3. The revised capital programme approach outlined in section 5.8 and referencing Appendix C.
4. The additional resourcing of £1.4m, required to deliver transformation projects, in order to achieve future financial benefits. These are outlined in section 5.6 of the report.
5. The Medium Term Financial Strategy 2019/20-2021/22- Tranche One, as set out in the body of the report and the following appendices:
  - Appendix A – 2019/20-2021/22 MTFS Detailed Budget Position- Tranche One
  - Appendix B – Performance Data
  - Appendix C – Capital Schemes
  - Appendix D – Budget Consultation Document, including Budget Proposals
  - Appendix E – Equality Impact Assessments
  - Appendix F – Budget Consultation Feedback

The original Cabinet report is set out in the [Budget Book](#) for the Cabinet meeting on 16 July 2018.

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<b>COUNCIL</b>	AGENDA ITEM No. 9(b)
<b>25 JULY 2018</b>	<b>PUBLIC REPORT</b>

## **ANNUAL REPORT OF THE AUDIT COMMITTEE**

<b>R E C O M M E N D A T I O N S</b>
<b>FROM : Chair of the Audit Committee</b>
That Council notes the work carried out by the Audit Committee in improving the governance arrangements across the Council.

### **1. PURPOSE AND REASON FOR REPORT**

- 1.1 This report refers to and contains, at **Appendix 1**, an Annual Audit Committee Report for 2017 / 2018. The Annual Report shows the Audit Committee has successfully met fulfilled its terms of reference and has helped to improve the Council's governance and control environments.

### **2. BACKGROUND AND CONSULTATION**

- 2.1 The Audit Committee's Terms of Reference and best practice as contained in the CIPFA document "A Toolkit for Local Authority Audit Committees" require the Audit Committee to complete an annual report. A copy the Annual Report is attached at **Appendix 1**. It shows key information relating to the Committee, its achievements during the year and key targets going forward.
- 2.2 The report was discussed in draft at the latest Audit Committee (26 March 2018) to reflect on its business for the Municipal Year. Following its agreement, the report is presented to Council to raise the awareness of the works of the Committee in scrutinising and challenging the processes in place to govern the organisation.

### **3. IMPLICATIONS**

- 3.1 Financial implications - There are no financial implications and the preparation of the report is in line with best practice.
- 3.2 Legal implications - Good governance is wholly related to the achievement of the objectives in the Councils Plan.
- 3.3 Equalities implications – There are no direct equalities implications arising from this report.

### **4. BACKGROUND DOCUMENTS**

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985)

- "A Toolkit for Local Authority Audit Committees", CIPFA, IPF, 2006
- Audit Committee agendas and minutes

### **5. APPENDICES**

Appendix 1: Audit Committee Annual Report 2017/18

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**(DRAFT) ANNUAL REPORT FROM  
THE CHAIRMAN OF AUDIT COMMITTEE  
2017 / 2018**

*Assurance*

*Governance*

*Accountability*

*Risk Management*

*Independence*

## **AUDIT COMMITTEE: ANNUAL REPORT 2017 / 2018**

**INTRODUCTION**

**MEMBERSHIP AND MEETINGS**

**KEY ACTIVITIES AND TRAINING DURING THE MUNICIPAL YEAR**

**PLANS FOR 2018 / 2019**

## FOREWORD FROM THE CHAIRMAN OF AUDIT COMMITTEE

I am pleased to provide the Audit Committee's Annual Report for the municipal year 2017 / 2018. The Council is requested to note the work carried out by the Audit Committee in improving the governance arrangements across the Council.

The report shows how the Audit Committee has continued to make a positive contribution to the Council's governance and control environments. These cover all aspects, such as internal control; risk management; internal audit; anti-fraud; external audit; and financial reporting. In addition, it also covers the remit of Member standards.

I would like to take this opportunity to give thanks to Committee Members and Officers for their contribution in supporting the Audit Committee's work during the year and my role as Chairman. Audit Committee Members have supported and challenged officers to ensure our risk, control and governance processes are effective and transparent. Officers have presented well-prepared reports and taken on suggestions to make sure the benefits of this Committee are passed onto our citizens.

Going forward, 2018 / 2019 will be a testing time for all Councils with the resources available becoming more important. How we risk manage our priorities, resources and partnerships will be vital, notwithstanding the risk of fraud. The Audit Committee holds a unique position to challenge and scrutinise the activities of the Council, with the support of Officers and my fellow Councillors, long may this continue.

With these new changes and a continuing trend to improve Council services a new Constitution and Ethics Committee has been formed to look at issues affecting the Council's Constitution and to look more in depth at Councillors conduct.

## INTRODUCTION

This is the 10<sup>th</sup> annual report produced by Peterborough City Council's Audit Committee. It is produced in accordance with latest best practice<sup>1</sup> and shows that the Council is committed to working as an exemplary organisation, operating the highest standards of governance. This report demonstrates how the Audit Committee has successfully fulfilled its terms of reference and has endeavoured to improve the Council's governance and control environments.

The Audit Committee was established by the City Council at its meeting in May 2006. Following its first year of operation, the membership was reduced from 10 to 7 members. The Membership had increased to 8 in 2015/16, but has since reduced from 2016/17 to 7.

The purpose of the Audit Committee is to provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the authority's financial and non-financial performance to the extent that it affects the Authority's exposure to risks and weakens the control environment, and to oversee the financial reporting process.

The key benefits of an Audit Committee can be seen as:

- Raising greater awareness of the need for internal control and the implementation of both internal and external audit recommendations;
- Increasing public confidence in the objectivity and fairness of financial and other reporting;
- Reinforcing the importance and independence of internal and external audit and similar review

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<sup>1</sup> Best practice as contained in the Chartered Institute of Public Finance and Accountancy (CIPFA) document "A Toolkit for Local Authority Audit Committees"

- processes; and
- Providing additional assurance through a process of independent and objective review.

The Terms of Reference for the Audit Committee can be found at **Annex A** of this report.

This report sets out the work undertaken by the Audit Committee for 2017 / 2018 and specifically highlights those areas where its scrutiny and review process has made a difference to performance. The Audit Committee has overseen good progress in all areas under its supervision.

Audit Committee members have had the opportunity to attend the Ernst & Young training conferences offered to Audit Committee Members across the East of England region.

## MEMBERSHIP AND MEETINGS

During 2016 / 2017, the Audit Committee met on the following dates:

- 26 June 2017
- 25 September 2017
- 20 November 2017
- 12 February 2018
- 26 March 2018

There is a cross representation of all parties in accordance with the make-up of the Council. The members for 2017 / 2018 were (excluding substitutes):

Table 1: Audit Committee Membership 2017 / 2018 :

Conservative	Peterborough Independent Forum	Liberal Democrats	Labour
Aitken (Chair) Over (Vice Chair) Bull	Sharp	Shaheed	S Nawaz (July onwards) Mahabadi Murphy (May – July)

Senior officers from the Council are also present, including the Interim Director of Law and Governance, Interim Corporate Director Resources, Service Director Financial Services, Chief Internal Auditor and the Head of Resilience. Dependent on the subject matter on the agendas, other officers will attend in addition to external representation from the Councils' External Auditors.

## KEY ACTIVITIES AND TRAINING DURING THE MUNICIPAL YEAR

### Background

The Audit Committee's original terms of reference covers 7 main areas:

- Internal Audit
- Internal Control and Corporate Governance
- Annual Accounts
- Risk management
- External Audit
- Counter Fraud and Irregularities
- Members Code of Conduct



## **Internal Audit**

### **2.2.1 Terms of Reference**

- 2.2.1.1** To consider the annual report and opinion of the Corporate Director Resources and a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the council's corporate governance arrangements.
- 2.2.1.2** To consider summaries of specific internal audit reports as requested.
- 2.2.1.3** To consider reports dealing with the management and performance of the providers of internal audit services.
- 2.2.1.4** To consider a report from internal audit on agreed recommendations not implemented within a reasonable timescale
- 2.2.1.9** To commission work from internal and external audit.
- 2.2.1.15** To consider the council's arrangements for corporate governance and agreeing necessary actions to ensure compliance with best practice.

26 June 2017

- *Capital and Treasury Outturn Report.* The report is submitted each year, as part of the financial reporting cycle. The purpose of the report was for the Audit Committee to consider the 2016/17 capital outturn and adherence to prudential indicators.
- *Annual Audit Opinion.* Internal Audit produces an Annual Audit Plan which forms the basis of their audit activity. Progress is noted throughout the year and an independent annual report is produced highlighting assurances obtained across the organisation as well as any misgivings into the effectiveness of controls. The report also sets out the teams' performance. Where standards have not been maintained across the Council, Audit Committee are provided with Executive Summaries of Audit reports for further scrutiny. Internal Audit concluded that they were able to provide reasonable assurance based on the work reviewed in the year.

20 November 2017

- *Internal Audit Mid-Year Opinion.* The Audit Committee received a half year progress report highlighting internal audit performance against targets and quality assurance results to enable it to review and comment on the work and performance of internal audit. Any areas reviewed which are considered to be weak or requiring attention following Internal Audit activity can result in officers from across the Council being held to account.

12 February 2018

- *Internal Audit Plan 2018/19 Planning Approach and emerging themes.* The Audit Committee noted the proposed work for internal audit in 2018/19

26 March 2018

- *Internal Audit Strategy.* The Committee received a report looking at Internal Audit strategic plans.

- *Review of Committee Effectiveness.* The Committee received a report providing Members with details of an internal assessment of the operations of the Audit Committee against best practice.

## **Internal Control and Corporate Governance**

### **2.2.1 Terms of Reference**

- 2.2.1.1** To consider the annual report and opinion of the Corporate Director Resources and a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the council's corporate governance arrangements.
- 2.2.1.5** To consider the external auditor's annual letter, relevant reports, and the report to those charged with governance.  
Regulatory Framework
- 2.2.1.10** To maintain an overview of the Council's constitution in respect of contract procedure rules, and Financial Regulations.
- 2.2.1.11** To review any issue referred to it by the Chief Executive or a Director, or any Council body.
- 2.2.1.14** To oversee the production of the authority's Annual Governance Statement and to recommend its adoption.
- 2.2.1.15** To consider the council's arrangements for corporate governance and agreeing necessary actions to ensure compliance with best practice.

26 June 2017

- *Draft Annual Governance Statement.* A key role of the Audit Committee is to oversee the Authority's control environment and its associated system of internal controls and assurance processes. The Audit Committee must satisfy itself that the Authority's assurance statements, in particular the Annual Governance Statement, properly reflect the risk environment and any actions needed to improve it. This is done through receiving and scrutinising reports on the relevant areas and calling officers to account where necessary.
- Audit Committee reviewed the draft Annual Governance Statement on 26 June 2017. The Committee agreed to final changes to the Statement prior to its inclusion in the Statement of Accounts.
- *Updates to the Constitution.* The Audit Committee received a report on updates to the Council's constitution, following referral from the Member, Officer Working Group (now Governance Board). The report sought the Committee's views on proposed amendments and updates to the Council's constitution, including Regulatory Committee Functions, Standing Orders, and Petitions Scheme. Members requested that the call-in for Planning Applications was less harsh and re-worded before being submitted to Council for approval.

25 September 2017

- *Treasury Management Mid-Year update.* The Committee received an update on the Treasury Management. In addition the Committee also noted the approval of use of loans within the officer's delegation scheme.

20 November 2017

- *Consultation on 2018/19 Treasury Management Strategy.* The Committee were provided a draft narrative of the Treasury Management Strategy 2018/19 to for comment and input on Treasury Management policies before receipt of a completed revised version in February 2018 once the Capital Programme for the next 10 years is agreed.

12 February 2018

- *Consultation on 2018/19 Treasury Management Strategy.* The Audit Committee received a more finalised version of the Treasury Management Strategy that was to be presented to Full Council in March 2018. The Audit Committee noted and approved the strategy.
- *Consultation on 2018/19 Asset Management Strategy.* The Audit Committee received a report on the Asset Investment Strategy. The Committee approved the strategy before approval at Full Council in March 2018.
- *Uncollectable Debts in excess of £10,000.* The Audit Committee noted the uncollectable debts and welcomed more frequent reports in the future.

26 March 2018

- *Updates to the Constitution:* The Audit Committee debated and analysed proposed updates to the Constitution, including formalising Member training, updates to the petition scheme and updates to the Member/Officer protocol
- *Consultants Policy:* The Audit Committee received and noted the updates to the Consultants Policy to ensure a more robust process is in place.

## **Annual Accounts**

### **2.2.1 Terms of Reference**

#### **Accounts**

- 2.2.1.16** To review the annual statement of accounts, specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the council.
- 2.2.1.17** To consider the external auditors report to those charged with governance on issues arising from the audit of the accounts.

26 June 2017

- *Draft Statement of Accounts for the Year ended 31 March 2017.* The Audit Committee reviewed and the Statement of Account on 26 June 2017 prior to its submission to the external auditors for audit. The Committee reviewed and commented on the Statement of Accounts prior to the Chief Finance Officer's (Sec 151 Officer) certification by the 30 June 2017.

25 September 2017

- Following scrutiny by External Audit, the *Audit of Statement of Accounts and Report to those charged with Governance* was submitted to the Audit Committee. The Committee received and approved the "Report to those charged with governance (ISA260) 2016/17 Audit" from Ernst & Young LLP, the

Council's external auditors; and received and approved the audited Statement of Accounts 2016/17.

20 November 2017

- *Impact of changed Statutory deadline for approval of statement of accounts.* The Committee agreed and noted the change of date to sign off the statement of accounts had moved to May 31. This means that the Audit Committee meeting in June 2018 will now be held in July 2018.

## **Risk Management**

### **2.2.1 Terms of Reference**

Regulatory Framework

- 2.2.1.12** To monitor the effective development and operation of risk management and corporate governance in the council.

20 November 2017

- *Risk Management Strategic Risk.* Audit Committee received a report of the strategic risks impact on the Council and the mitigating actions to address these. At the meeting the Committee were informed that a new working group was being headed by the Corporate Director Growth and Regeneration.

26 March 2018

- *Risk Management Strategic Risk.* Audit Committee received a report of the strategic risks impact on the Council and the mitigating actions to address these. At the meeting the Committee were informed that the new working group had agreed its terms of reference.
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## **External Audit**

### **2.2.1 Terms of Reference**

- 2.2.1.5** To consider the external auditor's annual letter, relevant reports, and the report to those charged with governance.
- 2.2.1.6** To consider specific reports as agreed with the external auditor.
- 2.2.1.7** To comment on the scope and depth of external audit work and to ensure it gives value for money.
- 2.2.1.8** To liaise with the Public Sector Audit Appointments Ltd (PSAA) over the appointment of the council's external auditor.
- 2.2.1.9** To commission work from internal and external audit.

26 June 2017

- *Audit Fees 2016/17.* The Audit Committee considered the proposed Audit Fees for 2017/18. The Audit Committee noted and commented on the proposed fees in keeping with previous years fees.
- *Ernst & Young Verbal update.* The Audit Committee received a short update on the work of the external auditors. The Committee noted the planned work for the year 2017/18.

25 September 2017

- *Response to Public Sector Audit Appointments Proposal to Ernst & Young as external auditors for 5 years from 2018/19.* The Committee were asked to confirm the appointment of Ernst & Young as external auditors for a period of five years from 2018/19.

20 November 2017

- *Ernst & Young Annual Audit Letter for year end 31 March 2017.* The Committee received a report on the annual findings letter of the external auditors.
- *Ernst & Young progress report.* The Audit Committee noted the progress made by the external auditors for the year 2017/18.

12 February 2018

- *External Audit Plan for end March 2018.* The Audit Committee received a report outlining the Audit Plan for Ernst and Young for end of March 2018. Members noted the report and agreed to the work carried out.
- *Certification of claims and returns annual report.* Audit Committee scrutinised and endorsed the Annual Audit and Inspection Letter in respect of 2016 / 2017 and Annual Grant Claims Certification.

26 March 2018

- *External Audit Progress report:* Audit Committee received a verbal update on the progress of EY in terms of the 2017/18 statement of accounts.
- *Sector update:* EY presented to the Committee an update of the overall sector for the beginning of the 2018/19 first quarter

## **Counter Fraud & Irregularities**

### **2.2.1 Terms of Reference**

Regulatory Framework

- 2.2.1.13** To monitor the effective development and operation of risk management and corporate governance in the council.

26 June 2017

- *Fraud and Investigations Team Annual Report.* Audit Committee received an annual report highlighting counter fraud and irregularity work over the previous year. The Committee's review of the work and performance of the counter fraud team showed strong support and interest and requested to be provided with regular updates in terms of team resources.

26 June 2016 / 22 September 2016 / 21 November 2016 / 27 March 2017

- *Use of Regulation of Investigatory Powers Act 2000 (RIPA).* At its meeting held on 24 March 2014,

Audit Committee considered and agreed an alternative reporting mechanism which introduced a standing information item on each Audit Committee agenda in respect of the Use of Regulation of Investigatory Powers Act 2000 (RIPA). This meant that only when the RIPA power was utilised by PCC would there be a report presented to Audit Committee. To date there has been no RIPA use to report to Audit Committee. Ultimately, this change in reporting mechanism has permitted the Committee to work more efficiently and has avoided the presentation of repetitive reports.

12 February 2018

- *Use of Regulation of Investigatory Powers Act 2000 (RIPA)*. The Committee noted that RIPA had been used for surveillance cameras at a known fly-tipping point. The Committee noted that nothing had been filmed during the surveillance period.

26 March 2018

- *Counter Fraud Policies*. The Committee received a report in relation to the Council's policies to tackle fraud.

## **2.2.1 Terms of Reference**

### **Regulatory Framework**

- 2.2.1.10** To maintain an overview of the Council's constitution with the exception of those matters under the remit of the Executive or a regulatory committee.

### **Member Code of Conduct**

**2.2.1.18** Promoting and maintaining high standards of conduct by Councillors and co-opted members;

**2.2.1.19** Assisting the Councillors and co-opted members to observe the Code of Conduct;

**2.2.1.20** Advising the Council on the adoption or revision of the Code of Conduct;

**2.2.1.21** Monitoring the operation of the Code of Conduct;

**2.2.1.22** Advising, training or arranging to train Councillors and co-opted members on matters relating to the Code of Conduct

## **2.2.2 Terms of Reference of the Hearing Panel (Sub-committee to the Audit Committee)**

The Hearings Panel is a sub-committee of the Audit Committee. The Panel has the following functions:

- 1) When matters are referred by the Monitoring Officer granting dispensations to Councillors and co-opted members allowing them to (a) participate in the debate and / or (b) vote on any matter in which they have a disclosable pecuniary interest;
- 2) On matters being referred by the Monitoring Officer deciding whether complaints concerning members should be investigated;
- 3) Hearing complaints that have been referred to them by the Monitoring Officer pursuant to the Complaints procedure;
- 4) The agreement of relevant procedures for the undertaking of its functions, when appropriate to be included within the Constitution

## **Code of Conduct Complaints**

During the Civic year 2017/18 there were seven Council and one Parish council complaints received under the code of conduct.

## **Training**

Throughout the year, the provision of ongoing training to Members has been the cornerstone of developing Members (new and existing). During the year, officers provided presentations on:

- The preparation and scrutiny of the Statement of Accounts and the impact of International Financial Reporting Standards on these;
- General overview of the committee covering Information Governance; Regulation of Investigatory Powers Act (RIPA); Risk Management; Code of Conduct; and Whistleblowing.
- Ernst and Young have run two conferences for Audit Committee Members across the East of England regions.

In addition, members have access to a committee handbook which provides additional support / information.

## **FUTURE DEVELOPMENTS AND PLANS FOR 2018 / 2019**

Overall, the Audit Committee want to continue to develop and build on our current achievements. For 2018 / 2019 and this will involve:

- Continuing to drive up standards of corporate governance;
- Continuing to equip existing and any new Members to fulfil the Audit Committee's responsibilities by providing or facilitating training on all aspects of the Audit Committee's remit;
- Assisting and supporting officers to promote the work of the Audit Committee and the roles of internal audit, external audit and risk management;
- Supporting the continued production of high quality and compliant statutory accounts;
- Helping to further increase awareness within the Council of its governance arrangements, with particular emphasis on information and tackling fraud and corruption; and
- Providing effective challenge to officers, raising awareness for sound internal control arrangements and giving assurance to the Authority that its control arrangements are sound.
- A new Committee titled Constitution and Ethics Committee was agreed at Annual Council on 21 May 2018. This new Committee will take on some of the functions of the Audit Committee most notably it will now take on Standards Complaints and issues affecting the Council's constitution and code of conduct.

## 2.2 AUDIT COMMITTEE: TERMS OF REFERENCE<sup>2</sup>

### 2.2.1 Terms of Reference

- 2.2.1.1 To consider the annual report and opinion of the Corporate Director Resources and a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the Council's corporate governance arrangements.
- 2.2.1.2 To consider summaries of specific internal audit reports as requested.
- 2.2.1.3 To consider reports dealing with the management and performance of the providers of internal audit services.
- 2.2.1.4 To consider a report from internal audit on agreed recommendations not implemented within a reasonable timescale.
- 2.2.1.5 To consider the external auditor's annual letter, relevant reports, and the report to those charged with governance.
- 2.2.1.6 To consider specific reports as agreed with the external auditor.
- 2.2.1.7 To comment on the scope and depth of external audit work and to ensure it gives value for money.
- 2.2.1.8 To liaise with the Public Sector Audit Appointments Ltd (PSAA) over the appointment of the council's external auditor.
- 2.2.1.9 To commission work from internal and external audit.

### Regulatory Framework

- 2.2.1.10 To maintain an overview of the Council's constitution with the exception of those matters under the remit of the Executive or a regulatory committee.
- 2.2.1.11 To review any issue referred to it by the Chief Executive or a Director, or any Council body.
- 2.2.1.12 To monitor the effective development and operation of risk management and corporate governance in the council.
- 2.2.1.13 To monitor Council policies on "raising concerns at work" and the anti-fraud and anti-corruption strategy and the Council's complaints process.
- 2.2.1.14 To oversee the production of the authority's Statement on Internal Control and to recommend its adoption.
- 2.2.1.15 To consider the Council's arrangements for corporate governance and agreeing necessary actions to ensure compliance with best practice.

### Accounts

- 2.2.1.16 To review the annual statement of accounts, specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the council.
- 2.2.1.17 To consider the external auditors report to those charged with governance on issues arising from the audit of the accounts.

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<sup>2</sup> (Source: Constitution: Part 3, Delegations Section 2 - Regulatory Committee functions. Approved Annual Council)



### **Member Code of Conduct**

- 2.2.1.18** Promoting and maintaining high standards of conduct by Councillors and co-opted members;
- 2.2.1.19** Assisting the Councillors and co-opted members to observe the Code of Conduct;
- 2.2.1.20** Advising the Council on the adoption or revision of the Code of Conduct;
- 2.2.1.21** Monitoring the operation of the Code of Conduct;
- 2.2.1.22** Advising, training or arranging to train Councillors and co-opted members on matters relating to the Code of Conduct

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- 2)** On matters being referred by the Monitoring Officer deciding whether complaints concerning members should be investigated;
- 3)** Hearing complaints that have been referred to them by the Monitoring Officer pursuant to the Complaints procedure;
- 4)** The agreement of relevant procedures for the undertaking of its functions, when appropriate to be included within the Constitution

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<b>COUNCIL</b>	AGENDA ITEM No.9 (c)
<b>25 JULY 2018</b>	PUBLIC REPORT

**EXECUTIVE AND COMMITTEE RECOMMENDATIONS TO COUNCIL**

**(c) NEW COUNCIL HOUSE PROVISION**

The Adults and Communities Scrutiny Committee at its meeting of [13 March 2018](#), received a report on New Council House Provision for Peterborough. This report was in response to a motion presented at Council on 24 January 2018 from Councillor Mahabadi as follows:

*Council resolves that Scrutiny Committee look into the benefits, social value and business case for new council house provision and report back its conclusions and any recommendations to Full Council.*

The Adults and Communities Scrutiny Committee considered the report and any recommendations contained within and recommends the below to Full Council:

**IT IS RECOMMENDED** that Council agree that the focus for delivering social housing should continue to be through the now established joint venture housing company, Medesham Homes, rather than seeking to return to providing council housing in the traditional sense; this vehicle having the flexibility to deliver a range of tenures and to take advantage of the capability of each partner to provide land, funding and capacity and share risk when responding to the challenges of austerity and the housing crisis.

The original Adults and Communities Scrutiny Committee report follows.

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<b>ADULTS AND COMMUNITIES SCRUTINY COMMITTEE</b>	AGENDA ITEM No. 7
<b>13 MARCH 2018</b>	<b>PUBLIC REPORT</b>

Report of:	Simon Machen, Corporate Director for Growth and Regeneration	
Cabinet Member(s) responsible:	Cllr Peter Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development & Environment Capital	
Contact Officer:	Anne Keogh, Housing & Strategic Planning Manager	Tel. 863815

## **NEW COUNCIL HOUSE PROVISION FOR PETERBOROUGH**

R E C O M M E N D A T I O N S	
<b>FROM:</b> Corporate Director for Growth and Regeneration	<b>Deadline date:</b> N/A
<p>It is recommended that the Adults and Communities Scrutiny Committee:</p> <ul style="list-style-type: none"> <li>• Notes the challenges to delivering council houses in the traditional sense for Peterborough as a local authority that has transferred its housing stock and no longer has a Housing Revenue Account</li> <li>• Notes the mechanism that the Council has already put in place to enable the provision of social housing that Peterborough City Council is directly engaged in delivering, through the establishment of the housing joint venture with Cross Keys Homes, Medesham Homes</li> <li>• Recommends to Full Council that the Council's focus for delivering social housing should continue to be through the now established joint venture housing company, Medesham Homes, rather than seeking to return to providing council housing in the traditional sense. This vehicle has the flexibility to deliver a range of tenures and to take advantage of the capability of each partner to provide land, funding and capacity and share risk when responding to the challenges of austerity and the housing crisis</li> </ul>	

### **1. ORIGIN OF REPORT**

This report is presented to Committee in response to the following Motion that was carried at Full Council on 24 January 2018:

“Council resolves that the Adults and Communities Scrutiny Committee looks at the benefits, social value and business case for new council house provision and reports back its conclusions and any recommendations to Full Council.”

### **2. PURPOSE AND REASON FOR REPORT**

- 2.1 This report is being presented to the Committee to provide the national context relevant to the delivery and ownership of social housing stock by local authorities in general, and to provide the background to the delivery and ownership of social housing stock by Peterborough City Council. This information is then used as a frame of reference to consider the benefits, social value and business case for new council house provision in Peterborough, and to draw conclusions and make recommendations.

2.2 This report is for Adults and Communities Scrutiny Committee to consider under its Terms of Reference No. 2.3

2.3 Housing Need (including homelessness, housing options and selective licensing)

2.4 *How does this report link to the Corporate Priorities?*

Driving growth, regeneration and economic development and  
Keeping all our communities safe, cohesive and healthy

### 3. **TIMESCALES**

Is this a Major Policy Item/Statutory Plan?	<b>NO</b>	If yes, date for Cabinet meeting	N/A
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### 4. **BACKGROUND AND KEY ISSUES**

4.1 For the purposes of this report, the term social housing is used to refer to housing stock owned and managed by local authorities and housing stock owned and managed by Registered Providers also known as Housing Associations.

#### **The national context for the delivery and ownership of social housing by councils**

The DCLG local authority housing statistics for England released in January 2018 showed that on 1 April 2017 local authorities in England owned approximately 39% of all social housing stock (council housing) with the remainder mainly comprising Registered Provider (RP/ Housing Association) stock and some other public sector dwellings such as armed forces, NHS and Police service owned stock.

There are 353 local authorities in England including district, borough unitary and county councils. In 2014, 167 local authorities (less than 50% nationwide) owned and managed social housing stock. This figure includes 47 authorities that have their housing managed by an arms-length management organisations (ALMOs). This position reflects the large scale voluntary transfer of local authority stock to Registered Providers which has been undertaken by many local authorities in response to government policies from the 1980's onwards.

The national shift in social housing ownership from local authorities to RPs, and the major changes in funding for social housing, resulted in a dramatic reduction in numbers of new local authority owned social housing dwellings being built but a significant increase in the number of RP dwellings built. Between 2010 -2015 8,000 social homes were built by local authorities and in the same period 150,000 social homes were built by RPs.

Changes to Government's funding arrangements for stock holding local authorities from April 2012, introduced through the Localism Act 2011, were expected to result in greater capacity for them to build more homes. Stock holding local authorities were given control over their Housing Revenue Accounts (HRA) in return for taking on a one-off share of the national housing debt. The HRA is the account in which a council's housing revenue (e.g. tenants' rent) and housing costs (e.g. property management and maintenance) are kept. Funding for the provision of local authority social housing had, up until this point, been managed at national level. All local authority social housing rents were pooled centrally and then redistributed (in accordance with a formula) back to stock holding local authorities to fund the management, maintenance and any major improvements of the housing stock, and to support their borrowing costs associated with their existing housing debts. Giving local authorities control of their HRAs, meant that councils could

retain all rental streams in respect of their housing stock going forward and take more decisions at a local level regarding investment in their housing stock.

This 'deal' however has not provided the self-financing capacity originally anticipated for stock retaining local authorities. From 2012 the level of discounts available to local authority tenants exercising their Right to Buy (RTB) were increased. This resulted in an increase in the number of RTB sales nationally, and despite the 'one-for-one additions policy' which allows for replacement of the homes sold within three years of the date of sale, this loss of existing stock has impacted on stock holding authorities' business plans which are informed by forecasts about their income from rental streams and the value of their assets.

The rent reduction policy announced as part of the budget in July 2015 has further impacted on the capacity of stock holding local authorities to expand their stock. The policy requires that rents in social housing be reduced by 1% a year for four years from April 2016, resulting in a 12% reduction in average rents by 2020-21. Previously, social housing rents could increase by 1% more than inflation – a formula set by the chancellor in 2013 and intended to last for 10 years.

This rent reduction policy not only applies to stock holding local authorities, but RPs as well, and consequently had a general impact on the business plans of all social housing providers in terms of their forecasts for building new homes.

Concerns about the provision of an adequate housing supply of not just social housing but also wider market housing have been expressed nationally and locally and the housing shortage has been described by Government as a housing crisis. In 2014 Government commissioned an independent review into the role of local authorities in housing supply. The report published in January 2015, investigated ways in which councils could support housing delivery both as direct providers and by enabling delivery in the wider market. It acknowledged the need for a huge national building programme to address the lack of housing supply. The report recommends that councils change from statutory providers to Housing Delivery Enablers and states that this role can be met through (i) community leadership and strategic clarity; (ii) creating housing opportunity; (iii) business leadership; (iv) management of housing supply; and (v) shaping a stronger housing finance market.

The Housing White Paper, 'Fixing our broken housing market' (2017) stated that the housing supply problem is threefold: "not enough local authorities planning for the homes they need; house building that is simply too slow; and a construction industry that is too reliant on a small number of big players".

More and more local authorities are now engaging in the provision of housing through a wide range of mechanisms in response to the housing shortages they are experiencing in their localities arising from the national housing crisis.

A report funded by the Royal Town Planning Institute and the National Planning Forum called 'Local authority direct provision of housing' was published in December 2017. This report looked at the extent, the motivations, and the means by which local authorities are directly engaging in housing delivery. It is informed by desk based research, case studies, roundtable discussions and a large scale survey of local authorities. A total of 197 different local authorities responded to the survey representing 56% of the total in England.

The report found that local authorities are finding a wide variety of means by which they can engage directly in housing development. This does include the traditional route of building through HRAs for some stock holding authorities, but also includes building through general funds accounts, developing joint venture housing company partnerships with other providers and establishing wholly owned local authority housing companies. Forty four per cent of the local authorities that responded to the survey stated that they had established a housing company and

according to the report 30 housing companies were set up during 2017 alone.

The findings from the survey indicated that the most important factor motivating local authorities to engage in housing provision was to meet local housing requirements, followed by a desire to tackle homelessness and then to generate income to provide income to replace the Revenue Support Grant and these three factors were rated as top motivating factors by most authorities.

### **The delivery and ownership of social housing in Peterborough**

In 2004 Peterborough City Council transferred its housing stock to the Registered Provider Cross Keys Homes (CKH). The decision to seek to transfer was informed by an independent consultant's report that concluded that the Council would be unable to generate the money needed to bring its 10,000 homes up to the required Decent Homes standards set by Government. In December 2003, tenants were balloted regarding the proposal to transfer the Council's housing stock to a Registered Provider and 82 percent of tenants who took part in the ballot voted 'Yes' to the housing transfer. The Council's housing management staff were transferred to CKH pursuant to the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) and the RP officially took over the management of the housing stock on 4 October, 2004 with a commitment to ensure that the dwellings met the Decent Homes standard by the Government's deadline of December 2010. Achieving this involved CKH investing the considerable sum of £108 million into improvements to the transferred stock.

As part of the terms of stock transfer agreement, the Council receives part of the sale proceeds from Preserved Right to Buy transactions (where council tenants transferred to CKH who retained the right-to-buy purchased their home). These funds have supported the Council's affordable housing capital fund since 2004 and supplements funds accumulated from affordable housing commuted sums payments received from developers via S.106 planning obligations in lieu of on-site affordable housing provision on qualifying sites.

The changing national and local picture in terms of housing delivery gave rise to the following motion which was proposed and approved by Full Council on 15 April 2015;

"That this Council notes that social housing was transferred to partners in 2003 and the strategy of the Council has not been reviewed since. I respectfully ask that this Council creates a cross party review of the present strategy and to consult and create a new fit for purpose strategy recommendation that reflects our changing city to enable a future proof and resilient strategy going forward. The provision of social housing has changed significantly since 2003 and update of what social housing could and should be achieving, and delivering, is long overdue".

A recommendation was agreed to establish a cross party task and finish group to consider the Council's strategy for housing, recognising the changes to the city and its economy over the years since the Council transferred its stock to CKH in 2004.

In January 2016 the task and finish group submitted a report to the Growth, Environment and Resources Scrutiny Committee. The report's recommendations included that the Council should 'finance and build new homes to meet specific needs' and that it should finance more building of affordable rented housing by supporting housing associations with access to finance'.

On 25th July 2016 Cabinet approved the Council's establishment of a Joint Venture (JV) housing company with CKH. The decision to establish the JV was in part in response to the recommendations of a task and finish group's report.

The housing company JV between the Council and CKH has an objective to deliver new housing of all types and tenure, so as well as providing social housing it will also deliver market housing in response to the need for increased housing supply. This approach will enable cross subsidy for the social housing provision from the sale of homes built for market sale and supports the Council's motivations for re-engaging in delivering housing. These motivations are the same as



those shared by most local authorities that have decided to re-engage in the direct delivery of social housing: meeting local housing requirements for both social and market housing; tackling homelessness and dependency on expensive temporary accommodation and generating income to replace the ever dwindling levels of Revenue Support Grant from Government.

When the structure for the proposed housing company was being considered, the Council looked at the option of setting up a wholly owned local authority housing company. This option was rejected on the grounds that it did not play to the Council's strengths in terms of what it can contribute to delivery. Since the stock transfer in 2004 the Council no longer has in-house skills in housing management and development (as these staff were transferred across with the housing stock to CKH) and the time and resources involved in rebuilding these skills would be considerable and disproportionate to the likely sale of stock.

Cross Keys Homes were considered a logical choice for partner for the JV housing company, as the largest residential social landlord in Peterborough and an existing key strategic partner with the Council. The housing joint venture which is called Medesham Homes, has been structured so that the Council would own 50% of the JV partnership and Cross Keys (through their wholly-owned development company) owns the other 50%.

While this JV will not provide "council houses" in the traditional sense, it will provide social housing that Peterborough City Council as a local authority is directly engaged in delivering. The benefits of a JV housing company approach for Peterborough, is not only the access to the skills that CKH can bring to aid delivery and management of the housing stock once it is completed, but also the shared financial input to support the delivery of new homes.

Peterborough committed £100,000 to Medesham Homes for operating capital and to set aside an allocation of £20m 'invest to save' capital to support the Council's share of investment in future schemes to be delivered by the JV. As part of budget approval decision by Full Council for 2016/17 that agreed to the creation of a housing company, it was also agreed that the £14.6m funds accumulated from capital receipts received from Cross Keys Homes from income generated from qualifying RTB sales, would be directed to the housing company to build new affordable homes in Peterborough.

The first scheme to be delivered by Medesham Homes is now on site and will deliver 29 social homes for rent that will contribute towards alleviating the pressures experienced by homeless families currently living in temporary accommodation (in many cases hotels or hostels) and also reduce the Council's revenue financial burden arising from spiralling temporary accommodation costs.

Beyond this first scheme, Medesham Homes has schemes that total just under 200 units at feasibility stage and in excess of another 100 units in a pre-feasibility stage around the Peterborough area, all of which would be delivered over the next three years if they come forward as currently being explored. Additionally, Medesham is engaged - and will continue to engage - with public and private organisations to build a long-term development pipeline, focusing primarily on social housing provision and is working within the Combined Authority. The Combined Authority has a budget of £170m to deliver affordable housing in Peterborough and Cambridgeshire over a 5 year period from April 2017. Medesham Homes will be submitting bids to access these funds to support its delivery programme over the next few years.

### **The benefits, social value and business case for new council house provision**

In response to the motion to look into the benefits, social value and business case for new council house provision, the following considerations have been taken into account:

## **The benefits/social value to be gained from new council house provision**

- Providing homes to meet the housing needs of households that cannot afford to access market rented or home ownership
- Increasing the capacity to meet the demand for social rented housing on the housing register
- Ensuring that the homes built are the right type and size to reflect the needs of households on the housing register particularly in light of the under occupancy charge known as the 'bedroom tax' that is applied to social housing tenants deemed to occupy larger accommodation than they need
- Alleviating the demand for temporary accommodation for homeless households
- Increasing the supply of well maintained and well managed rented housing available in Peterborough
- Ensuring that homes are built in the right locations to support sustainable development in Peterborough
- Reducing expenditure on temporary accommodation for homeless households by increasing the supply of housing that is available to the Council to meet their housing needs

## **Is there a business case for new council house provision in Peterborough?**

- In order to deliver council housing in the traditional sense to any scale, the Council would need to have a HRA. Peterborough has not had a HRA since the stock transfer in 2004
- The HRA is a ring fenced account therefore any income generated from building council houses cannot be used to subsidise income lost from the reductions in Revenue Support Grant.
- Although the Council could deliver up to 200 houses without a HRA, each property would need to be individually notified to the Secretary of State for approval and therefore there would be a large administrative burden and place an artificial limit placed on the number of homes to be provided.
- Council houses are subject to Right to Buy therefore new stock built could be lost to the private sector and therefore no longer available to meet the need for social rented accommodation. The Right to Buy also impacts on the Council's business plan because of the loss of income from an ongoing rental stream. Homes built by housing companies (including Medesham Homes) are not currently subject to the Right to Buy.
- In order to deliver council housing in the traditional sense, the Council would need to have staff to oversee the delivery and management of the stock. This would mean recruiting new staff with the appropriate skills and experience at a time when the Council already is faced with major budget constraints. Alternatively the Council could pay an RP to manage the housing which would be an added pressure/consideration for the business plan for any new scheme.
- In order to understand the full implications of returning to delivering council housing in the traditional sense, the Council would need to invest considerable time and resources including seeking specialist Legal Advice, in order to understand the legal and financial complexities that this would involve before being able to prepare a business plan.

## **Conclusion**

The challenges to delivering council houses in the traditional sense as a local authority that has transferred its housing stock and no longer has a Housing Revenue Account, means that there is no obvious business case for returning to this approach to delivering social housing for Peterborough.

All of the benefits/social value that could be gained from new council house provision in the traditional sense can be gained from the provision of social housing delivered through the

Council's JV housing company with CKH, Medesham Homes. This vehicle has the flexibility to deliver a range of tenures and to take advantage of the capability of each partner to provide land, funding and capacity, and to share risk when responding to the challenges of austerity and the housing crisis.

The Council has already invested considerable time and resources in setting up Medesham Homes and has committed substantial finances to supporting the future delivery of housing development through this vehicle. If the Council now moved to an alternative delivery model this could jeopardise the existing partnership with CKH and the pipeline of schemes that partnership are preparing to deliver.

## **5. CONSULTATION**

5.1 There is no requirement for formal consultation in relation to this matter.

## **6. ANTICIPATED OUTCOMES OR IMPACT**

6.1 It is anticipated that this report will provide the Committee with an overview of the key considerations that have informed the conclusions and recommendations proposed in response to the Motion approved by Full Council.

## **7. REASON FOR THE RECOMMENDATION**

7.1 To ensure that the Council's approach to delivering social housing in Peterborough is appropriate, taking into account our position as a local authority that has transferred its housing stock and no longer has a Housing Revenue Account and our existing mechanisms already in place.

## **8. ALTERNATIVE OPTIONS CONSIDERED**

- 8.1
1. For the Council to return to delivering 'council houses' in the traditional sense. This was rejected because of the hurdles involved as a local authority that had transferred its stock and no longer has a HRA as set out in the report
  2. For the Council to deliver social housing through a wholly owned housing company. This is referred to in the report as an option that was rejected at the stage when Cabinet approved the establishment of the existing JV housing company delivery vehicle. This was rejected on the grounds that it did not play to the Council's strengths in terms of what it can contribute to delivery.

## **9. IMPLICATIONS**

### **Financial Implications**

9.1 There are no new Financial Implications arising from the recommendations of this report. The financial implications arising from the decision to create the Housing Company JV were approved by Cabinet on 25th July 2016 when approval was granted for the Council's establishment of a Joint Venture.

### **Legal Implications**

9.2 n/a

## **Equalities Implications**

9.3 n/a

## **Rural Implications**

9.4 n/a

## **10. BACKGROUND DOCUMENTS**

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

- 10.1
1. The Elphicke-House Report: From statutory provider to housing delivery enabler: Review into the local authority role in housing supply. Published January 2015
  2. The Smith Institute: Delivering the renaissance in council-built homes: the rise of local housing companies. Published October 2017
  3. Professor J Morphet & Dr B Clifford, Bartlett School of Planning, University College London: Local authority direct provision of housing. Published December 2017
  4. The Ministry of Housing, Communities and Local Government: Local authority housing statistics: Year ending March 2017, England. Published 18 January 2018

## **11. APPENDICES**

11.1 None

<b>COUNCIL</b>	AGENDA ITEM No.9 (d)
<b>25 JULY 2018</b>	<b>PUBLIC REPORT</b>

**EXECUTIVE AND COMMITTEE RECOMMENDATIONS TO COUNCIL**

**(d) UPDATED CODE OF CONDUCT**

The Constitution and Ethics Committee at its meeting on 9 July 2018, received a report on updates to the Council’s Code of Conduct.

The Constitution and Ethics Committee considered the report and recommendations contained within the report to Full Council.

**IT IS RECOMMENDED** that Council agree to the changes to the Council’s Code of Conduct agreed at the Constitution and Ethics Committee on 9 July 2018.

The original Constitution and Ethics Committee report follows at Appendix 1, the updated Code of Conduct follows at Appendix 2.

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<b>CONSTITUTION AND ETHICS COMMITTEE</b>	AGENDA ITEM No. 3
<b>9 JULY 2018</b>	<b>PUBLIC REPORT</b>

Report of:	Fiona McMillan Interim Director of Law and Governance & Monitoring Officer	
Cabinet Member responsible:	Cllr David Seaton – Cabinet Member for Resources	
Contact Officer:	Philippa Turvey, Democratic and Constitutional Services Manager Daniel Kalley, Senior Democratic Services Officer	Tel. 452460/2963 34

**AMENDMENTS TO THE CODE OF CONDUCT**

<b>RECOMMENDATIONS</b>	
<b>FROM:</b> Interim Director of Law and Governance and Monitoring Officer	<b>Deadline date:</b> N/A
<p>It is recommended that Constitution and Ethics Committee recommend that Council approve:</p> <ol style="list-style-type: none"> <li>The updated Code of Conduct with proposed changes set out in <b>Appendix 1</b> to the report.</li> </ol>	

**1. ORIGIN OF REPORT**

1.1 This report is submitted to Constitution and Ethics Committee by the Council's Monitoring Officer.

**2. PURPOSE AND REASON FOR REPORT**

2.1 The Constitution & Ethics Committee has the remit of advising the Council on the adoption or revision of the Code of Conduct.

2.2 The Monitoring Officer has reviewed the Code of Conduct to ensure it is up to date and adequately fulfils the legal requirements placed on the council by the Localism Act 2011 and subsequent regulations.

2.3 The purpose of this report is for the Committee to review the proposed amendments and decide if it wishes to recommend them to full Council.

2.4 This report is for Constitution and Ethics Committee to consider under its Terms of Reference No. 2.72.2

Authority to oversee and approve the operation of the Council's functions relating to the promotion and maintenance of high standards of conduct amongst members and co-opted members of the Council including:

- Promoting and maintaining high standards of conduct by Members and coopted members;
- Assisting the Members and co-opted members to observe the Code of Conduct;
- Advising the Council on the adoption or revision of the Code of Conduct;
- Monitoring the operation of the Code of Conduct;
- Advising, training or arranging to train Members and co-opted members on matters

relating to the Code of Conduct.

### 3. **TIMESCALES**

Is this a Major Policy Item/Statutory Plan?	<b>NO</b>	If yes, date for Cabinet meeting	N/A
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### 4. **BACKGROUND AND KEY ISSUES**

4.1 There are three types of change proposed to the Code of Conduct:

- a) Typographical errors and updating to reflect the role of the Constitution and Ethics Committee
- b) Changes to the description of “disclosable pecuniary interests (“DPI”)” at Part 2 of the Code to fully reflect the wording in the legislation. At the moment the definitions are omitted and they are key to understanding if a member has a DPI. Failure to take the correct action in relation to a DPI is a criminal offence so it is important for the full detail to be included. A change to what action a member should take if they have a DPI is also proposed so that a member should leave the room when the relevant issue is discussed unless they have a dispensation from the Monitoring Officer. This is the safest action in order to protect both the member from accusations of influencing the decision and the council’s decision itself and follows the case law on this area.
- c) The introduction of a section on “Other Disclosable Interests”. The General Provisions at Part 1 of the Code state that members: “*must observe the restrictions your authority places on your involvement in matters where you have a [non-statutory] pecuniary or non-pecuniary interest as defined by your authority*” but does not currently set out what these restrictions are. The definition of a DPI is quite narrow and is restricted to interests relating to the member and their spouse or common law partner. There are many other conflicts of interests that a member may have, including those involving wider members of their family which to a member of the public observing would believe was an unacceptable conflict. For example if a councillor’s son applies for planning permission and they sit on the Planning Committee – this is not a DPI but nevertheless it would not be considered appropriate for that councillor to take part in the decision-making. Equally if a councillor sits on another body such as a parish council or a village hall management association and that body has applied for a grant or financial assistance from the council, it would not be considered appropriate for that councillor to take part in any decision on this. These changes aim to set out rules for how councillors should act in these circumstances and represent the common law position on avoiding pre-determination and bias, which also apply to members alongside the code.

### 5. **CONSULTATION**

5.1 Consultation is not applicable

### 6. **ANTICIPATED OUTCOMES OR IMPACT**

6.1 The improvements and updates to the existing code of conduct are aimed at providing additional guidance for councillors and improving public confidence in high ethical standards.

### 7. **REASON FOR THE RECOMMENDATION**

7.1 To ensure the Council’s code of conduct fully reflects the legislation, sets out for members what they should do regarding interests that are not “disclosable pecuniary interests” and is updated with the new oversight duties of the Constitution and Ethics Committee.



## **8. ALTERNATIVE OPTIONS CONSIDERED**

- 8.1 Maintain the status quo of a code of conduct which does not fully reflect the legislation and refers to members having to “Observe the restrictions your authority places on your involvement in matters where you have a [non-statutory] pecuniary or non-pecuniary interest as defined by your authority” but does not currently set out what these restrictions are.

## **9. IMPLICATIONS**

### **Financial Implications**

- 9.1 There are none.

### **Legal Implications**

- 9.2 Under the Localism Act 2011 the council may agree its own Code of Conduct, subject to any such code being based on the Nolan Principles and the requirements of the Localism Act 2011 in relation to disclosable pecuniary interests.

### **Equalities Implications**

- 9.3 None

## **10. BACKGROUND DOCUMENTS**

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

- 10.1 The Localism Act 2011

## **11. APPENDICES**

- 11.1 Appendix 1 – Updated Code of Conduct (Clean Version)  
Appendix 2 – Code of Conduct showing track changes

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## **Members' Code of Conduct**

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Peterborough City Council

The Members' Code of Conduct is intended to promote high standards of behaviour amongst the elected and co-opted members of the council.

The Code is underpinned by the following principles of public life, which should be borne in mind, when interpreting the meaning of the Code:

- i. **Selflessness**  
Holders of public office should act solely in terms of the public interest.
- ii. **Integrity**  
Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
- iii. **Objectivity**  
Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
- iv. **Accountability**  
Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
- v. **Openness**  
Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
- vi. **Honesty**  
Holders of public office should be truthful.
- vii. **Leadership**  
Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

**PART 1  
GENERAL PROVISIONS**

You are a member or co-opted member of Peterborough City Council and hence you shall have regard to the following principles – selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Accordingly, when acting in your capacity as a member or co-opted member -

You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.

You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.

When carrying out your public duties you must make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on merit.

You are accountable for your decisions [and actions](#) to the public and you must co-operate fully with whatever scrutiny is appropriate to your office.

You must be as open as possible about your decisions and actions and the decisions and actions of your authority and should ~~be prepared to~~ give reasons for those decisions and actions [and restrict information only where the wider public interest clearly demands.](#)

You must declare any private interests, both pecuniary and non-pecuniary, that relate to your public duties and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests in a manner conforming with the procedures set out in the box below.

You must, when using or authorising the use by others of the resources of your authority, ensure that such resources are not used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

You must promote and support high standards of conduct when serving in your public post, in particular as characterised by the above requirements, by leadership and example.

**Registering and declaring pecuniary and non-pecuniary interests**

You must, within 28 days of taking office as a member or co-opted member, notify your authority's monitoring officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a husband or wife, or as if you were civil partners.

*Part 5, Section 1 – Members' Code of Conduct*

In addition, you must, within 28 days of taking office as a member or co-opted member, notify your authority's monitoring officer of any disclosable pecuniary or non-pecuniary interest which your authority has decided should be included in the register.

If an interest has not been entered onto the authority's register, then the member must disclose the interest to any meeting of the authority at which they are present, where they have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest'.<sup>1</sup>

Following any disclosure of an interest not on the authority's register or the subject of pending notification, you must notify the monitoring officer of the interest within 28 days beginning with the date of disclosure.

Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State.

-Additionally, you must observe the restrictions your authority places on your involvement in matters where you have a [non-statutory](#) pecuniary or non-pecuniary interest as defined by your authority.

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<sup>1</sup> A 'sensitive interest' is described in the Localism Act 2011 as a member or co-opted member of an authority having an interest, and the nature of the interest being such that the member or co-opted member, and the authority's monitoring officer, consider that disclosure of the details of the interest could lead to the member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.

**PART 2  
INTERESTS**

**1. Disclosable Pecuniary Interests**

- 1.1. [The duties to register, disclose and not to participate in respect of any matter in which a member has a Disclosable Pecuniary Interest are set out in Chapter 7 of the Localism Act 2011. Disclosable pecuniary interests are defined in the Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012 as follows: Disclosable pecuniary interests are specified in the table below:](#)

<b>Subject</b>	<b>Prescribed description</b>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from PCC) for any expenses incurred by you in carrying out your duties as a member, or towards your election expenses.  This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract with PCC:  (a) under which goods or services are to be provided or works are to be executed; and  (b) which has not been fully discharged.  This includes a contract between PCC and any body in which you, or a person specified in paragraph 8.2(b) below, has a beneficial interest
Land	Any beneficial interest in land which is within PCC's area
Licences	Any licence (alone or jointly with others) to occupy land in the PCC's area for a month or longer.
Corporate Tenancies	Any tenancy where (to your knowledge):  (a) the landlord is PCC; and  (b) the tenant is a body in which you, or a person listed in

	paragraph 8.2(b) below, has a beneficial interest
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Securities	<p>Any beneficial interest in securities of a body where:</p> <p>(a) that body (to your knowledge) has a place of business or land in PCC’s area; and</p> <p>(b) either:</p> <p>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the person in paragraph 8.2 (below) has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>
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For this purpose –

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee of management of an industrial and provident society;

“land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

“M” means a member of a relevant authority;

“member” includes a co-opted member;

“relevant authority” means the authority of which M is a member;

“relevant period” means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or 31(7), as the case may be, of the Act;

“relevant person” means M or any other person referred to in section 30(3)(b) of the Act:  
i) M’s spouse or civil partner,  
ii) A person with whom M is living as husband and wife, or  
iii) A person with whom M is living as if they were civil partners.



“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

1.2. You must declare an interest if:

- (a) it is your interest, or
- (b) it is an interest of:
  - (i) your spouse or civil partner;
  - (ii) a person with whom you are living ~~as a~~ husband and wife, or
  - (iii) a person with whom you are living as if you were civil partners

and you are aware that that other person has the interest.

## 2. Other Disclosable Interests

2.1. You should not act or take decisions in order to gain financial or other material benefits for yourself, your family, or your friends. You must declare and resolve any interests and relationships as set out below, ~~seeking the advice of the Monitoring Officer as necessary on what needs to be declared.~~

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2.2. You have a “non-statutory disclosable interest” in an item of business of your authority where:

- i) A decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing of you, or a member of your family, or a person or body with whom you have a close association; or
- ii) It relates to or is likely to affect any of the interests listed in 1.1 but is in respect of a member of your family (other than your spouse or common law partner) ; or
- iii) It relates to an outside body or organisation to which you have been appointed by the council

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2.3. If you attend a meeting and are aware that you have a non-statutory disclosable interest in any matter to be considered, or being considered, at that meeting:

- (a) If the interest is not entered in your register of members' interests you must disclose to the meeting the fact that you have a non-statutory disclosable interest in that matter; and

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(b) If the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interests, you must not:

i) participate, or participate further, in any discussion of the matter at the meeting; or

ii) remain in the meeting room whilst the matter is being debated or participate in any vote taken on the matter at the meeting

apart from making representations, giving evidence or answering questions prior to the commencement of the debate on that matter.

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~~2.1.2.4.~~ You must declare the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £100.

~~2.2. You should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships~~

### 3. Registration of Disclosable Pecuniary Interests and Other Interests

3.1. Subject to paragraph 5 below (sensitive interests), you must, within 28 days of:

- (a) this Code being adopted or applied by PCC; or
- (b) your election or appointment (where that is later)

notify the Monitoring Officer in writing of any disclosable pecuniary interests and other interests you have at that time.

3.2. Subject to paragraph 5 below (sensitive interests) you must, within 28 days of becoming aware of any new disclosable pecuniary or other interest or any change to any such interest, notify the Monitoring Officer in writing of that new pecuniary interest or change.

### 4. Disclosable Pecuniary Interests in Matters Considered at Meetings or by a Single Member

4.1. If you attend a meeting and are aware that you have a disclosable pecuniary interest in any matter to be considered at that meeting:

- (a) if the interest is not entered in the register of members' interests you must disclose to the meeting the fact that you have a disclosable pecuniary or other interest in that matter
- (b) if you have not already done so, you must notify the Monitoring Officer of the interest before the end of 28 days beginning with the date of the disclosure, and

- (c) whether the interest is registered or not you must not, unless you have obtained a dispensation from the Monitoring Officer, ~~to participate, or participate further,~~ in any discussion of the matter at the meeting and should leave the room until the consideration of the item has completed
- (d) whether the interest is registered or not you must not, unless you have obtained a dispensation from the Constitution and Ethics Audit Committee, participate in any vote, or further vote, taken on the matter at the meeting and should leave the room until the consideration of the item has completed.

#### 4.2. Single Member Action

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If you are empowered to discharge functions acting alone, and are aware that you have a disclosable pecuniary interest or other interest in any matter being dealt with, you must not take any steps, or any further steps, in relation to the matter (except for the purposes of enabling the matter to be dealt with otherwise than by you).

If the Disclosable Pecuniary Interest is not entered in the Register and is not subject to a Pending Notification, you must notify the Monitoring Officer of the Disclosable Pecuniary Interest before the end of 28 days, beginning with the date of when you became aware of the matter

### 5. Sensitive Interests

- 5.1. Where you consider (and the Monitoring Officer agrees) that the nature of a disclosable pecuniary or other interest is such that disclosure of the details of the interest could lead to you, or a person connected with you, being subject to intimidation or violence, it is a "sensitive interest" for the purposes of the Code and the details of the sensitive interest do not need to be disclosed to a meeting, although the fact that you have a sensitive interest must be disclosed.

## PART 3 RELATED DOCUMENTS

The following documents also provide guidance on the sSStandards of cCConduct expected of members and can assist in the interpretation of this Code of Conduct. These documents can be found in the Council's Constitution.

1. The Constitution & Ethics Committee~~Audit Committee~~ Rules of Procedure set out the arrangements for dealing with an alleged breach of this Code
2. PCC's Planning Code of Conduct deals specifically with the Code of Conduct within the remit of the Planning and Environmental Protection Committee

*Part 5, Section 1 – Members' Code of Conduct*

3. PCC's Social Media Code for members ~~and officers~~ sets out appropriate behaviour when using social media and acting, or appearing to act, in your capacity as a councillor undertaking Council business through social media
4. PCC's Member/Officer Protocol sets out how members and officers should work together
5. PCC's Gifts and Hospitality Policy ~~which sets out~~ the procedures under which registration and declaration of interests, gifts and hospitality are to be made. ~~are set out in the Gifts and Hospitality Policy.~~

<b>COUNCIL</b>	AGENDA ITEM No.9 (e)
<b>25 JULY 2018</b>	PUBLIC REPORT

**EXECUTIVE AND COMMITTEE RECOMMENDATIONS TO COUNCIL**

**(e) MEMBER OFFICER PROTOCOL - SHADOW CABINET**

The Constitution and Ethics Committee at its meeting on 9 July 2018, received a report on updates to the Member Officer Protocol in relation to the Shadow Cabinet.

The Constitution and Ethics Committee considered the report and recommendations contained within the report to Full Council.

**IT IS RECOMMENDED** that Council agree to the inclusion of the Shadow Cabinet Protocol included within the Member Officer Protocol agreed at the Constitution and Ethics Committee on 9 July 2018.

The original Constitution and Ethics Committee report follows at Appendix 1, the updated Shadow Cabinet Protocol, included within the Member Officer Protocol follows at Appendix 2.

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<b>CONSTITUTION AND ETHICS COMMITTEE</b>	AGENDA ITEM No. 5
<b>9 JULY 2018</b>	<b>PUBLIC REPORT</b>

Report of:	Fiona McMillan Interim Director of Law and Governance & Monitoring Officer	
Cabinet Member responsible:	Cllr David Seaton – Cabinet Member for Resources	
Contact Officer:	Philippa Turvey, Democratic and Constitutional Services Manager Daniel Kalley, Senior Democratic Services Officer	Tel. 452460/2963 34

**MEMBER OFFICER PROTOCOL – SHADOW CABINET**

<b>RECOMMENDATIONS</b>	
<b>FROM:</b> Interim Director of Law and Governance & Monitoring Officer	<b>Deadline date:</b> N/A
<p>It is recommended that Constitution and Ethics Committee:</p> <ol style="list-style-type: none"> <li>1. Agree the updated Member/Officer Protocol attached at <b>Appendix A</b>, outlining the addition of a Shadow Cabinet.</li> </ol>	

**1. ORIGIN OF REPORT**

1.1 This report is submitted to Constitution and Ethics Committee by the Council’s Monitoring Officer.

**2. PURPOSE AND REASON FOR REPORT**

2.1 The purpose of this report is for the Committee to agree the updated Member/Officer Protocol to include a Shadow Cabinet.

2.2 The Shadow Cabinet will be subject to the terms of the Member/Officer Protocol, save for some further terms as outlined in Appendix 1 of the attached Protocol.

2.3 This allows for the formation of a Shadow Cabinet and applies some rational around its workings and expectations.

2.4 It will be up to the second largest political group on the Council as to whether they wish to form a Shadow Cabinet and these guidelines will provide a basis should it wish to do so.

2.5 In addition there are some updates under section 15 outlining the updated position following the Council’s drive towards being paperless.

2.6 This report is for Constitution and Ethics Committee to consider under its Terms of Reference No. 2.7.2.2

Authority to oversee and approve the operation of the Council’s functions relating to the promotion

and maintenance of high standards of conduct amongst members and co-opted members of the Council including:

- Promoting and maintaining high standards of conduct by Members and coopted members;
- Assisting the Members and co-opted members to observe the Code of Conduct;
- Advising the Council on the adoption or revision of the Code of Conduct;
- Monitoring the operation of the Code of Conduct;
- Advising, training or arranging to train Members and co-opted members on matters relating to the Code of Conduct.

### 3. **TIMESCALES**

Is this a Major Policy Item/Statutory Plan?	<b>NO</b>	If yes, date for Cabinet meeting	
---	-----------	----------------------------------	--

### 4. **BACKGROUND AND KEY ISSUES**

- 4.1 At the Labour Party Annual General Meeting (AGM) held following the local elections on 3 May 2018, the group agreed to the formation of a Shadow Cabinet to mirror those responsibilities currently taken by the Council Cabinet.

It was necessary therefore for the Member/Officer Protocol to be updated to reflect this change and outline the remit with which a Shadow Cabinet can operate.

### 5. **CONSULTATION**

- 5.1 N/A

### 6. **ANTICIPATED OUTCOMES OR IMPACT**

- 6.1 Transparency over the role and responsibilities of a Shadow Cabinet.

### 7. **REASON FOR THE RECOMMENDATION**

- 7.1 It is essential for a protocol outlining the responsibilities of a Shadow Cabinet and how this will work in practice with officers of the Council.

### 8. **ALTERNATIVE OPTIONS CONSIDERED**

- 8.1 Maintain the status quo, however this may lead to confusion over what the role of the Shadow Cabinet entails and how officers would be expected to deal with requests from a Shadow Cabinet.

### 9. **IMPLICATIONS**

#### **Financial Implications**

- 9.1 None

#### **Legal Implications**

- 9.2 Under the Localism Act 2011 the council may set its own procedures in relation to a Shadow Cabinet.

#### **Equalities Implications**

- 9.3 None



**10. BACKGROUND DOCUMENTS**

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

10.1 The Localism Act 2011

**11. APPENDICES**

11.1 Appendix A – Member/Officer Protocol

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## **Peterborough City Council Member / Officer Protocol**

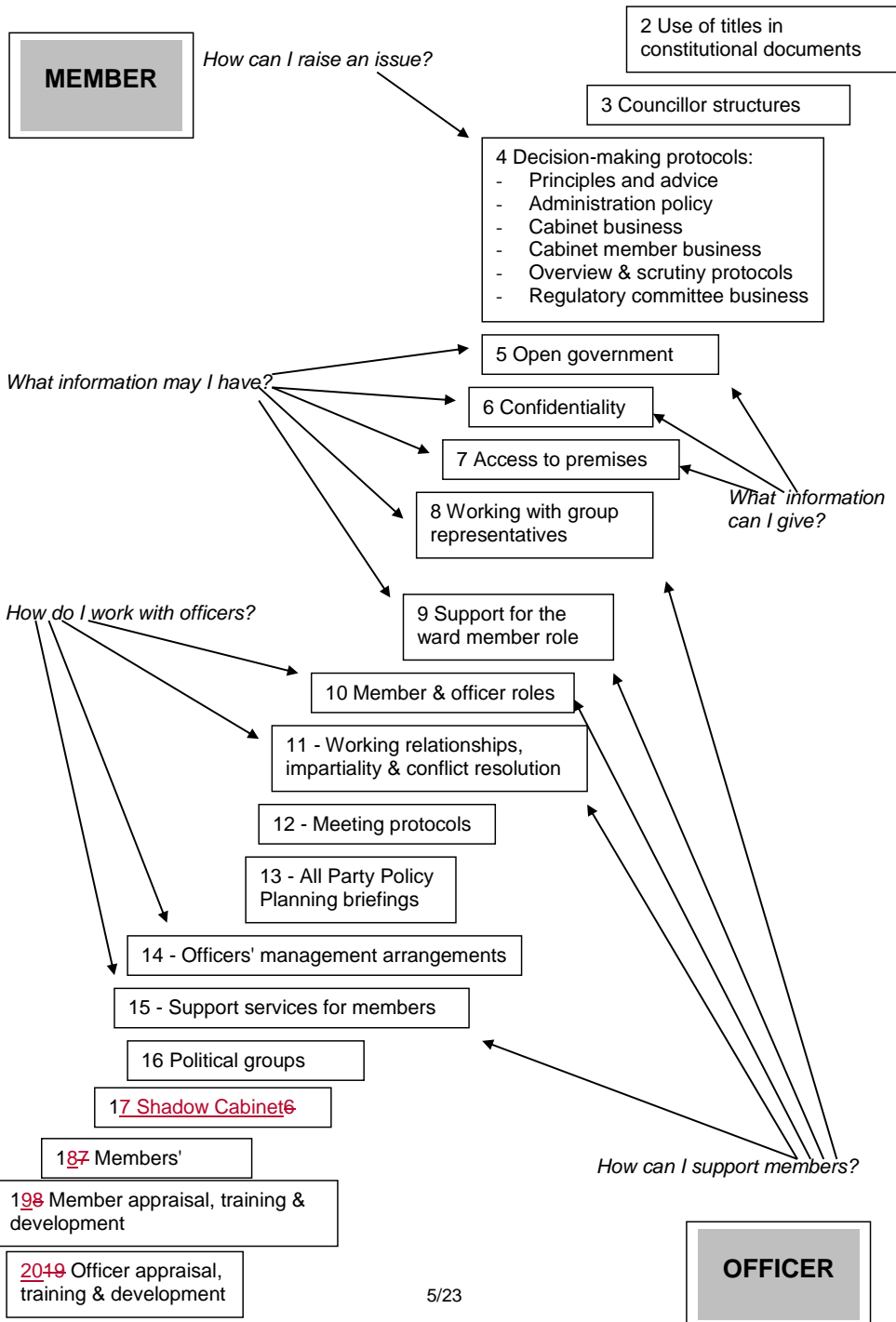
This document describes how city Councillors and employees should work together. Mutual respect and goodwill are important underlying themes.

The protocols apply to city councillors, employees and co-opted members of council committees. They recognise the contribution of politics and political groups, and complement other constitutional requirements such as Standing Orders, the Delegations Document and the Member and Officer Codes of Conduct.

There are separate protocols relating to *civic* and *media/pre-election publicity* activity.

*Issue May 2018  
Version 006*

**MEMBER / OFFICER PROTOCOLS - A SUMMARY OF SECTIONS**



Annex A - Member roles

2. USE OF TITLES IN CONSTITUTIONAL DOCUMENTS

<i>Chairman and vice-chairman</i>	The person chairing a meeting, and their deputy, whether male or female. The councillor holding office may choose their version of the title (eg. chairwoman or chair). Each chairman's choice of title should be respected.
<i>Mayor and Deputy Mayor</i>	The chairman and deputy of the full council meeting. Further details in the Civic Protocol.
<i>Members</i>	Councillors. The naming convention for councillors is 'Councillor' followed immediately by surname. Some councillors insert an additional title such as 'Mrs' or 'Dr' before their surname. Their choice of title format should be respected.
<i>Officers</i>	Council employees.
<i>The Executive</i>	The cabinet members, supported by officers. They deliver the Council's services, and make any decisions necessary within the Council's approved budget and major policy framework.
<i>Cabinet members</i>	Up to 9 councillors appointed annually by the Leader of the Council, plus the Leader. Each makes decisions about their own service area.
<i>The Cabinet</i>	The cabinet members meeting to discuss and make decisions collectively.
<i>The Leader of the Council</i>	The leading councillor and the Cabinet's chairman. Appointed annually by Council.
<i>A political group</i>	Most councillors, soon after election, sign up to a political grouping which may, but does not need to, bear the same name as a recognised political party. Each political group appoints a 'leader' and a 'group secretary'. They may also appoint a 'deputy leader' and make any other appointments which the group feels will help it conduct its affairs.
<u><i>A Shadow Cabinet</i></u>	<p><u>A Shadow Cabinet may be formed by the second largest group by their nomination from amongst their Members of the Council and they shall notify the Council and the Chief Executive of the names of the Members nominated to form a Shadow Cabinet and of any changes in the membership of the Shadow Cabinet which may occur from time to time.</u></p> <p><u>Members will mirror those of the Cabinet, save that a single Member may cover more than one portfolio.</u></p> <p><u>A protocol on their role is attached at Appendix 1</u></p>
<i>The Administration</i>	The political group with the most seats is generally known as the Council's Administration, although sometimes a coalition of groups may collectively take on this role. Administration members form the Executive and are the chairmen for many or all committees.
<i>Group representatives</i>	Councillors identified by their political group to act as their main point

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Part 5, Section 3 – Member / Officer Protocols

	of contact, for information or consultation, in relation to a particular subject.
<i>Directors</i>	First-tier officers responsible for a department; references to them in this protocol should also be taken to include the Chief Executive.
<i>Heads of service</i>	Second-tier officers responsible for a division within a department; they may also be known as ' <i>assistant directors</i> '. References in these protocols to heads of service include assistant directors and any other second-tier officers acting in a senior management role.

### 3. COUNCILLOR STRUCTURES

Each part of the Council's decision-making structure gets its authority from the law and the Council's Constitution. For more detail see the Delegations Document, Standing Orders and Procedural Rules. A summary of roles is:

<b>The Council</b>	All councillors collectively consider issues affecting Peterborough, and decide the major policy framework and the budget.
<b>Ward members</b>	Each councillor has a leading role and voice in their community, representing their constituents the Council and other public service agencies, and vice-versa.
<b>The Executive</b>	<p>Within the major policy framework and budget:</p> <ul style="list-style-type: none"> <li>• provides public services, whether directly or through partnerships or contracts;</li> <li>• enforces regulations*;</li> <li>• decides local policies for service delivery and enforcement;</li> <li>• gives community leadership, a 'voice' for Peterborough.</li> </ul> <p>(*Some enforcement matters are governed by regulatory committees instead of the Executive.)</p>
<b>Overview and scrutiny committees / commissions</b>	Contribute to policy development and review. Hold the Executive to account through scrutiny and challenge.
<b>Regulatory committees</b>	Decide quasi-judicial matters that are excluded by law from the Executive's remit (such as planning applications).
<b>Officers</b>	Provide services and carry out enforcement in accordance with the law and the Council's policies, using their delegated authority.

#### 4. DECISION-MAKING PROTOCOLS

4.1 **The principles** of good decision-making are set out in Article 12 of the Constitution.

4.2 **Professional advice** should be taken before making a decision, including:

- relevant policy framework or previous decisions;
- who has been consulted and relevant outcomes;
- legal, financial/resource, equalities, community safety, human rights, etc implications;
- alternative options.

4.3 **Administration policy** The Executive is not bound by previous Administrations. When the Executive wishes to make a decision contrary to past practice, officers will advise:

- is the practice mandatory or discretionary?
- does current practice derive from a policy statement or precedent/an earlier decision?
- was it decided by the current or a previous Administration?

4.4 **Cabinet business:**

- A **timetable** of meetings is agreed in Council's annual schedule but the Leader of the Council may add, vary or cancel meetings to provide efficient conduct of business. He or she will try to determine an arrangement that suits most Cabinet members.
- Cabinet meetings deal mainly with cross-cutting, strategic issues. Democratic Services Officers, in consultation with the Leader of the Council and Chief Executive, draw up the **agenda** taking into account the Forward Plan, other items on Cabinet's work programme and referrals from members, directors and committees. Any member who wants to put an item to Cabinet should contact Democratic Services who will liaise with the Leader of the Council and the member about how it should be placed on the agenda; this does not remove the member's constitutional right to place an item on the agenda.
- When a **committee reports** to the Executive the Leader of the Council may, for example, require preliminary consideration by the relevant cabinet member. This does not remove the committee's right to refer a matter to the Cabinet without modification. The committee chairman or other representative(s) may attend to hear the debate and Cabinet's chairman may invite them to explain the recommendations briefly to Cabinet.
- Officers will **brief each cabinet member** about any proposals relating to their service before the meeting. Their recommendations will be reflected within the relevant report.
- **Ward councillors** should be consulted about matters specific to their ward. Comments submitted by them are included in the Cabinet report or tabled at the meeting. If they attend, the chairman may ask them to put their views briefly to the Cabinet meeting.
- **Directors** usually attend all meetings. Other officers may attend for specific reports.
- The Leader of the Council may request a **chairman's briefing** before the meeting, generally provided by the Chief Executive or another director.
- With the Leader's agreement, an **informal Cabinet briefing** may discuss strategic issues faced by the Council. No decisions will be made at such briefings.

4.5 **Cabinet member business:**

- Individual members take **decisions** either at briefings with directors/departmental management teams, or at any other time provided that appropriate notice of any 'key



decision' has been given and that Democratic Services officers are informed.

- Senior managers and cabinet members will build up **regular contact** to keep each other informed about developments, especially issues which may be sensitive or contentious. Briefings can be conducted in a variety of ways, the method being agreed between the member and officer to suit the subject matter and time constraints. There should be regular meetings to discuss strategic issues.
- Members should **brief officers** about their work in partnership or regional meetings, discussions held with outside organisations and constituents, conferences attended and any relevant training received.
- Officers should **brief members**, to help them prepare for meetings and discussions.
- Where it is unclear which **cabinet member to brief** about an issue, Democratic Services officers will ask the Leader of the Council to highlight the appropriate member(s).
- The **Leader** of the Council meets the Chief Executive and Democratic Services officers Team regularly.
- **Other cabinet members** may meet the Chief Executive or Democratic Services Officers as appropriate to discuss executive business.
- The Leader or other cabinet member may ask the relevant director to arrange a joint **briefing with group representatives**, particularly when developing proposals.

#### 4.6 Overview and scrutiny protocols:

- The Scrutiny Team maintains a **work programme** for each committee / commission including issues identified by the committee / commission for scrutiny or review, items on the Forward Plan likely to require consideration, requests from the Executive for policy development work, and items referred by Members or directors.
- An informal **quarterly co-ordination meeting** of scrutiny chairmen and group representatives is convened by the Scrutiny Team, in consultation with Scrutiny group representatives. It may include briefing and training.
- The **agenda** for each committee meeting is prepared by the Scrutiny Team from the work programme, mostly in conjunction with the group representatives. Any Executive or director's referral will usually be reported to the next ordinary meeting but the chairman and group representatives may agree to postpone it if they believe that the next meeting's agenda is already fully committed.
- Any individual **member referral** will be reported to the next ordinary meeting unless the member agrees to defer (for example, the group representatives may believe that the agenda is already full or the matter could be dealt with better another way). This does not remove the Member's constitutional right to place an item on the agenda.
- **Group representatives' meetings** are convened and supported by the Scrutiny Team for most committees/commissions, in a regular cycle or when needed. They deal with agenda planning, adding/changing meeting dates, agreeing (where timescales are short) the final wording of a recommendation/report, and any other matters referred to them by the committee. Other relevant officers may attend.

- **Scrutiny** aims to identify improvement and will be conducted constructively and courteously, so that anyone being questioned can make a positive contribution. When **questioning** officers the committee / commission should, as far as possible, confine itself to questions of fact and explanation, such as what policies are in force, the extent to which objectives are met and how services are being delivered. Officers may be asked to explain and justify their own decisions. Questions about the Executive's conclusions and political choices should be directed to the relevant Cabinet Member.
- A guideline process for **reviews** will be maintained by the Scrutiny Team and promoted in training sessions for officers and members. The review scope, objectives and timetable should be set realistically, with regard to organisational capacity (member and officer) to sustain the likely workload. Agreed reviews will be supported by the Scrutiny Team, a lead officer from the relevant service and any necessary corporate support services (financial, human resources, policy, etc).
- **Research support** for members can be co-ordinated by the Scrutiny Team related to a policy area or decision that a committee is examining. The team can advise upon avenues of enquiry and help to identify useful contributors. Other officers will provide support and briefings as necessary. If the Scrutiny Team or any other officer feels that an individual member request cannot be met without diverting time from priority work, they may through their director or head of service indicate to the requesting member that the research cannot be completed at present.
- It can arise that an activity is proposed where the director believes there is insufficient resource available. For example, there may be a **conflict of priorities**, or there may be no budget to carry out a survey or to commission an independent expert. In such cases the director should explain the situation to the committee or member. If priorities cannot be agreed, they should refer to the relevant cabinet member for guidance. If there is an **irreconcilable difference** between a committee or member's wishes and the relevant cabinet member's advice, this should be referred by the director to the Leader of the Council and Chief Executive for discussion.

#### 4.7 Regulatory committee business:

- Democratic Services officers may prepare **agenda plans**, and an agenda planning meeting for the chairman and group representatives. The date should suit the majority of participants. Directors will summarise each potential issue for report, to help the representatives consider its appropriateness and request any relevant information.
- The agenda will try to ensure an appropriate **length of meeting**, so that members can retain concentration for dealing with complex applications and evidence, and to minimise the risk of participants and observers being kept waiting for items for unreasonably long periods. The agenda may therefore include specific timings within it.
- These committees often deal with matters involving consideration of applications and evidence. Members and officers participating must have **prior training** in and comply with the relevant legislation, codes of conduct and constitutional rules.
- When determining an application or appeal, the **procedure** will allow speakers for and against to hear the arguments put by others, all questions put and the answers given. Committee members should avoid suggesting any pre-formed opinion, bias or lack of openness and even-handedness during the sitting. Any member voting upon the case should not vote if they have been unable to hear all of the discussion about the item.
- **Site visits** required for planning applications will be arranged by officers, and members should not visit the sites unaccompanied on other occasions. Further details are included within the Planning Code of Conduct. If a member believes any other

committee site inspection or visit should be arranged it would need to be approved by the relevant committee, taking account of budgetary provision for any related expenses.

**5. OPEN GOVERNMENT**

The City Council believes in open government and makes its decisions in public wherever possible. In particular:

<b>The Forward Plan</b>	A timetable of key decisions coming up in the next four months is published on the website and e-mailed to local media and other people upon request.
<b>Council, Cabinet and committee meetings</b>	<ul style="list-style-type: none"> <li>• Agenda, reports and minutes published on the web and can be inspected at the Council's main office and at libraries.</li> <li>• Public seating available at meetings. The press and public are only excluded when the topics discussed are defined in law as confidential or exempt.</li> <li>• Public speaking is possible, within written guidelines, at Council and Planning &amp; Environmental Protection Committee meetings.</li> <li>• At all public meetings visitors may observe but not participate. The chairman has discretion to allow non-committee members to speak, if it would help the meeting, but not join in the debate.</li> <li>• Where microphones are used, the meeting may be tape-recorded. Tape recordings are only usually taken for Council, Planning &amp; Environmental Protection Committee, Cabinet and Scrutiny Committee / Commission meetings. Verbatim notes or tape transcripts of meetings are not compiled or published. A transcribed extract from a tape recording may be provided, within reason, upon request about a specific issue.</li> </ul>
<b>Cabinet member decisions</b>	Every decision is published within two working days on the web and e-mailed to local media and others upon request. The decision record includes the reason for the decision and other options that were rejected.
<b>Officer decisions and freedom of Information</b>	Officers make many decisions, the majority of which are minor operational matters. When they make decisions of substance a file note is kept. Under freedom of information law, most Council documentation is opening to public inspection. The Council's scheme of documents open to the public is available on the web.

## 6. CONFIDENTIALITY

### 6.1 Personal data and exempt/confidential information:

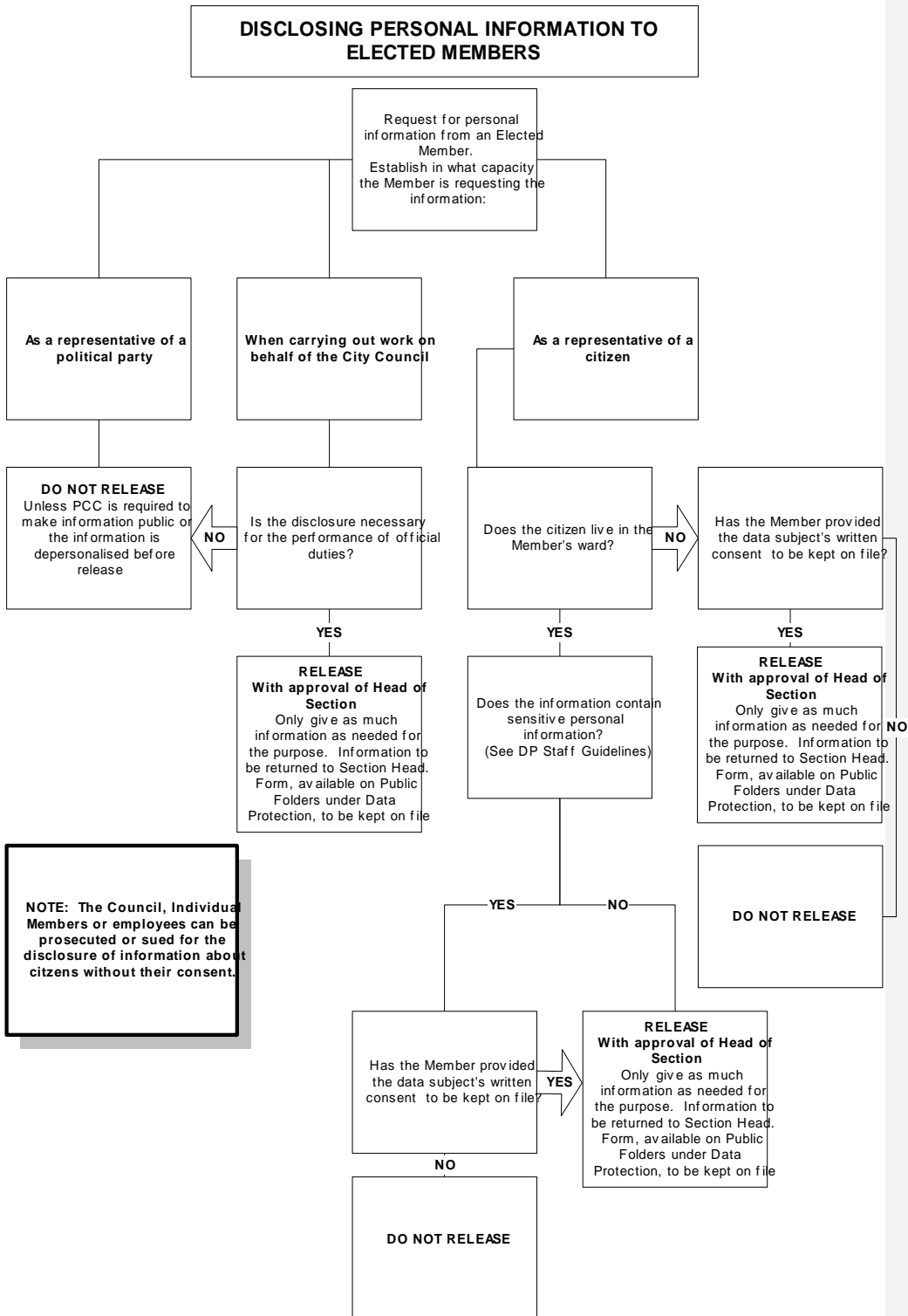
- Councillors need information, explanation and advice to help them discharge their role. This may entitle them to information otherwise unavailable due to data protection restrictions (ie. personal data) and local government's access to information rules (ie. 'exempt' information). The Constitution's Access to Information Procedure Rules describe when a member may have a '**need to know**'. The Code of Conduct requires members to use any Council information properly, particularly confidential information.
- Officers may ask a member to explain their need to know information in accordance with the procedural rules. The **personal data flowchart** below also provides summary guidance. Advice can be sought from the relevant director or the Monitoring Officer, if anyone not sure what can be released to whom, and how it can be used.
- When a meeting considers an **exempt report**, all members and officers without direct involvement with the report (except directors, the lawyer and the committee officer) must leave. Only directors may access exempt or confidential reports that do not relate directly to their service area. Other requests for such information should be referred to the relevant director and, if not resolved, to the Monitoring Officer.

### 6.2 Confidentiality in briefings:

- Information **initiated** and volunteered by officers to members should be given to all political groups even-handedly.
- Information given **in answer** to specific member requests will not usually be shared with other members, unless the enquirer agrees. On occasions when an officer believes that information given to one member or political group should be shared with others, the officer will tell the requesting member or political group beforehand.
- Officers should not reveal their discussions with one member to another, including the relevant cabinet member, unless they told the enquirer beforehand that they would.
- Members should recognise that they may be involved in the early stages of a project or developing ideas, when it would be unhelpful for the matter to be discussed in public. If confidentiality has been requested, this should be respected.

### 6.3 E-mail and letter confidentiality:

- Because a member's *peterborough.gov.uk* e-mail account may be routed automatically to a private e-mail account, it is important to protect the privacy of the member's account address which may appear if their e-mails are forwarded.
- Officers who receive an e-mail or letter from a member should generally not forward this to colleagues or other members without first checking with the originator that this is permissible. If the permission is not given, then a new e-mail may be created which contains the gist of the original information. The reason for this is: firstly, the originator may not wish the content of the e-mail or letter to go further; secondly, they may not wish their originating e-mail address to be publicised.



## 7. ACCESS TO PREMISES

- 7.1 Officers may enter Council land and premises to carry out their work. Some officers are authorised by legislation and the Delegations Document to enter land and premises owned by other people or organisations.
- 7.2 Councillors have common law rights of access to Council land and premises to enable them to carry out their duties as a councillor, such as to attend a meeting they have been invited. If a member wants access in other circumstances they should make arrangements in advance with the appropriate director or the manager of the premises.
- 7.3 **Insurance** The Council has personal accident cover for members who are injured while carrying out their official duties as a councillor, and public liability cover against claims by a third party against a member while the latter is undertaking official duties. However, a member visiting Council premises outside the scope of official duties is only covered by the public liability policy as a member of the public. Thus, to claim, it would be necessary to prove that the accident/injury arose due to negligence of the Council or its officers.
- 7.4 **Building work** At sites where building work is in process, the contract conditions in force will specify that the site is in possession of the contractor and only certain officers (eg the supervisor) have right of entry. Anyone else must make contact with the contractor (through the relevant director or head of service) before going on site.
- 7.5 **Planning application sites** If they want to inspect a planning application site, members should make arrangements with the relevant planning officer who has statutory rights under Town & Country Planning law to enter the site. There are various situations where an occupier may be liable for injury sustained by someone on his or her premises, but the liability is reduced if the person was not invited by the owner so could be termed a trespasser.

## 8. WORKING WITH GROUP REPRESENTATIVES

- 8.1 **Why?** It is helpful for each political group to appoint a 'group representative' for each main service/subject area to make clear, for each group:
- who officers should inform about policy/service developments
  - who officers should consult, for advice and views about a policy/service
  - which contact names may be given to the media, when news releases are issued or if a media request is received;
  - who will respond to the various informal processes related to decision-making (such as agreeing meeting dates), with fair involvement of all political groups.
- 8.2 **Who?** A group representative is usually appointed for each committee. The chairman is automatically their group's representative. Groups may organise their group representation in other ways. If the designated representative is not clear, officers should ask the group leader or secretary who to contact. For cross-cutting/corporate issues, officers will usually inform and consult group leaders, unless they are asked to do otherwise by the group.
- 8.3 **How?** Directors and heads of service should have regular contact with each group representative for their service area. Where there is a vice-chairman relevant to the service area, they should also be kept informed, particularly if they are likely to cover for the chairman at a meeting. The members should, in turn, ensure that they maintain regular contact with the relevant director/heads of service. Each should build up a regular working relationship with the other. Confidentiality should be respected.
- 8.4 **When** Formal group representatives' meetings are usually arranged by Democratic Services. There should be regular briefings between group representatives and relevant senior managers, whether jointly or separately. They may include the cabinet member. The

method chosen should be agreed between the director and representatives, to suit the subject matter and time and other constraints of all parties concerned.

## 9. SUPPORT FOR THE WARD MEMBER ROLE

All members play an important role in their ward, providing community leadership at local level and acting as advocates for their constituents. Officers should be open and supportive, providing information and briefings both upon request and through the officer's initiative.

### Ward members are entitled to:

- Briefing about local issues to help them represent the Council to the community and vice-versa.
- Find out about new issues from the Council first, not the media or other local sources.
- Help and advice about their ward. If their request cannot be met, they should be told why and the officer should suggest an alternative approach to meet their aims where possible.
- Notice of any Council consultative exercise that affects their ward, with an opportunity to submit views in time to have an influence, and also to be informed of local responses.
- Notice of public meetings arranged by the Council affecting their ward.
- Draft reports or decision notices, from the author, and any views shown in the final report/notice.
- All final Cabinet or committee reports affecting their wards, sent by Cabinet/Scrutiny officers with an invitation to submit written comments directly to the meeting.
- Attend the relevant meeting, at which the chairman of the meeting may invite them to speak.
- Raise ward issues through question times at Council meetings and at Cabinet.
- Notice, from the officer organising the event, of any official engagements by the Mayor in their area where these are ward specific. This only applies to events arranged by the Council and not to the whole range of the Mayor's numerous engagements within the community, notice of which is publicly available on the mayors' page on the Council website.
- An invitation to any ward meeting or site visit initiated by officers - either one joint meeting for all the ward councillors, or an equal opportunity for each to have a separate meeting.

### Ward members should:

- Tell officers about local concerns, perspectives and ideas.
- Take complaints or service requests from local people to officers informally first. The issue will often be a misunderstanding rather than service failure, which can be resolved without escalation through formal channels. If a member is not happy with the response received, they should then generally contact the relevant head of service or director.
- Refer any constituent's specific formal complaint straight to the central Complaints Officer so that it can be logged and the Council's response can be arranged.
- Not 'jump the queue' for service delivery, for their residents and enquirers. Members should respect the Council's policies and service procedures.
- If receiving a request for help from a resident outside their ward, tell the resident who their local councillors are and only take up the request if the resident still asks them to. Members will normally, as a courtesy, keep Ward Councillors advised of matters in the ward in which the resident they are dealing with lives. There may be circumstances where urgent or immediate



action needs to be taken (such as safeguarding or health & safety issues) which means this communication/information sharing is retrospective.

- Not ask officers to attend a meeting or site visit in their ward where the public is expected to attend, without inviting the other local ward councillors. This does not apply to private meetings/site visits with officers or a ward 'walkabout' with an officer.

## 10. MEMBER AND OFFICER ROLES

<b>Members</b>
<ul style="list-style-type: none"><li>• Responsible to the Peterborough electorate. Serve up to a four-year term of office.</li><li>• Give political direction for the Council's services. Determine policy for providing the Council's services. Carry out reviews of council services.</li><li>• Scrutinise the effectiveness of council and local health services, monitoring performance against plans and targets. Actively contribute valuable local knowledge and experience.</li><li>• Hear applications and appeals about council services, where not decided by officers.</li><li>• Help residents, organisations or businesses to access services, acting as advocates for them.</li><li>• Lead the community, at council-wide and local levels. Speak for Peterborough in regional, national and international arenas.</li><li>• Work together across political divides as far as possible, for the benefit of the Council's services and Peterborough's diverse community.</li><li>• Promote partnership working with other service providers and local organisations, where appropriate.</li><li>• May be appointed to represent the Council on external organisations, such as a local health service management board or a community centre management committee. Attend regularly and keep the Council briefed about the organisation.</li></ul> <p>More detail about the role of members who take on special responsibilities is shown in the member roles at Appendix A.</p>

<b>Officers</b>
<ul style="list-style-type: none"><li>• Employed by, and accountable to, the Chief Executive as 'head of paid service'.</li><li>• Serve all members, acting impartially. Support them in their work as ward members, as Executive or committee members and as Council representatives on other organisations.</li><li>• Make managerial and operational decisions about service delivery and enforcement, within delegated authority. Carry out the decisions made by members.</li><li>• Give professional advice about policy development and decision-making. Be aware of the political and sensitive nature of much of their work, and take steps to understand the political and media implications of their recommendations.</li><li>• Support and advise the Administration. While all members must be treated equally, officers must support the Administration's objectives and implement the Executive's policies. This inevitably means that a considerable amount of officer time is spent upon Executive business.</li></ul>

- Day-to-day partnership working and liaison with service users, residents, communities, public service providers, businesses and organisations. Inform and consult about council services.
- Liaise with regional, national and international organisations, especially governmental organisations, in the interests of Peterborough.
- Advise appropriate cabinet member(s) of the results of the above consultations.

#### 11. WORKING RELATIONSHIPS, IMPARTIALITY AND CONFLICT RESOLUTION

Dilemmas	Approaches
<p><b>Balancing time and priorities</b></p> <p>Members and officers have to balance many competing priorities, and may not always be able to respond to requests immediately</p>	<ul style="list-style-type: none"> <li>• Members should explain their preferred timescale at the time of any request, especially if it is urgent, so officers can make informed judgements about competing requests and priorities.</li> <li>• Officers should take into account other demands (Council, work, other public appointments, etc) upon members.</li> <li>• Officers should not swamp members with written material.</li> <li>• Reports and letters should be concise and jargon-free.</li> <li>• Officers should not expect members to routinely respond to requests at short notice. Reasonable deadlines should be set and highlighted on the front of correspondence.</li> </ul>
<p><b>Familiarity</b></p>	<p>Members and officers need open working relationships, but should treat close personal familiarity with caution. It could cause difficulties in terms of conflicts of interest, inadvertently passing on confidential information, or giving rise to suspicions of influence or favouritism.</p> <p>Members should not apply undue pressure on officers to undertake work outside their normal duties, procedures or working hours.</p> <p>Officers should not use their working relationship with a member to influence a decision in their favour, raise personal matters connected with their job or make allegations about other employees.</p>
<p><b>Proper conduct</b></p> <p>Members and officers are expected to →</p>	<ul style="list-style-type: none"> <li>• perform their duties effectively and efficiently;</li> <li>• give timely responses to enquiries and complaints;</li> <li>• keep each other updated;</li> <li>• participate in briefings and training, to keep up to date with changing legislation, circumstances and roles;</li> <li>• understand and respect each others' roles and pressures;</li> <li>• not use their position to advance personal interests or influence decisions improperly;</li> <li>• comply with the Members' and Officers' Codes of Conduct.</li> </ul>
<p><b>Conflict resolution</b></p>	<p>If a member feels they have not been treated with respect and courtesy, or their requests are being frustrated or dealt with inadequately, they should ideally first raise this with the officer concerned. If matter is not then resolved, they should then raise it with the director (or, if the director is the cause of the concern, the Chief Executive) either directly or through their group leader/group secretary. The senior officer will consider whether there has been a breach of the officer code of conduct, and any appropriate action.</p>

	<p>If an officer feels a member has been rude or placed unreasonable demands upon them, or a representative is not working with the lead officer, they should ideally raise this first with the member concerned. If the matter is not then resolved, they should raise it with their director (or the Chief Executive, if it is a director who is concerned), who will raise it with the member and/or the member's group leader, as appropriate. If it there may have been a breach of the members' code of conduct then the Monitoring Officer's advice will be taken.</p>
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**12. MEETING PROTOCOLS**

- 12.1 **Meetings schedule** Council sets an annual schedule of dates for Council, the Cabinet and standing committees. This is confirmed at each annual council meeting for the municipal year just starting, and is rolled forward to a provisional Year 2 schedule at the same time.
- 12.2 **Variations to the schedule, and other meeting dates** Variations to the schedule, and dates and times of other committees or working groups not listed in the schedule, will be determined by the chairman, after prior consultation with group representatives. (In the case of Cabinet, there is no need for such consultation). Democratic Services officers will consult the group representatives (or, if time is short, another member of that group if the representative cannot be contacted) and the relevant lead officers. Chairmen will try to ensure that meetings are timed to be accessible to all members and officers who are required to attend. The Mayor determines any variation to the Council schedule, in consultation with group leaders.
- 12.3 **Timing** For a committee meeting, if there is disagreement about timing between the chairman and group representatives, the meeting will start at the normal time for meetings of that committee as identified in the Annual Calendar of Meetings approved by Council. If there is an unresolved dispute for a working group this will be determined by the parent body.
- 12.4 **Meeting cancellation** Any meeting may be cancelled if there is insufficient business. For Council this will be determined by the Mayor in consultation with the group leaders; for Cabinet meetings, by the Leader of the Council; and for all committees and working groups, by the chairman in consultation with the group representatives.
- 12.5 **Meeting conduct** The chairman's role is to maintain order, a business-like approach, an atmosphere of respect and a good flow of debate, following constitutional rules and also the common law of meetings wherever the Council's procedural rules are silent upon an issue. They chairman will allow adjournments for comfort breaks where reasonable, especially during the hearing of applications or appeals when any member who leaves the meeting may not participate in the vote at completion of the hearing.
- 12.6 **The meeting room** Most meetings take place at the Town Hall, but other venues can be used with the committee's agreement. The layout of seats and tables may be varied to create a more or less formal atmosphere, depending upon the nature of the business. When members of the public are participants (for example, at question and answer sessions or when speaking for or against an application), efforts will be made to ensure the layout is not intimidating. The aim is to help the person make a positive contribution.
- 12.7 **Refreshments** Soft drinks are made available at all meetings. Food will not usually be eaten at meetings which are open to the public and when decisions are being made, to avoid detracting or distracting from the seriousness of the business at hand. Refreshments may be appropriate where participants have been asked to attend across a meal-time.

**13. ALL PARTY POLICY PLANNING BRIEFINGS (APPP)**

- 13.1 These cross-party meetings are held regularly, usually on the last Thursday of each month excepting May, August and December. They allow the full Council membership to receive briefings, and ask questions and discuss points arising both informally and confidentially.
- 13.2 In general, one presentation per meeting will be arranged by Members Services Unit (in consultation with the APPP chairman) about contemporary, significant service and corporate issues. This may include external presenters.
- 13.3 Council will determine the date and time of APPP meetings, usually through the annual meetings schedule. The meeting itself will appoint its chairman.

#### 14 OFFICERS' MANAGEMENT ARRANGEMENTS

- 14.1 **Corporate Management Team (CMT)** meets fortnightly to consider strategic issues affecting the Council. Formal meetings are serviced by Democratic Services, and chaired by the Chief Executive or a nominated director. The agenda is agreed with the Chief Executive or meeting chairman. Action points/minutes are made available within the Council. Typical issues discussed:
  - draft Cabinet/committee reports and work programmes;
  - new initiatives from government or other agencies and the likely impact on the Council;
  - items requested by members, directors or heads of service;
  - the outcomes and expectations of best value and other inspections;
  - a workshop to discuss specific issues or as part of overall organisational development.

The Group usually sees all draft Cabinet reports before they are issued. It may request sight of draft overview and scrutiny committee reports based upon forward examination of the work programme. This allows strategic management of the authority's business.

- 14.2 **Departmental management teams** (DMTs) comprise the director and the heads of service for each division within a department, with other officers as necessary to give legal, financial, constitutional or other advice. They meet regularly to discuss strategic and operational matters. These meetings may include:
  - meetings with the cabinet member and/or group representatives;
  - organised training sessions about specific issues;
  - feedback from the Executive, committee meetings and CMT;
  - inspection reports;
  - Cabinet/committee work programmes and draft reports;
  - service planning and employee related matters;
  - contributions to and responses to corporate initiatives.
- 14.3 **Communications:** Consistent two-way communication between members, managers and other employees, is important, avoiding duplication. Communication channels include:
  - Chief Executive's regular briefings open to all employees;
  - service specific briefings – as and when necessary;
  - weekly Members' Information bulletin and Members' Digest - officers should use these to reduce the reading burden for members and printing and distribution costs;
  - newsletters for all employees and members and per department;
  - information passed from CMT to DMTs to team meetings;
  - one to one meetings with employees or councillors;
  - shared computer databases.
- 14.4 **Politically restricted posts** All officer posts are impartial, but the following have a special political restriction by law: the Chief Executive; directors; the Monitoring Officer (i.e the Solicitor to the Council); and officers on a list which the Council must maintain of all posts which *either* have annual pay equivalent to or above pay spinal column point 44, or involve

the officer in regularly giving advice to Council, the Executive, a committee or sub-committee, or regularly speaking on the Council's behalf to journalists and broadcasters.

Officers whose posts are “politically restricted” may not:

- hold office in a political party, act as an election agent or canvass on behalf of a political party or candidate for election;
- stand for election to a local authority (except to a parish council);
- speak in public, give interviews or publish any written work with the intention of affecting public support for a political party.

These restrictions do not affect the employee's family. They do not prevent the officers from, for example, displaying an election poster in a window of their home if they so wish.

## 15. SUPPORT SERVICES PROVIDED FOR MEMBERS

The Council may only help members to discharge their role as councillors, and may not use its resources for party political activity. Members will not ask officers to publish material that appears to seek public support for a political party, or to do work that would compromise their impartiality. Any such requests are referred back to the member for they or their party office to undertake.

<p><b>Secretarial and administrative support for ward casework</b> Provided by the Members Services Unit ('the Unit'). Carried out strictly in date order of receipt unless marked as 'urgent', and completed within three working days where possible.</p> <p>May not refer to membership of/support for political parties. Local newsletter titles may be mentioned unless this places the impartiality of the Unit at risk. Political views may be expressed, if the correspondence includes a statement that it may not reflect the Council's views.</p> <p>The Unit may interview constituents who phone or visit the Town Hall, take and record appropriate action on members' behalf. The constituent is kept informed of action taken and the member notified in writing, with copies of any correspondence instigated on their behalf. Correspondence is not be copied to another member, without prior consultation.</p>
<p><b>Member details</b> Maintained by the Unit and Democratic Services secretaries. Published on the web, if the member's permission has been given.</p>
<p><b>Casework generated by ward surveys and feedback forms</b> Can be undertaken by the Unit. Information such as service requests is taken from the survey form and forwarded to the relevant officer, to avoid circulating any material showing political bias. Officer replies are recorded and the ward resident contacted on the member's behalf. The Unit will not, however, produce or otherwise be involved in the implementation of the survey itself.</p>
<p><b>Ward profiles</b> Available to members, on request to the Unit.</p>
<p><b>Members' post</b> <del>This will be placed in Members pigeon holes in their group rooms. Urgent items that need to be posted will be done so with the agreement of the Head of Constitutional Services Despatched every Monday, Wednesday and Friday; only urgent mail sent on other days. The Unit will tell members about bulky items, to be collected from Group Rooms where possible to save postage. Members return envelopes to the Town Hall for reuse.</del></p> <p><del>Multiple copies of sealed mail are checked by the Unit to see if they should be posted at the Council's expense.</del> Inappropriate items (advertising, political material and junk mail, etc) are logged and placed in Group Rooms for collection by members. Political groups' correspondence relating specifically to Council policy and business <u>will also be posted in members pigeon holes may be mailed in members' post.</u></p>
<p><b>Photocopying</b> Each request judged on its merits. Maximum 250 copies per member per month or 3,000 per year. Members collect/distribute bulk copies; they are not mailed by the Council.</p>
<p><b>E-mail</b> A <i>peterborough.gov.uk</i> address for all members, routed automatically where the member has a private e-mail facility available, and otherwise forwarded hard copy by the Unit. Hard-copy forwarding should not be used to conduct personal or party political business.</p>

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**Ward surgeries** Arranged by the member, but advertised by the Unit. The Unit pays invoices for surgery venues. Officers are not expected to attend members' surgeries.

**Office supplies** Reasonable supplies of letter-head paper, business cards and office stationery. Dictaphones, fax machines and replacement fax cartridges for Council use. Provided in Group Rooms, and for home use upon request from the Unit. Shredding available for council papers. (Allowances and ICT support are described in the Members Allowances Scheme.)

**Car parking** An annual bulk request to renew members' car parking permits.

## 16. POLITICAL GROUPS

- 16.1 Councillors may give notice of membership of a political group. Each group appoints a leader and secretary, may appoint a deputy leader and otherwise arranges its own affairs.
- 16.2 Private **political group meetings** may be held at the Town Hall. Members Services Unit will arrange, providing a secretariat service if requested, up to one meeting each month. These will usually follow the All Party Policy Planning meeting.
- 16.3 Officers may attend political group meetings on Council business. Any request for an officer to attend a Group meeting should be directed to the Chief Executive or relevant director, stating the subject matter. The Chief Executive or director will determine which officer(s) should attend, usually a second-tier officer or above. If they believe officer attendance would be inappropriate, they will discuss this with the group leader.
- 16.4 Officers must not advise group meetings about political or party business. Members and officers should avoid any conduct that could compromise officers' impartiality. Special care is needed if the meeting includes party representatives/observers who are not councillors. These people will not have signed the statutory Code of Conduct and do not have members' rights to information, so officers may not be able to provide the same level of advice. The meeting chairman will tell officers if there are observers present.
- 16.6 Confidentiality: the content of discussions will not be relayed directly or indirectly to members of another group or officers without the consent of the political group.
- 16.7 A **public political group meeting** may not be held at the Town Hall, to avoid any confusion in public perception as to the Council's official views about an issue.

## 17. SHADOW CABINET

- 17.1 Should the second largest Political Group on the Council wish to form a Shadow Cabinet they will need to notify the Council and Chief Executive of their nominated membership to a Shadow Cabinet
- 17.2 A Shadow Cabinet will be subject to the same rules and conditions as outlined in this Member/Officer Protocol.
- 17.3 A Protocol outlining the role and support to the Shadow Cabinet is outlined in Appendix 1 to this Member/Officer Protocol

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## 18. MEMBERS' OFFICES

- 18.1 **Group Rooms** All Members have access to their 'political group room', which is not open to other members or officers. These are supported by Members' Services Unit.
- 18.2 **Members' Lounge** This is open to all members. It can be used when meeting visitors to discuss ward related issues and other council business. It may also be used by members to hold small meetings where it is not appropriate to hold these within the group rooms.
- 18.3 **Leader's office** The Leader of the Council is provided with an office.

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## 19. MEMBER APPRAISAL, TRAINING AND DEVELOPMENT

- 19.1 **Service-specific briefing and training** This is arranged and funded by the service department. Attendance at external events should be approved in accordance with the Delegations Document. Any expenses incurred on behalf of an individual councillor must



be notified to the Head of Governance, both to track overall training provision and to ensure that legal requirements (see the Members' Allowances Scheme) are followed.

- 189.2 Members should receive appropriate training in order to sit on regulatory committees and also to undertake best value reviews.
- 198.3 **Corporately arranged briefing and training** A central budget is provided for corporately arranged members' training, managed by Democratic Services and advised by the Organisational Development section within Human Resources Division. The Monitoring Officer oversees the central funds to ensure that there is provision for the following categories: executive development; overview and scrutiny development; generic/cross-party skills development; and individual member requests supported by their political group.
- 198.4 The Peterborough **Guide to Training and Development** for City Councillors highlights the skills needed to be a ward councillor, carry out scrutiny or serve on the Executive. It suggests a method for members to identify their training and development needs in a personal development plan. It can be used for a self- assessment with officers, on request.
- 198.5 The Chief Executive will maintain a database of members' training. This is used to develop an **annual training plan** for members.
- 198.6 Members attending an external training event/conference should feed back to the relevant director or head of service, to consider how the information learnt can be disseminated.
- 198.7 **Member roles** (Appendix A) have been drawn up to advise the independent remuneration panel. These can be used alongside the training guide, to help clarify learning needs, and also help members of the public to know what they can expect of elected members.
- 198.8 The Council does not operate a formal **performance appraisal** scheme for members. Standards Committee agreed that this would be impractical to operate. Members are ultimately held accountable by their electorate through local elections. Residents can find out about their councillors by means of contact details and explanatory information about members' roles provided in leaflets and on the Council's website.

#### **2049. OFFICER APPRAISAL, TRAINING AND DEVELOPMENT**

- 2049.1 The Council's learning policy recognises that all employees need to learn and develop. Each department is encouraged to have a training plan, reflecting the Council's and services' objectives and action plans. Officer attendance at briefings, courses, seminars and conferences is arranged and funded by the department's budget in line with their training plan and service plans.
- 209.2 Afterwards, the officer and line manager should evaluate whether the learning objectives were met and share learning, to maximise benefit from the investment in the event.
- 2049.3 All employees should have a personal development plan reviewed at least annually through the appraisal process. Annual appraisal includes at least six-monthly meetings where the officer and manager review job description, achievements, progress with meeting current objectives, new objectives, learning needs and any other ways in which support could be given to improve the person's job and or performance.

**Appendix 1**

**SHADOW CABINET PROTOCOL**

**1. Composition**

The Leader of the second largest Political Group may choose to form a Shadow Cabinet by their nomination from amongst the Members of the Council. If so they shall notify the Council and the Chief Executive of the names of the Members nominated to form a Shadow Cabinet and of any changes in the membership of the Shadow Cabinet which may occur from time to time.

The distribution of portfolios between and amongst Shadow Cabinet

Members will mirror the Portfolios of those of the Cabinet, save that a single Member may cover more than one portfolio.

**2. Number of Members**

The Shadow Cabinet shall comprise no greater number of Members than the number of members of the Cabinet.

**3. Role**

The Shadow Cabinet will have collective responsibility for providing an effective challenge to the controlling Executive and for constructive scrutiny of the achievement of the Council's corporate and service objectives and priorities.

**4. Officer Support**

4.1 On request the Chief Executive, or senior officers acting under their direction, shall attend private meetings of the Shadow Cabinet. At such meetings, the Chief Executive (or nominee) shall brief the Shadow Cabinet on:

(a) proposals that are to be considered by the Cabinet and that have been published; and

(b) other matters identified by the Shadow Cabinet.

4.2 Officer briefings at private Shadow Cabinet meetings shall be factual and professional and non-political in nature and shall not extend to the evaluation of policy options, justifying or defending proposals of the Executive, or revealing information and advice that is properly confidential in nature

4.3 Officers shall not speak or answer questions at Shadow Cabinet meetings that are open to the general public or anyone who is not a Member of Peterborough City Council, save for any properly appointed Political Assistant and any officer present at the request of the Chief Executive.

4.4 Individual shadow Portfolio Holders are not holders of office within the Council. However, shadow Portfolio Holders may receive advice and support from the Chief Executive or senior officers acting under their direction. All such advice and support will need to comply with the Member/Officer protocol contained in part 5 of the Council's Constitution.

**5. Powers**

For the avoidance of doubt the Shadow Cabinet will not have any Executive powers and in this respect officers cannot be instructed to act on behalf of the Shadow Cabinet or individual Members of the Shadow Cabinet in any way

<b>COUNCIL</b>	<b>AGENDA ITEM No. 10</b>
<b>25 JULY 2018</b>	<b>PUBLIC REPORT</b>

## **RECORD OF EXECUTIVE DECISIONS MADE SINCE THE LAST MEETING**

### **1. CABINET MEETING HELD ON 26 MARCH 2018**

#### **i. Report of the Task and Finish Group to Assist the Development of a New Homelessness Strategy**

Cabinet considered the report and **RESOLVED** (unanimous) to recommend that Council approve the report and recommendations contained within.

#### **ii. Minerals and Waste Local Plan - Preliminary Draft for Consultation**

Cabinet considered the report and **RESOLVED** (unanimous) to:

1. Approve the attached Cambridgeshire-Peterborough Minerals and Waste Local Plan - Preliminary Draft, for the purpose of subsequent public consultation commencing in May 2018, subject to the insertion of an additional paragraph in the Introduction of the Plan as recommended by Planning and Environmental Protection Committee (see paragraph 4.10 of the agenda report below).
2. Delegate to officers authority to make any minor non-consequential amendments to the Plan as attached, prior to consultation, in order to: correct any typographical errors or factual matters; improve presentation; or address any minor amendments arising from the Plan's consideration by Cambridgeshire County Council's democratic process.
3. Delegate to the Cabinet Member for Growth, Planning, Housing and Economic Development authority to make more substantive changes to the Plan as attached, prior to consultation, provided he should see fit to do so, if it would help to address any more substantive suggested amendments arising from the Plan's consideration by Cambridgeshire County Council's democratic process.

#### **iii. 20mph Speed Limits in Werrington - Working Group**

Cabinet considered the report and **RESOLVED** (unanimous) to:

1. Establish a cross-party working group to explore the options for introducing a 20mph speed limit on The Green, Church Street, Amberley Slope, Twelvetree Avenue and parts of Lincoln Road and Fulbridge Road approaching the Lincoln Road / Church Street and Fulbridge Road / The Green junctions, to review and make recommendations on the precise area to be covered, and to report back to Cabinet with their recommendations;
2. Agree the draft terms of reference for the working group, subject to:
  - The amendment of item 10 to provide for the formulation of a set of criteria, including safety and health considerations, to be used as a toolkit in the assessment of future potential 20mph speed limit areas in the Peterborough area.

- The addition an item 11 to consider the effectiveness and financial implications of enforcement, in consultation with the police; and
3. Agree the working group reports back to Cabinet with recommendations and findings by July 2018.

iv. **Budget Control Report January 2018**

Cabinet considered the report and **RESOLVED** (unanimous) to:

1. Note the Budgetary Control position for 2017/18 at January includes an underspend of £3.466m for Revenue.
2. Note a contribution to the capacity reserve of £3.466m, which relates to the 2017/18 underspend as reflected in Appendix A.
3. Note the estimated reserves position for 2017/18 outlined in Appendix C.
4. Note the Asset Investment and Treasury Budget position outlined in Appendix D.
5. Approve the virement of a capital budget of £0.310m for further investment in to the day opportunities service, as outlined in Appendix D, from the People and Communities budget.

2. **BUDGET CABINET MEETING HELD ON 11 JUNE 2018**

i. **Proposal to Explore the Option of Forming a Local Trading Company**

Cabinet considered the report and **RESOLVED** (unanimous) to:

1. Note that the Cabinet Member for Waste and Street Scene, together with the Service Director of Environment and Economy are investigating the establishment of a Local Authority Trading Company (LATCo) for services currently performed under the EMS contract by Amey.
2. Note the arrangements in place for these services as set out in paragraph 4.4 of the report would be paused whilst such an investigation takes place.
3. Be kept updated on the progress of this investigation.

ii. **Budget Monitoring Report Final Outturn 2017/18**

Cabinet considered the report and **RESOLVED** (unanimous) to:

1. Note the final outturn position for 2017/18 (subject to finalisation of the statutory statement of accounts) of a £6.9m underspend on the Council's revenue budget.
2. Note the reserves position outlined in section 6, which includes a contributions to the capacity building reserve of £6.9m, as a result of departmental underspends as highlighted in the revenue outturn.
3. Note the outturn spending of £80.164m in the Council's capital programme in 2017/18 outlined in section 7 of the report.
4. Note the performance against the prudential indicators outlined in Appendix B to the report.

5. Note the performance on payment of creditors, collection performance for debtors, local taxation and benefit overpayments outlined in Appendix C to the report.

iii. **Medium Term Financial Strategy 2019/20 to 2021/22 - Tranche One**

Cabinet considered the report and **RESOLVED** (unanimous) to:

1. Approve the Tranche One service proposals, outlined in Appendix D to the report as the basis for public consultation.
2. Approve the updated budget assumptions, to be incorporated within the Medium Term Financial Strategy 2019/20- 2021/22. These are outlined in section 5 of the report.
3. Approve the revised capital programme approach outlined in section 5.8 and referencing Appendix C to the report.
4. Approve the additional resourcing of £1.4m, required to deliver transformation projects, in order to achieve future financial benefits. These are outlined in section 5.6 of the report.
5. Approve Medium Term Financial Strategy 2019/20-2021/22- Tranche One, as set out in the body of the report and the following appendices:

Appendix A – 2019/20-2021/22 MTFs Detailed Budget Position- Tranche One  
Appendix B – Performance Data  
Appendix C – Capital Schemes  
Appendix D – Budget Consultation Document, including Budget Proposals  
Appendix E – Equality Impact Assessments

6. Note the future strategic direction for the Council outlined in section 5.7 of the report.
7. Note the forecast reserves position outlined in section 5.9 of the report.

iv. **Modern Slavery Act**

Cabinet considered the report and **RESOLVED** (unanimous) to:

1. Approve the draft 2017/2018 Modern Slavery Transparency Statement for signature and publication; and
2. Approve the draft Modern Slavery Policy for implementation.

v. **Consultant, Interim and Agency Worker Policy**

Cabinet considered the report and **RESOLVED** to approve the revised Consultant, Interim and Agency Worker Policy, which had been drafted in consultation with key stakeholders and officers to reflect compliance with procurement and HMRC regulations.

3. **BUDGET CABINET MEETING HELD ON 16 JULY 2018**

i. **Medium Term Financial Strategy 2019/20 to 2021/22 – Tranche One**

Cabinet considered the report and **RESOLVED** to approve and recommend to Council:

1. The Tranche One service proposals, outlined in Appendix D.

2. The updated budget assumptions, to be incorporated within the Medium Term Financial Strategy 2019/20- 2021/22. These are outlined in section 5 of the report.
3. The revised capital programme approach outlined in section 5.8 and referencing Appendix C.
4. The additional resourcing of £1.4m, required to deliver transformation projects, in order to achieve future financial benefits. These are outlined in section 5.6 of the report.
5. The Medium Term Financial Strategy 2019/20-2021/22- Tranche One, as set out in the body of the report and the following appendices:
  - Appendix A – 2019/20-2021/22 MTFFS Detailed Budget Position- Tranche One
  - Appendix B – Performance Data
  - Appendix C – Capital Schemes
  - Appendix D – Budget Consultation Document, including Budget Proposals
  - Appendix E – Equality Impact Assessments
  - Appendix F – Budget Consultation Feedback

It was recommended that Cabinet notes:

6. The future strategic direction for the Council outlined in section 5.7 of the report.
7. The forecast reserves position outlined in section 5.9 of the report.
8. The feedback received on the budget proposals, received via the consultation detailed in Appendix F.

ii. **[Peterborough Statement of Community Involvement](#)**

Cabinet **RESOLVED** to adopt an updated Statement of Community Involvement (SCI), as attached at Appendix 1 to this report.

iii. **[Updated Regulation 123 list and Community Infrastructure Levy Supporting Policies](#)**

Cabinet **RESOLVED** to approve the set of Community Infrastructure Levy Supporting Policies Documents including Regulation 123 List for a targeted consultation.

iv. **[Green Backyard Progress Report](#)**

Cabinet **RESOLVED** to note the progress on the Green Backyard

**4. CALL-IN BY SCRUTINY COMMITTEE**

Since the publication of the previous report to Council the call-in mechanism has not been invoked.

**5. SPECIAL URGENCY AND WAIVER OF CALL-IN PROVISIONS**

Since the publication of the previous report to Council the urgency, special urgency and waiver of call-in provisions have been invoked twice:

1. The decision taken by the Cabinet Member for Resources on 28 February 2018 relating to [Disposal of freehold in North West of the City - FEB18/CMDN/110](#). The urgency, special urgency and waiver of call-in was agreed because the disposal was commercially sensitive and the Council needs to use the urgency provisions to enable it to contract as the vendor

unconditionally to reduce the risk of the purchaser withdrawing. The call-in provisions leave the Council exposed when it wishes the purchaser to be contractually bound.

2. The decision taken by the Cabinet Member for Resources on 26 June 2018 relating to [Approval of funding for the provision of accommodation to reduce homelessness - JUN18/CMDN/12](#). The urgency and waiver of call-in was agreed because it the Cabinet Member approved a grant of £2.290m to Medesham Homes LLP, funded from Right to Buy Receipts, to enable the provision of 18 new affordable homes in Peterborough.

## 6. CABINET MEMBER DECISIONS

CABINET MEMBER AND DATE OF DECISION	REFERENCE	DECISION TAKEN
<p>Cabinet Member for Growth, Planning, Housing and Economic Development</p> <p>Councillor Peter Hiller</p> <p>28 February 2018</p>	FEB18/CMDN/109	<p><a href="#">Authorise the award of the Nene Bridge Bearings Scheme</a></p> <p>The Cabinet Members Authorised the award of the Nene Bridge Bearings bridge works to Skanksa Construction UK Ltd through the Council's Peterborough Highway Services Contract 2013-2013.</p>
<p>Leader of the Council and Member and Deputy Mayor of the Cambridgeshire and Peterborough Combined Authority</p> <p>Councillor John Holdich OBE</p> <p>1 March 2018</p>	FEB18/CMDN/111	<p><a href="#">Decision: Borrowing Powers Of The Cambridgeshire And Peterborough Combined Authority</a></p> <p>The Cabinet Member recommended approving giving the consent of Peterborough City Council for the Cambridgeshire and Peterborough Combined Authority to extend its borrowing powers beyond its existing transport borrowing powers so that it can borrow for any of its new functions</p>
<p>Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health</p> <p>Councillor Wayne Fitzgerald</p> <p>7 March 2018</p>	MAR18/CMDN/112	<p><a href="#">Adult Social Care Contracts for Placements in Care Homes</a></p> <p>The Cabinet Member authorised the Corporate Director for People and Communities to make residential placements in care homes until 1 December 2018 subject to:</p> <ol style="list-style-type: none"> <li>1. Such placements being within the budget for the services;</li> <li>2. The placement meets the conditions set out in the choice directives;</li> <li>3. The placement is made in consultation with the Head of Strategic Finance;</li> </ol>

		<ol style="list-style-type: none"> <li>4. Individual placements are made in accordance with the Council's Financial Regulations;</li> <li>5. The placement does not exceed the OJEU threshold per annum; and</li> <li>6. All individual placement agreements is completed/signed.</li> </ol>
<p>Cabinet Member for Resources</p> <p>Councillor David Seaton</p> <p>13 March 2018</p>	MAR18/CMDN/113	<p><a href="#">Award of Insurance Contract</a></p> <p>The Cabinet Member authorised the award of a new insurance contract to Zurich Municipal for the annual sum of £727,337-06 (inclusive of insurance premium tax). The contract will run from 1 April 2018 to 31 March 2023.</p>
<p>Cabinet Member for Resources</p> <p>Councillor David Seaton</p> <p>23 March 2018</p>	MAR18/CMDN/114	<p><a href="#">Peterborough Serco Strategic Partnership Contract Amendments</a></p> <p>The Cabinet Member authorised entering into a number of Notice of Change (NoC) arrangements with Serco Limited to vary the Council's Peterborough Serco Strategic Partnership (PSSP) Contract. These changes amend and update a number of partnership wide service delivery specifications to more accurately reflect the current operation of the partnership following developing needs across services since the partnership's inception.</p>
<p>Cabinet Member for Growth, Planning, Housing and Economic Development</p> <p>Councillor Peter Hiller</p> <p>27 March 2018</p>	MAR18/CMDN/120	<p><a href="#">Real Time Passenger Information</a></p> <p>The Cabinet Member authorised</p> <ol style="list-style-type: none"> <li>1. The award of a Call Off Contract to VIX Technology UK Limited for £348,846 from 3 April 2018 for a period of 5 years with the option to extend for a further 3 years for the bus real time passenger information system service and maintenance.</li> <li>2. The Council to enter into a Local Authorities Partnering Agreement with Cambridgeshire County Council, Bedford Borough Council, Central Bedfordshire Council, Luton Borough Council and Northamptonshire County Council from 3 April 2018 for a period of 5 years with the option to extend for a further 3 years</li> <li>3. The entering into of contracts with Stagecoach Group PLC and such other bus operators who wish to join the scheme, in relation to the real time passenger information system involving the provision, installation and maintenance of equipment on vehicles and/or the provision of data to allow the</li> </ol>



		<p>system to function, for a period of 5 years, with the option to extend for up to a further 3 years.</p> <p>4. The Director of Governance or delegated officers to enter into any other legal documentation on behalf of the Council in relation to this matter.</p>
<p>Cabinet Member for Resources</p> <p>Councillor David Seaton</p> <p>27 March 2018</p>	MAR18/CMDN/122	<p><a href="#">Serco ICT Contract Amendments - continuation of the AWS Cloud based service</a></p> <p>The Cabinet Member</p> <ol style="list-style-type: none"> <li>1. Awarded the contract for the procurement of Amazon Web Services (AWS) through the GCloud - 9 Framework Agreement (RM1557ix for the period 1st April 2018 to 31st March 2019) for a value of £650,000;and</li> <li>2. Authorised the Corporate Director: Resources to vary this Contract if the Council has to amend its detailed business requirements.</li> </ol>
<p>Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health</p> <p>Councillor Wayne Fitzgerald</p> <p>27 March 2018</p>	MAR18/CMDN/119	<p><a href="#">Delegating Discretionary Function Of Providing Mental Health Wellbeing And Recovery Services</a></p> <p>The Cabinet Member recommended to delegate the discretionary function of providing Mental Health Wellbeing and Recovery services to Cambridgeshire County Council.</p>

<p>Cabinet Member for Resources</p> <p>Councillor David Seaton</p> <p>27 March 2018</p>	<p>MAR18/CMDN/121</p>	<p><a href="#">SIGN OFF ICT CCN 075 - Amendments to Schedule 15 Pricing (superseding CCN 057)</a></p> <p>The Cabinet Member agreed to the sign off of ICT CCN 075 – which is the amendment to Schedule 15 Pricing (superseding 057).</p>
<p>Cabinet Member for Resources</p> <p>Councillor David Seaton</p> <p>28 March 2018</p>	<p>MAR18/CMDN/123</p>	<p><a href="#">Amendment of Existing Loan Arrangements to Empower</a></p> <p>The Cabinet Member recommended to:</p> <ol style="list-style-type: none"> <li>1. Approve the amendment of the terms of the Strategic Partnership with Empower Community Management LLP.</li> <li>2. Approve the amendment of the financing agreement with ECS Peterborough 1 LLP subject to finalising the payment plan for the receipt of interest and fees as detailed in paragraph 6.3.</li> <li>3. Approve the Council entering into such further agreements with ECS Peterborough 1 LLP and any other body necessary to facilitate the arrangements set out in this report.</li> <li>4. Delegate to the Corporate Director, Resources and Director of Law and Governance the ability to finalise matters 1 to 3 above.</li> <li>5. Delegate to the Corporate Director, Resources the ability to extend the funding facility which will be included in the financing agreement at 3. above on a monthly basis for up to 4 months based on the methodology for extending the facility set out in this report.</li> </ol>
<p>Cabinet Member for Resources</p> <p>Councillor David Seaton</p> <p>4 April 2018</p>	<p>APR18/CMDN/124</p>	<p><a href="#">Housing Related Support Grant Agreements 2018/2019</a></p> <p>The Cabinet Member recommended to:</p> <ol style="list-style-type: none"> <li>1. Award specific grants for the funding of Housing Related Support, which will be funded through the Housing Related Support (formerly Supporting People) Programme, to the following organisations for the period of 1 April 2018 to 31 March 2019: <ol style="list-style-type: none"> <li>1) Axiom Housing Association – Hostel Accommodation and Drop-in Service - £530,000.04;</li> <li>2) Cross Keys Homes – Hostel Accommodation - £99,109.08;</li> <li>3) YMCA – Hostel Accommodation - £250,059.48;</li> <li>4) Peterborough Woman’s Aid – Refugee Service - £60,205.68;</li> </ol> </li> </ol>

		<p>5) Home Group (Stonham) – Hostel Accommodation - £73,375.20 and</p> <p>6) Genesis Housing Association – Hostel Accommodation - £58,066.56</p> <p>2. Award a specific grant for the provision of Housing Related Support to the following organisations for the period of 1 April 2018 to 31 August 2018</p> <p>7) Cambridgeshire, Peterborough and South Lincolnshire MIND Floating Support Service - £8,889.00; and</p> <p>8) NACRO Storm Project – Floating Support - £14,666.80</p>
<p>Cabinet Member for Education, Skills and University</p> <p>Councillor Lynne Ayres</p> <p>10 April 2018</p>	APR18/CMDN/125	<p><a href="#">SACRE Agreed Syllabus</a></p> <p>The Cabinet Member authorised to approve the Locally Agreed Syllabus for Religious Education (RE).</p>
<p>Leader of the Council and Member and Deputy Mayor of the Cambridgeshire and Peterborough Combined Authority</p> <p>Councillor John Holdich OBE</p> <p>13 April 2018</p>	APR18/CMDN/127	<p><a href="#">Re-opening of market multi-storey car park toilet facilities during market operating hours</a></p> <p>The Cabinet Member authorised to re-open the market multi-storey car park toilet facilities during market operational hours (Tuesday-Saturday, 09.30am - 4.00pm) until the upgrade of the facilities has been fully reviewed.</p>
<p>Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health</p> <p>Councillor Wayne Fitzgerald</p> <p>13 April 2018</p>	APR18/CMDN/126	<p><a href="#">Approval of Better Care Fund Section 75 agreement</a></p> <p>The Cabinet Member:</p> <ol style="list-style-type: none"> <li>1. Authorised the termination of the existing Section 75 Agreement with the NHS Cambridgeshire and Peterborough Clinical Commissioning Group relating to the commissioning of health and social care services as detailed within the Better Care Fund;</li> <li>2. Authorised the Council to enter into a new Section 75 Agreement with the NHS Cambridgeshire and Peterborough Clinical Commissioning Group relating to the commissioning of health and social care services from 1 st April 2018, as detailed within the Better Care Fund 2017-2019 plan: and</li> </ol>

		3. Authorised the Corporate Director People and Communities, in consultation with the Director of Governance and subject to the officer delegations set out in the constitution, to agree further changes to the Section 75 Agreement as required.
Cabinet Member for Growth, Planning, Housing and Economic Development  Councillor Peter Hiller  16 April 2018	APR18/CMDN/128	<a href="#">Approval of the Transport Programme of Capital Works</a>  The Cabinet Member approved the 2018/19 – 2020/21 Transport Programme of Works, as follows:  <ul style="list-style-type: none"> <li>● The 2018/19 – 2020/21 Integrated Transport Programme;</li> <li>● The 2018/19 – 2020/21 Highway Maintenance Programme; and</li> <li>● The 2018/19 – 2020/21 Bridge Maintenance Programme.</li> </ul>
Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health  Councillor Wayne Fitzgerald  11 May 2018	MAY18/CMDN/129	<a href="#">Dementia Strategic Plan: Dementia: Everybody's Business: Improving Outcomes for People Living with Dementia and their Carers in Cambridgeshire and Peterborough</a>  The Cabinet Member Approved  <ol style="list-style-type: none"> <li>1. The Dementia Strategic Plan.</li> <li>2. To Support Peterborough City Council officers and members of the wider Peterborough and Cambridgeshire health and care system in implementation.</li> </ol>
Leader of the Council and Member and Deputy Mayor of the Cambridgeshire and Peterborough Combined Authority  Councillor John Holdich OBE  24 May 2018	MAY18/CMDN/01	<a href="#">Combined Authority Business Rates Supplement Order And The Adult Education Budget Order Consent</a>  The Cabinet Member approved the making of the Cambridgeshire and Peterborough Combined Authority (Adult Education Functions) Order 2018 (Appendix 1) and the Cambridgeshire and Peterborough (Business Rates Supplements Functions) Order 2018 (Appendix 2).
Leader of the Council and Member and Deputy Mayor of the Cambridgeshire and Peterborough Combined Authority	MAY18/CMDN/02	<a href="#">Appointments and Nominations to Outside Bodies 2018-2019</a>  The Cabinet Member approved:  <ol style="list-style-type: none"> <li>1. The appointments to outside bodies as set out in Appendix 1; and</li> </ol>

<p>Councillor John Holdich OBE</p> <p>30 May 2018</p>		<p>2. The nominations to outside bodies as set out in Appendix 2</p>
<p>Cabinet Member for Education, Skills and University</p> <p>Councillor Lynne Ayres</p> <p>1 June 2018</p>	<p>JUN18\CMDN\03</p>	<p><a href="#">Post 16 Transport Partnership Policy</a></p> <p>The Cabinet Member approved the Council's 'Post -16 Transport Partnership Policy' to operate until August 2019.</p>
<p>Cabinet Member for Resources</p> <p>Councillor David Seaton</p> <p>20 June 2018</p>	<p>JUN18/CMDN/11</p>	<p><a href="#">The Award of Grants to Fund Specialist Information and Advice Services</a></p> <p>The Cabinet Member approved the award of specific grants to Voluntary and Community Sector organisations for the continued funding of specialist Information, Advice and Guidance services relating to the Peterborough Community Assistance Scheme from the date this decision becomes effective up to 31 March 2019 as outlined in section 4.6 and below: Organisation Amount requested until 31st March 2019</p> <ul style="list-style-type: none"> <li>• Kingsgate Community Church £110,000</li> <li>• Rainbow Savers Credit Union £52,000</li> <li>• AB Disability Peterborough £105,000</li> <li>• Age UK £30,000</li> <li>• MIND £30,000</li> <li>• PCVS £40,000</li> <li>• Total £367,000</li> </ul>
<p>Cabinet Member for Public Health</p> <p>Councillor Diane Lamb</p> <p>27 June 2018</p>	<p>JUN18/CMDN/13</p>	<p><a href="#">Participation as a pilot site in Public Health England study of collaborative commissioning for sexual health and reproductive services JUN18/CMDN/13</a></p> <p>The Cabinet Member approved to:</p> <ol style="list-style-type: none"> <li>1. accept the Public Health England (PHE) invitation to take part in the Sexual Health and Reproductive Services Commissioning Feasibility Study.</li> <li>2. Public Health commissioners working with colleagues from the Cambridgeshire and Peterborough Clinical Commissioning Group (CCG) and NHS England (NHSE) to develop a more efficient and cost-effective system wide approach to the commissioning of sexual health and reproductive services.</li> </ol>
<p>Cabinet Member for Public Health</p>	<p>JUL18/CMDN/13</p>	<p><a href="#">Section 256 Agreement For Tier 3 Weight Management Services JUL18/CMDN/13</a></p>

<p>Councillor Diane Lamb</p> <p>11 July 2018</p>		<p>The Cabinet Member approved a Section 256 agreement to enable the Council to commission Tier 3 weight management services on behalf of the Cambridgeshire and Peterborough Clinical Commissioning Group as part of the Integrated Healthy Lifestyles contract operating from 01 April 2017 to 31 March 2022. The Section 256 agreement will enable funding to be transferred from the Cambridgeshire and Peterborough Clinical Commissioning Group to the Council for these services.</p>
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<b>COUNCIL</b>	<b>AGENDA ITEM No. 11</b>
<b>25 JULY 2018</b>	<b>PUBLIC REPORT</b>

**RECORD OF CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY DECISIONS MADE SINCE THE LAST MEETING**

**1. MEMBER REPRESENTATIVES**

<b>Meeting</b>	<b>Dates of Meeting</b>	<b>Representative</b>
Overview and Scrutiny Committee	12 February 2018 26 March 2018 1 June 2018 25 June 2018	Councillor David Over Councillor Ed Murphy
Combined Authority Board	14 February 2018 28 February 2018 30 May 2018 27 June 2018	Councillor John Holdich
Audit and Governance Committee	26 March 2018	Councillor David Seaton

1.1 The above meetings have taken place in February, March, May and June.

**2. OVERVIEW AND SCRUTINY COMMITTEE – 12 FEBRUARY 2018**

2.1 The Overview and Scrutiny Committee met on 12 February 2018 and the decision summary is attached at **Appendix 1**.

**3. BOARD MEETING – 14 FEBRUARY 2018**

3.1 The Board met on 14 February 2018 and the decision summary is attached at **Appendix 2**.

**4. BOARD MEETING – 28 FEBRUARY 2018**

4.1 The Board met on 28 February 2018 and the decision summary is attached at **Appendix 3**.

**5. OVERVIEW AND SCRUTINY COMMITTEE – 26 MARCH 2018**

5.1 The Overview and Scrutiny Committee met on 26 March 2018 and the decision summary is attached at **Appendix 4**.

**6. AUDIT AND GOVERNANCE – 26 MARCH 2018**

6.1 The Audit and Governance Committee met on 26 March 2018 and the decision summary is attached at **Appendix 5**.

**7. BOARD MEETING – 28 MARCH 2018**

7.1 The Board met on 28 March 2018 and the decision summary is attached at **Appendix 6**.

**8. BOARD MEETING – 30 MAY 2018**

8.1 The Board met on 30 May 2018 and the decision summary is attached at **Appendix 7**.

**9. OVERVIEW AND SCRUTINY COMMITTEE – 1 JUNE 2018**

9.1 The Overview and Scrutiny Committee met on 1 June 2018 and the decision summary is attached at **Appendix 8**.

**10. OVERVIEW AND SCRUTINY COMMITTEE – 25 JUNE 2018**

10.1 The Overview and Scrutiny Committee met on 1 June 2018 and the decision summary is attached at **Appendix 9**.

**11. BOARD MEETING – 27 JUNE 2018**

11.1 The Board met on 27 June 2018 and the decision summary is attached at **Appendix 10**.

**12. THE AGENDAS AND MINUTES OF THE MEETINGS ARE ON THE COMBINED AUTHORITY WEBSITE**

<http://cambridgeshirepeterborough-ca.gov.uk/meetings/overview-and-scrutiny-committee/?date=2018-02-12>

<http://cambridgeshirepeterborough-ca.gov.uk/meetings/cambridgeshire-and-peterborough-combined-authority-board/>

<http://cambridgeshirepeterborough-ca.gov.uk/meetings/show/2018-02-28>

<http://cambridgeshirepeterborough-ca.gov.uk/meetings/show/2018-03-26>

<http://cambridgeshirepeterborough-ca.gov.uk/meetings/show/2018-03-28>

<http://cambridgeshirepeterborough-ca.gov.uk/meetings/cambridgeshire-and-peterborough-combined-authority-board-11/?date=2018-05-30>

<http://cambridgeshirepeterborough-ca.gov.uk/meetings/overview-and-scrutiny-committee-1st-june-2018/?date=2018-06-01>

<http://cambridgeshirepeterborough-ca.gov.uk/meetings/show/2018-06-25>

<http://cambridgeshirepeterborough-ca.gov.uk/meetings/cambridgeshire-and-peterborough-combined-authority-board-2/>





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## Overview and Scrutiny Committee\_ Decision Summary

**Meeting:** 12<sup>th</sup> February 2018

<http://cambridgeshirepeterborough-ca.gov.uk/meetings/overview-and-scrutiny-committee/?date=2018-02-12>

Chair: Cllr John Batchelor

Summary of decisions taken at this meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1.	<b>Apologies</b>	Apologies received from Cllr Yeulett, Cllr Murphy and Cllr Mason.
2.	<b>Declaration of Interests</b>	There were no declarations of interest.
3.	<b>Budget Consultation</b>	<p>The Committee considered the budget report that would be discussed at the Combined Authority Board meeting on Wednesday 14th February.</p> <p>The Chair invited the Interim Chief Finance Officer and the Financial Project Officer to answer the committees questions; the following point were made during the discussion:-</p> <ul style="list-style-type: none"> <li>The members noted that the responses that had been received from some constituent councils were more of a plea for funding rather than an actual comment on the budget and that there were no responses from the business sector, despite</li> </ul>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>request being sent to the Chamber of Commerce and others through other routes.</p> <ul style="list-style-type: none"> <li>• Members felt that this budget was a historical budget rather than a forward-looking budget as it outlined figures that had already been approved by the Board.</li> <li>• Members felt it would be useful to see the budget for future years to be able to get a good understanding of the costs around individual projects.</li> <li>• Members were advised that the Combined Authority were working on and would be providing a Medium Term Financial Strategy in due course, which would provide the information for the budgets for future years.</li> <li>• The LEP budget was still to be brought to the Board for approval, it was envisioned that this would be brought back in March. There was a legal requirement for the Combined Authority to approve a balanced budget before the beginning of March which was why the two budgets had to be considered separately.</li> <li>• Members felt that some information regarding the LEP budget should have been included with the budget.</li> <li>• Members raised concern around the documentation and presentation of the budget report and felt the budget should have a more granular process to enable members to have a better understanding. The Chief Finance Officer advised that she would be happy to work with the scrutiny committee to provide more detailed information, and that the Medium Term Financial Strategy would provide further detail.</li> <li>• The committee raised concern around the visibility of the income streams and where money was currently being held by the Combined Authority. The officers advised that there is a current Treasury Management Strategy which was considered by the Audit and Governance Committee at their December meeting, and plans to develop this further as the current strategy is based on the Peterborough City Council model. Audit and Governance Committee had asked for this to be reconsidered and a paper would be brought back to the next Audit and Governance Committee meeting in March.</li> </ul>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<ul style="list-style-type: none"> <li>• Members queried the £175m reserves figure for 2018/19 financial year, as it was felt that this did not reflect the available funding by identifying any ringfenced projects, and therefore that money was not freely available to spend on other projects. It was agreed that the report could be clearer and the MTFP would address this.</li> <li>• Cllr Nethsingha raised a concern about the mayors increasing expenses and asked for more detail to be provided around this. Officers advised this was only a notional figure.</li> </ul> <p>Cllr Nethsingha proposed, seconded by Cllr Baigent that the committee recommend the following to the Board meeting on Wednesday 14th February 2018.</p> <p>‘The O&amp;S Committee express their concern at the lack of detail made available in the budget papers as they are presented. The Committee expresses particular concern that the budget papers do not reflect the money committed to projects in future years, for example commitments made to Peterborough University. We welcome the commitment to produce a medium term financial plan and ask that this be produced as a matter of serious urgency.’</p> <p>The Committee unanimously agreed.</p> <p>Full detail of the discussion can be found in the minutes  <a href="http://cambridgeshirepeterborough-ca.gov.uk/assets/Overview-and-Scrutiny-Committee/Overview-and-Scrutiny-Draft-Minutes-12th-February-2018.pdf">http://cambridgeshirepeterborough-ca.gov.uk/assets/Overview-and-Scrutiny-Committee/Overview-and-Scrutiny-Draft-Minutes-12th-February-2018.pdf</a></p>
4.	<b>Mass Rapid Transport Review – Terms of Reference</b>	<p>The Committee received the report which outlined the points needed to consider the terms of reference for the Mass Rapid Transport review group.</p> <p>The Committee resolved to appoint the following membership for the task and finish group:</p> <p>Cllr Cantrill, Cllr French, Cllr Carter, Cllr Baigent, Cllr Riley (until May 2018).</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>The Committee agreed to appoint Cllr Cantrill as Chairman for the Task and Finish Group.</p> <p>It was agreed that the Task and Finish Group should meet following the conclusion of the O&amp;S Committee on the 26th February at Huntingdonshire District Council.</p>
5.	<b>Date &amp; Location of Next Meeting</b>	The next meeting would be held at Huntingdonshire District Council on the 26 <sup>th</sup> February 2018.

## Overview and Scrutiny Committee\_ Decision Summary

**Meeting:** 26<sup>th</sup> February 2018

The Overview and Scrutiny Committee meeting scheduled for the 26<sup>th</sup> February was cancelled as there was no business for the committee to discuss.

The Task and Finish Group set up to consider the Mass Rapid Transport met on the 26<sup>th</sup> February 2018 and agreed the following terms of reference, which will be brought back to the O&S Committee for approval on the 26<sup>th</sup> March 2018.

- 1) To review existing processes and the development of the MRT project to date
- 2) To ensure that the CAM fits within an integrated transport network: if the busway and park and ride are not to be promoted,
  - (a) would the passenger transport network function effectively and
  - (b) would it align with schemes being delivered by GCP?
- 3) To consider the decision making and consultation processes to arrive at a transport solution based upon the CAM
- 4) To examine this project within the Local Transport plan development and the development of the Bus Strategy.



# CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY

## Decision Statement

Meeting: 14th February 2018

<http://cambridgeshirepeterborough-ca.gov.uk/meetings/cambridgeshire-and-peterborough-combined-authority-board/>

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Item	Topic	Decision
	<b>Part 1 – Governance Items</b>	
1.1	Apologies and Declarations of Interest	Apologies received from Councillor K Reynolds (Chairman, Cambridgeshire and Peterborough Fire Authority) (Councillor J Peach substituting).

<b>Item</b>	<b>Topic</b>	<b>Decision</b>
1.2	Minutes – 31 January 2018	It was resolved to approve the minutes of the meeting of 31st January 2018 as a correct record.
1.3	Petitions	None received.
1.4	Public Questions	None received.
<b>Part 2 – Key Decisions</b>		
2.1	Budget 2018/19	<p>The Local Government Finance Act 1992 (LGFA 1992) places a duty on Councils to set a balanced budget with regard to the advice of its Chief Finance Officer (section 151).</p> <p>This paper report provided the results of the consultation of the draft 2018/19 Combined Authority budget and asked the Board to approve the draft budget in light of the responses to the consultation.</p> <p>It was resolved to approve the 2018/19 Combined Authority budget as set out in Appendix 2.</p>
<b>Part 3 – Non Key Decisions</b>		
3.1	Budget 2018/19 (Mayor's Budget)	<p>The report requested the Board to approve the Mayor's draft budget for 2018/19</p> <p>It was resolved to note the Mayor's budget for 2018/19.</p>
<b>Part 4 – Date of Next Meeting</b>		
4.1	Date of Next Meeting	Wednesday, 28 February 2018 at 10.30 am in the Civic Suite, Huntingdonshire District Council, Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN





**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

### Appendix 3

## **CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY**

### **Decision Summary**

**Meeting:** 28th February 2018

<http://cambridgeshirepeterborough-ca.gov.uk/meetings/show/2018-02-28>

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<b>Item</b>	<b>Topic</b>	<b>Decision</b>
	<b>Part 1 – Governance Items</b>	
1.1	Apologies and Declarations of Interest	Apologies received from Councillor S Count (Councillor R Hickford substituting), Councillor J Holdich, Jason Ablewhite (Councillor R Bisby substituting), and J Bawden (Dr Gary Howsam substituting)

Item	Topic	Decision
1.2	Minutes – 14 February 2018	It was resolved to approve the minutes of the meeting of 14th February 2018 as a correct record subject to the deletion of “Huntingdonshire” on the first page, third sentence, of the Mayor’s announcement.
1.3	Petitions	None received.
1.4	Public Questions	Two questions were received, the questions and the response to the second question are published at the following link:  <a href="#">Cambridgeshire and Peterborough Combined Authority meeting 28/02/2018</a>
1.5	Forward Plan	It was resolved to approve the Forward Plan of Executive Decisions dated to be published on 26 February 2018.
1.6	Membership of the Combined Authority and Committees - Amendments	The report advised the Board of amendments to membership of the Board and its committees to be notified by Fenland District Council. The Combined Authority was advised that Fenland District Council’s full Council meeting on 22 February reviewed its membership of the Board and committees.  It was resolved to:  (a) note the appointment of Councillor Chris Seaton made by Fenland District Council to replace Councillor John Clark as its Member to the Combined Authority for the remainder of the municipal year 2017/2018 and Councillor Mike Cornwell as substitute.  (b) note the changes in membership of the Overview and Scrutiny Committee and the Audit and Governance Committee made by Fenland District Council – Councillor Chris Boden appointed to the former and Councillor Anne Hay to the latter.
<b>Part 2 – Key Decisions</b>		
2.1	Cambridgeshire & Peterborough 2030 Prospectus	It was resolved to agree to withdraw this report and bring it back to a future meeting.

<b>Part 3 – Non Key Decisions</b>		
3.1	A10 Corridor – Key Findings and Next Steps	<p>The Mayor, Combined Authority and partner organisations have long recognised the strategic importance of the A10 to the local economy and the challenges faced by worsening congestion and delays. During his election, the Mayor committed to a number of ambitious transport improvements including a dual carriageway for the A10. The commissioning of study work was also a key commitment as part of the 100 day programme which led to £500,000 of Combined Authority funding being agreed in June 2017 for a feasibility study.</p> <p>This scheme remains one of the Combined Authority’s top transport and infrastructure priorities along with other strategic projects including the implementation of a mass transit system in Cambridgeshire; dualling of the A47; extending the M11 to the A47; and the development of a new Garden Town at Wisbech.</p> <p>Following the conclusion of the feasibility study for the A10 corridor, this report set out the key findings and make recommendations to progress to the next phase of the project as quickly as possible.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>(a) Note the findings of the Cambridge to Ely Transport Feasibility Study and the strong case for dualling the A10.</li> <li>(b) Agree to delegate authority to the Chief Executive to approve this spend and update the Board at the March meeting.</li> <li>(c) Delegate authority to the Director of Transport to award the contract for the development of the Strategic Outline Business Case.</li> <li>(d) Authorise the Director of Transport to commence procurement for the Options Appraisal Report subject to approval of the contract being made at a future meeting of the Board before an appointment was made.</li> </ul>
3.2	Senior Staffing Structure – Combined	The Board agreed at its meeting on 31st January 2018, to a shared Chief Executive,

	<p>Authority and Local Enterprise Partnership</p>	<p>responsible for both the Combined Authority and a new Local Enterprise Partnership. It was also agreed that the Combined Authority should become the employer of a single staffing team, and that a new staffing structure would be designed and proposed to the Board.</p> <p>This report provided details of a senior staffing structure that would be able to effectively support both the Combined Authority Board and its work programme, and the new Business Board and the activities required of the Local Enterprise Partnership. These arrangements provided a new operational model to support public and private sector partnerships and was a demonstration of public sector reform delivery.</p> <p>It was resolved to:</p> <p>(a) approve the proposals in respect of the senior officer structure as set out in the report;</p> <p>(b) approve the following posts creating the Chief Officer structure of the Combined Authority:</p> <ol style="list-style-type: none"> <li>1) Legal Counsel</li> <li>2) Director of Infrastructure</li> <li>3) Director of Business and Skills</li> <li>4) Director of Strategy and Planning</li> <li>5) Director of Finance</li> </ol> <p>(c) Note the intention to agree the job descriptions, salary grades for the posts and to proceed to recruit to the posts through the Employment Committee.</p>						
3.3	<p>Highways and Transport Capital Grants – Supplementary Allocations 2017/18</p>	<p>This report consulted the Combined Authority Board regarding the Mayor’s intention to allocate Pothole Action Fund grants totalling £974,047 to Cambridgeshire County Council and Peterborough City Council in line with the Department for Transport formula as set out in the table below.</p> <table border="1" data-bbox="801 1300 1738 1414"> <thead> <tr> <th>Constituent Council</th> <th>Allocation £’s</th> </tr> </thead> <tbody> <tr> <td>Peterborough City Council</td> <td>£167,536</td> </tr> <tr> <td>Cambridgeshire County</td> <td>£806,511</td> </tr> </tbody> </table>	Constituent Council	Allocation £’s	Peterborough City Council	£167,536	Cambridgeshire County	£806,511
Constituent Council	Allocation £’s							
Peterborough City Council	£167,536							
Cambridgeshire County	£806,511							

		Council	
		Total	£974,047
	<b>Part 4 – Financial Management and Audit</b>		
4.1	Statutory Instrument for Borrowing	<p>This report provided the Board with an update on the development of the Statutory Instrument that will enable the Combined Authority to borrow as specified in regulations under section 23(5) of the Local Government Act 2003.</p> <p>It was resolved to:</p> <ol style="list-style-type: none"> <li>(1) note the agreement of the Interim Chief Finance Officer (s.151 officer) to the Cambridgeshire and Peterborough Combined Authority Agreement and Debt Cap to 2019-20</li> <li>(2) agree to a Statutory Instrument permitting the Combined Authority to extend its borrowing powers on condition that the Statutory Instrument did not require constituent councils to underwrite any borrowing of the Combined Authority</li> <li>(3) note that the Combined Authority would be requesting consent from its constituent councils to the making of the Statutory Instrument</li> </ol>	
	<b>Part 5 – Local Enterprise Partnership Item (Key Decision)</b>		
5.1	Greater South East Local Energy Hub (the 'hub')	<p>The Combined Authority had the opportunity to establish and pioneer one of only five Local Energy Hubs in England. Chosen by the Greater South East LEPs (11) which include a 16-county area, including Greater London, and endorsed by the Department for Energy, Business and Industrial Strategy (BEIS) the Combined Authority would be the vanguard local energy organisation in the area.</p> <p>It was resolved to:</p> <ol style="list-style-type: none"> <li>(a) Agree that with immediate effect the Combined Authority becomes the Accountable Body for the Greater South East Local Energy Hub.</li> </ol>	

		<p>(b) Authorise the Chief Executive to employ staff as required to meet the administrative and technical requirements of administering the Greater South East Local Energy Hub.</p> <p>(c) Note the consent of the LEPs and their local authorities within the Greater South East Local Energy Hub area to the Combined Authority acting as the Accountable Body on its behalf.</p>
	<b>Part 6 – Date of Next Meeting</b>	
6.1	Date of Next Meeting	It was resolved to note the date of the next meeting – Wednesday, 28 March 2018 Peterborough City Council, Town Hall, Bridge Street, Peterborough, PE1 1HF



## Overview and Scrutiny Committee\_ Decision Summary

**Meeting:** 26<sup>th</sup> March 2018

<http://cambridgeshirepeterborough-ca.gov.uk/meetings/overview-and-scrutiny-committee-26-march-2018/?date=2018-03-26>

Chair: Cllr John Batchelor

Summary of decisions taken at this meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1.	<b>Apologies</b>	Apologies received from Cllr Nethsingha
2.	<b>Declaration of Interests</b>	There were no declarations of interest.
3.	<b>Minutes</b>	The minutes from the meeting held on the 29 <sup>th</sup> January and the 12 <sup>th</sup> February were agreed as a correct record.
4.	<b>Combined Authority Board Agenda</b>	Mayor James Palmer for the Combined Authority attended the meeting to respond to questions in reference to the upcoming Combined Authority Board agenda.  The following points were made during the discussion:-  <u>Cambridgeshire and Peterborough Strategic Spatial Framework (non-statutory)</u>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<ul style="list-style-type: none"> <li>•Under the non-statutory spatial plan local plans will continue to have the same weight that they currently do.</li> <li>•Cllr Lewis Hebert was very keen to take on this portfolio and all decisions relating to this would be taken by the portfolio holder and the Mayor.</li> </ul> <p><u>Transport Delivery 2018/19</u></p> <ul style="list-style-type: none"> <li>•The transport strategy was based on roads that could be delivered on; the A1 was not one of those. The Mayor had spoken to central government about the A1 and as it was linked to A1428 which was a priority. There was a lot of work to do across the county to try and make improvements where they could be made.</li> <li>•All schemes included in the transport strategy are bottom up; they were identified through the county council as well as the Combined Authority strategic views. If schemes were not captured then they were not in the system.</li> <li>•Schemes which would look at level crossings in the South West of the county could be brought forward in future years.</li> <li>•The Combined Authority received money for pothole repairs which had been allocated out to the respective highways teams, £970k addition for potholes.</li> <li>•The future delivery of the transport strategy would be looked at within the review into public sector reform.</li> <li>•A review of the bus strategy was being undertaken.</li> </ul> <p><u>Digital Connectivity Infrastructure: Improving Mobile Coverage and increasing the full fibre footprint across Cambridgeshire and Peterborough</u></p> <ul style="list-style-type: none"> <li>•A government grant had been won to improve the broadband in the area and work was being done with other organisations such as City Fibre in Peterborough.</li> </ul>



Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<ul style="list-style-type: none"> <li>•Improvement and investment in fibre broadband was important for the local economy – the needs of the local area and towns were changing, there was an opportunity in this change to create improvements.</li> </ul> <p><u>University of Peterborough – Interim Accommodation Options</u></p> <ul style="list-style-type: none"> <li>•The accommodation for the university referred to the location of the university campus.</li> <li>•The new Peterborough University should be different to other universities and the courses offered should be built upon the existing needs for the area to provide high level education that would feed into the local economy, for example engineering, teacher training, life sciences, technology and agricultural technology were course that would be considered.</li> <li>•There was a lot of work still to be done on the university project; this report was to approve temporary facilities. A full business case would be brought to the Board in December which would outline the options for funding of large schemes such as this.</li> <li>•There would be independent gateway reviews undertaken for the large projects such as the university.</li> <li>•The Mayor stated that he fully backed option 3 in the report. The Mayor felt it was not the time to do something substandard; this investment would enhance the economy of the area. The other options would waste money as wouldn't deliver on what was required for the area.</li> <li>•The suggested site on embankment was the best spot as the university campus needed to be central.</li> </ul> <p><u>£70m Cambridge City Devolution Housing Programme</u></p> <ul style="list-style-type: none"> <li>•The £70m ringfenced for Cambridge City – was money that the city would need to spend</li> </ul>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>and therefore scrutiny of this would need to be carried out by the Cambridge City Housing Scrutiny Committee.</p> <ul style="list-style-type: none"> <li>•Accountability would rest with the Combined Authority.</li> <li>•Cambridge City and the Combined Authority would be giving assurance to government together.</li> </ul> <p><u>£100m Affordable Housing Programme</u></p> <ul style="list-style-type: none"> <li>•Where the Combined Authority had utilised skills of other authorities there had been some bias rather than a full county view; the policies had to take into account both north and south issues.</li> <li>•The need for a committee system has come from issues around housing.</li> <li>•The way in which housing has been provided over the last 30 years had not worked – part of this was the reliance on housing associations.</li> <li>•Devolution was meant to help solve the problems on a local level by looking at different ways of delivering services such as housing.</li> <li>•Reliance on one existing entity had not proved to be sustainable so the challenge would be to work out what we should have instead – intention would be to bring forward proposal options for the Board to consider; one option could be to create a developer corporation.</li> <li>•There were problems in the current system; planning permission was not enough to get developers moving. A system which would open the markets to more players and create more competition would be key.</li> </ul> <p><u>East Cambridgeshire Strategic Community Land Trust (CLT) Programme – Provision of Loan Facility</u></p> <ul style="list-style-type: none"> <li>•The Combined Authority were developing a full business case and gaining independent</li> </ul>

Item	Topic	Decision [ <i>None of the decisions below are key decisions</i> ]
		<p>advice on commerciality and modelling and were currently working on the commerciality points.</p> <ul style="list-style-type: none"> <li>•The state aid issue had been addressed, the rate of interest had not been clarified yet but it was being worked on.</li> <li>•An external advisor had encouraged the Combined Authority to increase the amount of risk to increase our yield. The organisation was being far too risk adverse but officers would be looking at some security and asking ECDC to act as guarantors.</li> <li>•The Combined Authority had received technical advice on risk and had engaged Candor who had provided strong professional advice and discussion on the framing of the loan agreement between the Combined Authority and East Cambs Trading Company.</li> <li>•The Combined Authority had used a degree of professional support – the Combined Authority would be operating as a bank and would provide advice on how to use funds available to it. This was to create recyclable loans.</li> </ul> <p><u>Committee System</u></p> <ul style="list-style-type: none"> <li>•There is a proposal that will be brought forward to the Board in May to introduce a committee system for some of the portfolio areas; this would cover Adult Education, Transport and Housing, these should create some resilience and greater accountability and transparency.</li> <li>•The Chair of each committee would bring decisions to the Board for final approval. The system would allow leaders to be part of the main portfolios.</li> <li>•The Board would appoint to all committees at the annual general meeting.</li> <li>•The LEP Business Board would sit in parallel to these committees. There would not be a replica of existing LEP; the business board would be new.</li> </ul>
5.	<b>Mass Rapid Transport Review – Terms</b>	The Committee received the report which outlined the points needed to consider the terms

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
	<b>of Reference</b>	<p>of reference for the Mass Rapid Transport review group.</p> <p>The Chair of the Task and Finish group advised that the group had decided to secure an independent consultant to undertake a number of public evidence sessions and coordinate the evidence.</p> <p>A budget of £15-25k had been granted for the group.</p> <p>The Task and Finish Group would run parallel to the second stage of the Mass Rapid Transport project.</p> <p>The Committee agreed the terms of reference for the Mass Rapid Transport Task and Finish Group.</p>
<b>6.</b>	<b>Combined Authority Forward Plan</b>	The Committee had no comments to make regarding the forward plan of the Combined Authority.
<b>7.</b>	<b>Overview and Scrutiny Work Programme Report</b>	<p>The Committee received the report which provided the Committee with the draft work programme for the Overview &amp; Scrutiny Committee for the remainder of the 2017/18 municipal year and asked them for comments and suggestions.</p> <p>The Committee agreed to cancel the April O&amp;S Committee meeting as there was no Board meeting that month.</p> <p>The Committee members agreed that an induction session before the annual general meeting in May would be helpful.</p>
<b>8.</b>	<b>Date of Next Meeting</b>	The next meeting would be held on the 29 <sup>th</sup> May 2018 at 11am at Fenland District Council.



## **AUDIT & GOVERNANCE COMMITTEE - Decision Summary**

**Meeting:** 26<sup>th</sup> March 2018

<http://cambridgeshirepeterborough-ca.gov.uk/meetings/audit-and-governance-committee-26-march-2017/?date=2018-03-26>

Chair: John Pye (Chair and Independent Person)

Summary of decisions taken at this meeting

<b>Item</b>	<b>Topic</b>	<b>Decision <i>[None of the decisions below are key decisions]</i></b>
1.	<b>Apologies And Declarations Of Interests</b>	The Chairman welcomed the Chief Executive Officer of the Combined Authority, Martin Whiteley.  Apologies were received from Cllr B Chapman, Cllr N Harrison and Cllr D Seaton, (substituted by Cllr K Aitken.)  No declarations of interest were made.
2.	<b>Minutes of the meeting held on 18<sup>th</sup> December 2017</b>	The minutes of the meeting held on the 18 <sup>th</sup> December were agreed as a correct record.
3.	<b>Combined Authority Board Update</b>	The Chairman welcomed the Chief Executive, Martin Whiteley and invited him to provide the committee with an overview of the Combined Authority activities.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>The Chief Executive highlighted the following points:-</p> <ul style="list-style-type: none"> <li>•The Combined Authority continues to be successful in attracting new forms of finance to the area.</li> <li>•The Combined Authority received £74m from the Reforming Cities Fund, this was allocated on a capita basis and it shows how much Combined Authorities are the governments place for investment. The Combined Authority also received extra funding for capacity, £1m this year and £1m next year. The Combined Authority’s bid for housing investment for the Cambridge North East Project had successfully been progressed through to the next round.</li> <li>•The Combined Authority had received the final position on the Adult Education budget.</li> <li>•The Combined Authority position remains strong and the Chief Executive expected that the organisation would continue to secure funding into the area.</li> <li>•The strategic framework was becoming established and the Combined Authority was now turning its mind to investment.</li> <li>•The Combined Authority was more confident in securing private investment into the area and would require strategic financial partners to secure the projects.</li> <li>•The Combined Authority would continue to pursue land value capture and had made a submission to the relevant select committee and had secured legal advice on how land value cap model could work in the area without primary legislation – this would come to the Audit and Governance committee at the appropriate time.</li> <li>•On the 19th December 2017 the current members of the LEP Board resigned. There had been a successful winding up of the LEP company which would conclude in April and the accountable body status would transfer to the Combined Authority. The total amount of assets, a sum of £28m would transfer over from the LEP at this time and a further £14m</li> </ul>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>was due to come which meant a total of £42m of capital sums for investment in projects.</p> <p>In response to a question on processes and procedures and the appointment of consultants and of interim posts the Chief Executive made the following points:</p> <ul style="list-style-type: none"> <li>•The appointment of consultants was done in conjuncture with a network of partners across the area; the terms of reference for each brief were made publicly available. The papers for each stage for developing the projects were brought to each Board meeting to show compliance to the assurance framework. The framework was used as a means to procure consultancy services; alternatively, the Combined Authority utilised teams at Cambridgeshire County Council and Peterborough City Council to undertake procurement on behalf of the authority.</li> <li>•An Employment Committee had been established to oversee the process of recruiting senior officers; the committee would be agreeing the process for appointing the corporate directors this week. The appointment of interim directors was done after an interview process had been carried out by the Chief Executive, the relevant portfolio holder and an HR representative. Levels below the director role were made by the CEO to ensure that there was capacity in the short term.</li> <li>•The only difference to this process was the Mayor's Chief of Staff which according to the legislation the Mayor was entitled to select rather than follow a recruitment process.</li> <li>•The Combined Authority Board approved the recruitment of a Chief Finance Officer in December and this Wednesday would approve the process for the recruitment. It was hoped that by the end of July an appointment would be made.</li> </ul>
4	<b>Treasury Management Strategy Review</b>	<p>The Committee received the report from the Interim Project Accountant which asked the committee to review and comment on the Combined Authority's draft Treasury Management Strategy for 2018/19.</p> <p>Once the Treasury Management Strategy had been approved by the Board it would give the Combined Authority the ability to move the money to an area that would increase the</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>yield on the return.</p> <p>Local Authority investments were all done through Peterborough City Council who followed the appropriate codes and local authorities were considered good risks with everything done in accordance with treasury advice to ensure risks were minimal.</p> <p>The Committee would receive three updates on the Treasury Management strategy each year.</p> <p>The Committee agreed to add to the recommendations that:</p> <p>‘The Combined Authority should undertake an immediate review of its investment strategy and risk appetite to maximise the yield based on expert advice. The results from the review should be reported back to the committee.’</p> <p>The Committee reviewed the Combined Authority’s draft Treasury Management Strategy for 2018/19 and noted that a final version will be taken to the Combined Authority Board as part of the Combined Authority’s Medium Term Financial Strategy.</p>
5	<b>Internal Audit Plan 2018/19</b>	<p>The Committee received the report from the Internal Auditor which set out how Internal Audit will look to support the Committee.</p> <p>The key focus for the next year would be to consider the Treasury Management Strategy and to get into the specific schemes as they start to get commissioned.</p> <p>There may be some actioning for the audit of the LEP which would be brought as part of future updates to the committee.</p> <p>Governance would be looked at and it would follow the Cambridgeshire County Council and Peterborough City Council processes.</p> <p>The Committee agreed the draft plans for 2018 / 2019 noting the resources proposed.</p>
6	<b>Internal Audit – Progress Report</b>	<p>The Committee received the report from the Internal Auditor which provided assurance to the Audit and Governance Committee that activities undertaken across the Combined Authority were</p>



Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>appropriately managed, monitored and delivered in accordance with set governance, controls and risk management frameworks.</p> <p>Some gaps had been identified which had led to a report being sent to the Chief Finance Officer and Legal Officer for acknowledgement and action, however, many of the concerns raised were being dealt with and polices had been put in place.</p> <p>The Internal Auditor would continue to monitor the situation to ensure polices were being followed and if any concerns were raised these would be brought to the committee.</p> <p>The Committee noted the review of the governance arrangements within the Combined Authority.</p>
7	<b>External Audit – Final Audit Plan 2017/18</b>	<p>The Committee received the report from the External Auditors, Ernst and Young which outlined the final 2017/18 Audit Plan.</p> <p>The external auditor made the following points:-</p> <ul style="list-style-type: none"> <li>•The involvement of the LEP was no longer considered a risk as it did not fall within this financial year.</li> <li>•The external auditors had confidence in the finance team to deliver the draft accounts in the timeframe required.</li> <li>•In regard to materiality the figures were changing but final figures would be provided by the workshop in May.</li> <li>•They had identified some gaps and would be going through the evidence the authority had provided to explain gaps; conclusions should be made in the next couple of weeks.</li> </ul> <p>The Committee agreed that they would use the informal meeting arranged for May to go through the internal and external audits as an additional check for the Combined Authority.</p> <p>The Committee agreed that the final version of the External Audit Plan for 2017/18 was aligned with the Committee’s expectations, and that the committee would run through both internal and external audit reports at the informal May meeting.</p>

Item	Topic	Decision [ <i>None of the decisions below are key decisions</i> ]
8.	<b>Risk Management Strategy &amp; Corporate Risk Register</b>	<p>The Committee received the report which outlined the corporate risk strategy and the corporate risk register.</p> <p>The Committee were advised that the registers were under development and would be brought back to the July meeting.</p> <p>The Committee considered the policy and approach outlined in the Corporate Risk Strategy and the associated corporate and project registers and noted the aims and objectives of the risk management strategy.</p> <p>The Committee agreed to recommend the adoption of the Corporate Risk Strategy.</p> <p>The Committee agreed that the combined authority notify the local ombudsman of its decision to approve and adopt the complaints procedure and to note that the Monitoring Officer has delegated authority to make any changes recommended by the Local Ombudsmen or resulting out of the Audit and Governance Committee function to monitor the complaints process.</p>
9.	<b>Anti-Fraud, Bribery &amp; Corruption Policy</b>	<p>The Committee received the report which set out the Anti-fraud, Bribery and Corruption Policy and Strategy Statement.</p> <p>It was noted by the committee that there were a number of new policies that needed to be imbedded into the authority including the anti-fraud, bribery and corruption policy.</p> <p>Any matters regarding fraud would be reported back to the committee in the annual report.</p> <p>The Committee agreed to:</p> <p>(a) Note the policy and strategy outlined in the Anti-fraud, Bribery and Corruption Policy and Strategy.</p> <p>(b) Note the aim of the policy and strategy is to take firm action in all cases in accordance with relevant policies and procedures and take the steps outlined in the statement to</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		minimise the incidence of, and losses to, fraud and bribery.
10.	<b>Governance Framework for Market Towns Masterplan</b>	<p>The Committee received the report which provided clarification around the governance for the process around the delivery of the Market Towns Masterplans.</p> <p>The Committee agreed that the following wording should be added to the guidance provided by the Combined Authority:</p> <p>‘The Combined Authority expects and encourages the partnership team will appoint in a transparent manner and adhere to the outside bodies policies outlined in the relevant constituent councils constitution.’</p> <p>The Committee noted the governance arrangements in place for Market Town Masterplans.</p>
11.	<b>Code of Corporate Governance</b>	The Committee received and noted the report which outlined the Corporate Governance Code and Framework and agreed that the Combined Authority Board approve and adopt the Corporate Governance Code and Framework.
12.	<b>Whistleblowing Policy</b>	<p>The Committee received the report which outlined the Combined Authorities Whistleblowing Policy.</p> <p>It was noted that it was very important to ensure that senior officers investigate any complaints.</p> <p>The guidance issued by Mary Ney review suggested that the officer for issues to be reported to should be the Chief Executive Officer or the Chief Finance Officer.</p> <p>The Committee agreed that a lays statement should be produced and added to the website for staff to understand more clearly where to report concerns to.</p> <p>The Committee commented and noted the proposed whistleblowing policy and the confidential reporting of complaints policy for third parties.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		The Committee agreed that the combined authority board approve and adopt the whistleblowing and confidential reporting of complaints policy and that a lays statement should be produced and added to the website for staff to understand more clearly where to report concerns to.
13.	<b>Work Programme</b>	<p>The Committee received the report which provided the draft work programme for Audit and Governance Committee for the remainder of the 2018/19 municipal year.</p> <p>The Committee agreed to add the following to the work programme:</p> <p>Annual Review of effectiveness of committee – Annual Report to the Board which would cover the business and effectiveness and review the Terms of Reference for the Committee to be added to the programme for July.</p> <p>Election of Vice Chair would be added to the July programme.</p>
14.	<b>Date of Next Meeting</b>	<p>The Committee agreed the next public meeting shall be on July 20<sup>th</sup> - venue to be confirmed.</p> <p>The Committee would meet informally on the 22<sup>nd</sup> May to view the draft accounts at Huntingdonshire District Council.</p>



# CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY BOARD

## Decision Statement

Meeting: 28th March 2018

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Item	Topic	Decision
<b>Part 1 – Governance Items</b>		
1.1	Apologies and Declarations of Interest	<p>Apologies received from Councillor C Seaton (Councillor D Mason substituting), Councillor K Reynolds (Councillor J Peach substituting), and Jess Bawden (Dr G Howsam substituting)</p> <p>Councillor Roberts declared a non-statutory disclosable interest under the Code of Conduct in relation to Item 2.7, as a Director of the East Cambridgeshire Trading Company. He did not take part in the debate or vote.</p> <p>The Chief Executive also declared a non-statutory disclosable interest under the Code of Conduct in relation to Item 2.8, as a Director of Greater Cambridgeshire Greater Peterborough Local Enterprise Partnership.</p>
Item	Topic	Decision
1.2	Minutes – 28 February 2018	It was resolved to approve the minutes of the meeting of 28th February 2018 as a correct record.
1.3	Petitions	None received.

Item	Topic	Decision
1.4	Public Questions	None received.
1.5	Forward Plan	It was resolved to approve the Forward Plan of Executive Decisions dated to be published on 26 March 2018.
<b>Part 2 – Key Decisions</b>		
2.1	Cambridgeshire and Peterborough Strategic Spatial Framework (Non Statutory)	<p>The Cambridgeshire and Peterborough Strategic Spatial Framework brings together the current growth ambitions of the area, and how we – as the Combined Authority – can support local jobs and housing growth ambitions. The Framework allows us to clearly articulate the positive impact the Combined Authority can have towards making these plans become a reality.</p> <p>The devolution deal is centred around achieving ambitious levels of growth across Cambridgeshire and Peterborough for the benefit of all our communities – namely over 100,000 new homes and 90,000 new jobs by 2036. This non-statutory document:</p> <ul style="list-style-type: none"> <li>•Sets out how the Combined Authority will support the implementation of development strategies in Local Plans to 2036, so that jobs and homes ambitions are met</li> <li>•Scopes the opportunities for longer-term strategic planning between the Combined Authority and Planning Authorities from 2036 to 2050 including through ongoing stakeholder engagement</li> <li>•Signals that Cambridgeshire and Peterborough’s authorities are working collaboratively and strategically to achieve growth – in line with the direction set out in Government’s current planning reforms.</li> </ul> <p>This report asked the Board to approve this version of the Framework, and agree proposals to bring a report scoping the next phase of the Framework’s development to its June meeting.</p> <p>It was resolved to:</p> <ol style="list-style-type: none"> <li>(a) Approve this first phase of the Cambridgeshire and Peterborough Strategic Spatial Framework (Non Statutory).</li> <li>(b) Note the intention of the Portfolio Holder for Strategic Planning to bring a report to the Board in June scoping proposals for the status, approach and resources needed to deliver the next phase of the Framework to 2050.</li> </ol>

Item	Topic	Decision
		<p>The Mayor agreed to exercise his general power of competence to publish the Cambridgeshire and Peterborough Strategic Spatial Framework following a vote of unanimous consent <b>subject to including the minor amendments raised at the meeting.</b></p>
2.2	Transport Delivery 2018/19	<p>Transport has a vital role to play in helping the region fulfil its economic potential. The Combined Authority has set out its ambitious transport plans for the area and is making progress across a range of projects, including many high profile strategic schemes such as the A10 Upgrade and the Cambridgeshire Autonomous Metro.</p> <p>The Combined Authority area has seen significant infrastructure investment in recent years. This is set to continue with ongoing investment from the Combined Authority and from a number of other organisations.</p> <p>In its role as the strategic transport authority for the area, the Combined Authority has a key role in ensuring that the development and delivery of these important transport schemes are co-ordinated so that the best possible outcomes are achieved for the people of Cambridgeshire and Peterborough.</p> <p>The purpose of this paper was to:</p> <ul style="list-style-type: none"> <li>a) Identify the key transport interventions that are being promoted, developed and delivered across the Combined Authority area</li> <li>b) Provide an overview of the transport interventions currently being funded by the Combined Authority</li> <li>c) Seek approval for the Combined Authority's ongoing pipeline of transport schemes for 2018/19 and beyond.</li> <li>d) Agree to delegate responsibility and funding to our delivery partners.</li> </ul> <p>The pipeline of schemes proposed within this paper builds up on the Priority Transport Schemes approved by the Board in October 2017.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Agree a total budget allocation of £18.305m, comprising £16.13m in 2018/19 and £2.18m in 2019/20 for the rolling programme of priority transport and infrastructure schemes.</li> <li>b) Note the £6.65m funding secured from the National Productivity Investment</li> </ul>

Item	Topic	Decision
		<p>Funding for 2018/19 which was included within the total budget allocation.</p> <p>c) Agree the pipeline of projects set out in the multi-year transport programme.</p> <p>d) Authorise the Chief Executive to delegate responsibility and budget for the production of feasibility studies, business case or designs for each of the projects within the multi-year transport programme to a delivery partner, provided that all such studies, business cases and designs are to be reported back to the Combined Authority Board for approval.</p>
2.3	<p>Digital Connectivity Infrastructure: Improving Mobile Coverage and increasing the full fibre footprint across Cambridgeshire and Peterborough</p>	<p>Fast, reliable internet connections are vital for economic growth. Our area already achieves a high level of success with Cambridge and Peterborough both in the top 5 fastest growing cities in the UK. We also have the highest productivity and employment rates of all the mayoral combined authorities.</p> <p>The Combined Authority's ambition is to exceed this level of achievement. This report outlined the importance of digital connectivity to our future success. It proposed an innovative, multi-faceted approach which will:</p> <p>(a) Maintain and enhance Cambridgeshire and Peterborough's position as a leading digital county.</p> <p>(b) Support current economic strengths and protect future prosperity.</p> <p>(c) Maximise private sector investment and improve fixed and mobile connectivity as part of a 4 year programme</p> <p>It was resolved to:</p> <p>(a) Note the digital infrastructure and mobile coverage in Cambridgeshire and Peterborough and endorse the vision for the Mayoral Combined Authority to be a leading area for digital connectivity.</p> <p>(b) Approve in principle a budget of up to £5.66m to support the extension of the Connecting Cambridgeshire programme.</p> <p>(c) Authorise the Chief Executive, in consultation with the Mayor, to approve the business case and draw-down of funds in accordance with the approved business case relating to improvements to mobile coverage and the full fibre footprint for Cambridgeshire and Peterborough.</p> <p>(d) Delegate to the Director of Strategy and Planning authority to approve the programme reporting and delivery arrangements in partnership with Cambridgeshire County Council and the other Combined Authority Constituent</p>



Item	Topic	Decision
		Councils.
2.4	University of Peterborough – Interim Accommodation Options	<p>This paper sought agreement and a funding allocation for the first stage of the University's development. The report outlined the options for the location of interim teaching and student facilities for the new University of Peterborough, Board Members were asked to consider three options, and to allocate funding to their preferred solution.</p> <p>It was resolved to approve Option 3 (recommended option): Allocate a budget of £9.74m to base all facilities on the Embankment development site, <b>subject to the Combined Authority seeking security over the future assets of the University of Peterborough with a view to recycling funding.</b> This is a single site solution.</p>
2.5	£70M Cambridge City Devolution Housing Programme	<p>The Combined Authority successfully secured £70million from the Government as part of the devolution deal to deliver 500 council homes. This report provided an update on the Cambridge City Devolution Housing Programme.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>(a) Note the progress in year 1 of the programme <b>and approve funding for the year 1 schemes of £971,216.</b></li> <li>(b) Note the forward pipeline.</li> <li>(c) Agree to receive further quarterly progress reports.</li> <li>(d) Note the arrangements for a Strategic Partnership Agreement with Cambridge City Council as the Combined Authority's delivery partner for the £70m programme.</li> </ul>
2.6	£100M Affordable Housing Programme	<p>The Combined Authority successfully secured £100million from the Government as part of the devolution deal to deliver 2,000 affordable homes across Cambridgeshire and Peterborough. This report provided an update on the programme.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>(a) Note the progress of the Phase 1 housing scheme approvals agreed by the Board in July 2017.</li> <li>(b) Note the forward pipeline of affordable housing schemes, including emerging strategic sites.</li> <li>(c) Commit grant funding of £3.66m for the next Phase 2 of affordable housing</li> </ul>

Item	Topic	Decision
		<p>schemes <b>subject to the terms of the grant agreement being agreed between the Section 151 officer and the Portfolio Holder for Fiscal Strategy.</b></p> <p>(d) Agree to receive further progress reports on a quarterly basis.</p> <p>(e) <b>Agree that the grant conditions be reviewed generally by the Legal Counsel and Section 151 officer, in consultation with the Portfolio Holder for Fiscal Strategy.</b></p>
2.7	East Cambridgeshire Strategic Community Land Trust (CLT) Programme – Provision of Loan Facility	<p>The purpose of this report was to seek the approval of the Board for the provision of a two year commercial loan facility capped at £6.5m to East Cambs Trading Company Ltd to facilitate the development of a CLT scheme of 54 homes (35 open market sale and 19 CLT owned affordable homes) at West End Gardens, Haddenham.</p> <p>In addition, to bring forward further proposals currently in development to facilitate a ten year commercial loan of £40m loan to East Cambs Trading Company Ltd to deliver the East Cambs Strategic Community Land Trust Programme.</p> <p>These proposals will come to the next meeting of the Combined Authority Board.</p> <p>It was resolved to:</p> <p>(a) Approve the provision of a commercial loan facility capped at £6.5m from the £100m Housing Programme for a period of two years to East Cambs Trading Company Ltd for the CLT scheme at West End Gardens, Haddenham. Approval was subject to completion of the business case, due diligence and agreement of loan terms <b>including security over the loan or assets, step in rights and/parent guarantee from East Cambs District Council</b> to the satisfaction of the Chief Executive, Monitoring Officer and Section 151 Officer <b>in consultation with the Mayor and the Portfolio Holder for Fiscal Strategy.</b></p> <p>(b) Authorise the Chief Executive to bring forward detailed proposals and the business case to the next Board meeting for the provision of a ten year £40m commercial loan facility capped at £40m to fund the East Cambs Strategic CLT Programme.</p>
2.8	The Business Board and Business Transfer Agreement (from the Greater	The Combined Authority Board, with the support of Government, have agreed to form a new model of strategic leadership through the creation of a Business Board. This report

Item	Topic	Decision
	Cambridge Greater Peterborough Local Enterprise Partnership)	<p>set out an exciting vision of how it is proposed that the Business Board will operate. This included its main areas of focus, and its relationship with the Combined Authority Board.</p> <p>The paper also described the arrangements for the formal transfer of business from the Greater Cambridge Greater Peterborough Local Enterprise Partnership (GCGP LEP) to the Combined Authority. This included funding, staffing and programmes of investment. The details are set out in a Business Transfer Agreement. The transfer will take effect from 1st April 2018, and it is expected that the GCGP LEP company will be successfully wound up by 30th April 2018 through a process known as a members voluntary liquidation (MVL).</p> <p>In order to ensure that the GCGP LEP company has sufficient funds in the bank at the exact date and time of its closure the Mayor has used his general power of competence of under Article 12 Cambridgeshire and Peterborough Combined Authority Order 2017 to take a decision on 20th March 2018 to make additional cash available to enable the GCGP LEP to pay several existing short-term liabilities.</p> <p>This amount of £400,000 is identified in the Business Transfer Agreement. In addition, the Mayor has agreed to underwrite all other known and unknown liabilities of the LEP going forward in the MVL process. These have been identified in a side letter, which also assesses how any further liabilities that might arise during the finalisation of the voluntary liquidation process will be covered. The Mayor's decision will enable the Chief Executive to progress the decisions of the GCGP LEP Board on 19 December 2017.</p> <p>The Combined Authority was asked to agree, in conjunction with the Business Transfer Agreement, the attached Accountable Body Transitional Agreement which will facilitate the transfer of the rights and responsibilities of the accountable body from Cambridgeshire County Council to the Combined Authority with effect from 1st April 2018.</p> <p>The Combined Authority Board was asked to note the work of the Shadow Business Board so far and the plans that are in place for the Business Board to launch formally on 1st April 2018.</p> <p>It was resolved to:</p> <p>(a) Agree the vision of how the new Business Board would operate.</p>

Item	Topic	Decision
		<p>(b) Agree in principle the Business Transfer Agreement between the Greater Cambridgeshire Greater Peterborough Local Enterprise Partnership to the Cambridgeshire and Peterborough Combined Authority.</p> <p>(c) Ratify the commitment of £400,000 in cash to the GCGP LEP which was made by the Mayor on the 20 March 2018 in order to ensure a successful winding up of the GCGP LEP company.</p> <p>(d) Agree the longer-term indemnity around the GCGP LEP liabilities as set out in the attached side letter.</p> <p>(e) Agree that Legal Counsel and the Section 151 Officer could make any required changes and sign-off on the final fund amount (Schedule 1) in the Accountable Body Transitional Agreement.</p> <p>(f) Agree that any final insubstantial amendments that were required prior to signing the Business Transfer Agreement, Deed of Indemnity and Authorised Body Transitional Agreement could be made by the Legal Counsel, in consultation with the Mayor as portfolio holder for governance.</p> <p>(g) Agree that the Legal Counsel be authorised to sign the Business Transfer Agreement, Deed of Indemnity and Authorised Body Transitional Agreement for and on behalf of the Combined Authority</p>
	<b>Part 3 – Non Key Decision</b>	
3.1	Market Town Masterplans for Growth	<p>Every one of our market towns should be a vibrant and thriving place in its own right, with its own distinct identity and set of ambitions for the future. This report sets out how the Combined Authority will support every town to make this a reality by developing Market Town Masterplans for Growth, and ensuring that these are interconnected in an overall plan for the region's future prosperity.</p> <p>A Masterplan for Growth will mean that in every single town there is;</p> <ul style="list-style-type: none"> <li>· a shared ambition for the future which authorities, businesses and communities can unite behind;</li> <li>· which focuses collective resources against the same priorities, and crucially;</li> <li>· which unlocks new investment from the Combined Authority and other agencies.</li> </ul> <p>This report recommended that the Combined Authority agree a programme to develop Masterplans for Growth in the remaining nine Market Towns over 2018 and 2019 for a total programme cost of up to £450,000.</p>

Item	Topic	Decision
		<p>It was resolved to:</p> <ul style="list-style-type: none"> <li>(a) Note the proposed principles and role of Market Town Masterplans for Growth as set out in this report</li> <li>(b) Approve the sum of £50,000 to develop a Masterplan for each of the nine market towns (total budget of £450,000)</li> <li>(c) Note that each Masterplan was to be reported to a subsequent Combined Authority Board for approval</li> <li>(d) Note the collaborative arrangements of a Partnership Team with the relevant District Council to develop and subsequently lead the Masterplans</li> </ul>
	<b>Part 4 – Date of Next Meeting</b>	
4.1	Date of Next Meeting	It was resolved to note the date of the next meeting – Wednesday, 30 May 2018 Fenland District Council, Fenland Hall, County Road, March PE15 8NQ

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# CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY

## Decision Summary

Meeting: 30th May 2018

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Item	Topic	Decision
	<b>Part 1 – Governance Items</b>	
1.1	Membership of the Combined Authority	<p>The purpose of this report was to note the Members and substitute Members appointed by the Constituent Councils, and to appoint co-opted members.</p> <p>It was resolved:</p> <ul style="list-style-type: none"> <li>(a) to note the Members and substitute Members appointed by constituent councils to the Combined Authority for the municipal year 2018/2019 as set out in Appendix 1;</li> <li>(b) to note that the Business Board would nominate a Member and substitute Member to represent them on the Combined Authority for the municipal year 2018/2019 following the appointment of private sector members of the Board and the election of the Chair and Vice-Chair of the Business Board.</li> <li>(c) that the following bodies be given co-opted member status for the municipal year 2018/19: <ul style="list-style-type: none"> <li>(i) The Police and Crime Commissioner for Cambridgeshire;</li> <li>(ii) Cambridgeshire and Peterborough Fire Authority representative;</li> </ul> </li> </ul>

		<p>(iii) Clinical Commissioning Group representative.</p> <p>(d) to note the named representative and substitute representative for each organisation as set out in the report.</p>
1.2	Deputy Mayors of the Combined Authority	It was resolved to appoint Councillor Holdich, as the Constitutional Deputy Mayor, and Councillor Roberts, as the Statutory Deputy Mayor of the Combined Authority.
1.3	Announcements, Apologies and Declarations of Interest	<p>Noted announcements from the Mayor. Apologies for absence were received from Jessica Bawden who was substituted by Dr Gary Howsam.</p> <p>Councillor J Holdich OBE declared a non-statutory disclosable interest under the Code of Conduct in relation to Item 2.4: £100m Affordable Housing Programme in relation to Medesham Homes, a joint venture partnership between Peterborough City Council and Cross Keys Homes. Councillor Holdich had sought advice from the Monitoring Officer and confirmed that there was no reason he should not take part in and vote on this item.</p>
1.4	Minutes – 28 March 2018	It was resolved to approve the minutes of the meeting of 28th March 2018 as a correct record.
1.5	Petitions	None received.
1.6	Public Questions	<p>Three questions were received. A summary of the questions and responses are published at the following link:</p> <p><a href="#"><u>Item 1.6 - Public Questions</u></a></p>



1.7	Forward Plan	It was resolved to approve the draft Forward Plan of Executive Decisions to be published on 25th May 2018.
1.8	Appointment of the Overview and Scrutiny Committee	<p>The purpose of this report was to:</p> <ul style="list-style-type: none"> <li>(a) note the political balance on constituent councils following local elections and by-elections;</li> <li>(b) agree the size of the Overview and Scrutiny Committee and agree the political balance on the committee</li> <li>(c) appoint the Members and substitute member nominated by constituent councils and confirm these appointments.</li> </ul> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>(a) confirm that the size of the Overview and Scrutiny Committee should be 14 members; two members from each constituent council and two substitute members for the municipal year 2018/2019;</li> <li>(b) agree the political balance on the committee as set out in Appendix 1;</li> <li>(c) confirm the appointment of the Member and substitute Member nominated by constituent councils to the Overview and Scrutiny Committee for the municipal year 2018/2019 as set out in Appendix 2.</li> </ul>
1.9	Appointment of the Audit and Governance Committee	<p>The purpose of this report was to:</p> <ul style="list-style-type: none"> <li>(a) agree the size and political balance of the Audit and Governance Committee;</li> <li>(b) appoint the members and substitute Member nominated by constituent councils to the Committee;</li> <li>(c) appoint the Chair and Vice-Chair to the Committee.</li> </ul> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>(a) confirm that the size of the Audit and Governance Committee should be 8 members; one member and one substitute from each Constituent Council and one independent person for the municipal year 2018/2019;</li> <li>(b) agree the political balance on the committee as set out in Appendix 1;</li> </ul>

		<p>(c) confirm the appointment of the Member and substitute Member nominated by Constituent Councils to the Committee for the municipal year 2018/2019 as set out in Appendix 2;</p> <p>(d) appoint a Chair of the Audit and Governance Committee for the municipal year 2018/2019</p> <p>(e) agree that the Audit and Governance Committee appoint its Vice Chair for the municipal year 2018/19 in accordance with previous practice.</p>
1.10	Review of Constitution	<p>In the interests of good governance, the Board reviews its constitution annually. The Board agreed its first constitution in April 2017. There were a number of suggested changes set out in Appendix 1 of the report.</p> <p>It was resolved to:</p> <p>(a) approve the amendments to the constitution set out in Appendix 1, subject to consultation with the Overview and Scrutiny Committee on the scrutiny arrangements set out in chapter 8 of the constitution;</p> <p>(b) agree the Monitoring Officer be requested to report to the next meeting on any recommended changes proposed by the Overview and Scrutiny Committee.</p>
1.11	Calendar of Meetings	<p>The Combined Authority at its annual meeting agrees the date and time of ordinary meetings of the Board, its Committees and the Business Board for the coming Municipal Year.</p> <p>It was resolved to approve the Calendar of Meetings for 2018 / 2019 (Appendix 1).</p>
1.12	Reference from the Audit and Governance Committee	<p>The Audit and Governance Committee is responsible for reviewing corporate governance and risk management arrangements, and making recommendations to the Board for decision.</p> <p>The Committee met on 26 March 2018 and referred the following matters to the Board for decision.</p> <p>(a) Code of Corporate Governance</p> <p>(b) Whistleblowing Policy</p>

		<p>(c) Anti Fraud, Bribery &amp; Corruption Policy  (d) Risk Management Strategy  (e) Treasury Management Strategy</p> <p>It was resolved to:</p> <ol style="list-style-type: none"> <li>1. approve and adopt: <ol style="list-style-type: none"> <li>(a) the code of corporate governance (Appendix 1)</li> <li>(b) the whistleblowing and confidential reporting of complaints policy (Appendices 2 and 3)</li> <li>(c) the anti-fraud, bribery and corruption policy and strategy (Appendix 4)</li> <li>(d) the Corporate Risk Strategy (Appendix 5)</li> </ol> </li> <li>2. note the recommendation of the Audit and Governance Committee in relation to the Treasury Management Strategy that the Board should undertake an immediate review of its investment strategy and risk appetite to maximise the yield from funds held by the Combined Authority.</li> </ol>
1.13	Business Board – Decision Notice	It was resolved to ratify the decisions of the Business Board meeting held on 30 April 2018.
	<b>Part 2 – Key Decisions</b>	
2.1	Cambridgeshire and Peterborough 2030 Prospectus	<p>The prospectus set out a powerful and exciting picture of Cambridgeshire and Peterborough in 2030. It outlined the ambition and aspirations for the sustainable growth and development of Cambridgeshire and Peterborough as a vibrant and dynamic region with a well-established place on the world stage.</p> <p>It was resolved to:</p> <ol style="list-style-type: none"> <li>(a) agree the overarching ambition and five core ambitions.</li> <li>(b) note the intention to commence a programme of engagement with stakeholders across the area.</li> <li>(c) note the Combined Authority’s Four Year Plan (Item 2.2) setting out the actions that would be taken to progress the 2030 ambitions in the period 2018/19 to 2021/22.</li> </ol>

		(d) agree a budget of up to £40k in 2018/19 from the revenue gainshare allocation to support the launch, promotion and conversation with residents across the region.
2.2	Cambridgeshire and Peterborough Four Year Plan 2018-19 – 2021-22	<p>The Cambridgeshire and Peterborough Four Year Plan set out how the Combined Authority plans to deliver its strategic growth ambitions and priority programmes in the period 2018/19 –2021/22. It brought together the plans to support delivery of the 2030 ambitions (as set out at Item 2.1) for the benefit of all our communities.</p> <p>The economic success that had been achieved to date has been facilitated by a long tradition of collaborative working and a strong track record of delivery. The Four Year Plan signalled that the Cambridgeshire and Peterborough authorities and partners will continue to work together collaboratively and strategically in delivering the plan.</p> <p>It was resolved to:</p> <p>(a) approve this first Four Year Plan.</p> <p>(b) note the intention to keep the Four Year Plan under review and to refresh it on an annual basis.</p> <p>(c) approve the draft Medium Term Financial Plan.</p> <p>(d) note the intention to present an updated draft of the Medium Term Financial Plan to the September Board meeting.</p>
2.3	Local Transport Capital Grant Allocation 2018-19	<p>The Mayor had been notified by the Department of Transport of the capital funding allocations towards local transport for the 2018/19 financial year. The Mayor must consult the Combined Authority before making a decision to allocate this funding to Cambridgeshire County Council and Peterborough City Council in line with the Department for Transport formula.</p> <p>This funding included the Integrated Transport Block, the Highway Maintenance Block needs element, the Highway Maintenance Block incentive element, and the Pothole</p>

## Action Fund.

It was resolved to:

- a) Note that the Combined Authority Board was being consulted regarding the Mayor's intention to allocate grants totalling £23,077,091 to Cambridgeshire County Council and Peterborough City Council in line with the Department for Transport formula as set out in the table below. Further details of this breakdown by funding stream were contained within the paper.
- b) the Mayor resolved to allocate the grants as set out in this paper

<b>Constituent Council</b>	<b>Allocation /£</b>
Peterborough City Council	4,863,357
Cambridgeshire County Council	18,213,734
<b>Total</b>	<b>£23,77,091</b>

2.4	£100M Affordable Housing Programme	<p>The Combined Authority successfully secured £100million from the Government as part of the devolution deal to deliver 2,000 affordable homes across Cambridgeshire and Peterborough.</p> <p>This report sought approval for the next phase of affordable housing schemes.</p> <p>It was resolved:</p> <ul style="list-style-type: none"> <li>(a) to commit grant funding of £905,000 for the next Phase of affordable housing schemes.</li> <li>(b) to note that the next quarterly progress report will be to the Board in July 2018.</li> <li>(c) To agree that any grant funding, for this and all other affordable housing schemes, must contain grant conditions as agreed by the Chief Finance Officer in consultation with the Portfolio Holder for Fiscal Strategy.</li> </ul>
<b>Part 3 – Non Key Decision</b>		
3.1	Cambridgeshire and Peterborough Independent Economic Review (CPIER)	<p>Recognising the once-in-a-generation opportunity provided by our devolution deal, the Combined Authority and Business Board have taken the bold and progressive approach of establishing an Independent Economic Commission.</p> <p>The Commission provides an exceptional standard of independent analysis and advice to inform future economic strategies and investment decisions.</p> <p>The Commission is chaired by Dame Kate Barker and since its inception in Summer 2017 has been carrying out public consultation, stakeholder engagement, and thorough economic analysis and modelling to inform strategic discussion and consideration.</p> <p>This has resulted in the publication of the interim Cambridgeshire and Peterborough Independent Economic Review this month.</p> <p>This Interim CPIER is brought before the Combined Authority Board in order that the Board can:</p>

		<ul style="list-style-type: none"> <li>(a) Welcome the publication of the Interim CPIER as a first stage in the most in-depth economic analysis of the area ever undertaken</li> <li>(b) Consider the headlines and key messages that have emerged from the work to date</li> <li>(c) Agree the principles by which the Business Board should engage partners so that the final results of the CPIER are used to inform to develop the Local Industrial Strategy for Cambridgeshire and Peterborough</li> </ul> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>(a) Welcome the publication of the Interim CPIER.</li> <li>(b) Consider the headlines and key messages that had emerged from the Interim CPIER.</li> <li>(c) Consider the principles by which the Business Board should engage partners in the development of the Local Industrial Strategy, in response to the CPIER; and</li> <li>(d) Produce a formal response to (b) and (c) for the July meeting of the Combined Authority Board.</li> </ul>
3.2	Mayoral Interim Transport Strategy Statement	<p>The Cambridgeshire and Peterborough Combined Authority Order 2017 transferred the local transport planning powers to the Combined Authority and created the Cambridgeshire and Peterborough Combined Authority as the local transport authority for the area. These powers include responsibility for the development of a new Local Transport Plan (LTP).</p> <p>To ensure that the Combined Authority complied with its statutory duty, an interim LTP was created. By necessity, this document was an amalgamation of the individual LTPs produced previously by Cambridgeshire County Council and Peterborough City Council. Whilst this LTP set out transport priorities for the area it was recognised that it did not fully align with the bolder transport aspirations of the Combined Authority.</p> <p>The preparation of a new LTP is a major undertaking and is currently under development</p>

		<p>and will be completed by spring 2019. This new document will address the shortfalls in the existing LTP to ensure full alignment with the Combined Authority's bold and ambitious transport aspirations and priorities for the region. This LTP will challenge traditional approaches in how we design our transport solutions, moving towards a new model which creates a world-class public transport system which integrates metro, rail, bus and mobility services with walking and cycling facilities that supports more active travel choices.</p> <p>Until such times as the new LTP is in place, there is a need for the Combined Authority to clarify its transport priorities as is set out within this paper. This will bring confidence to residents, businesses, other partners and agencies over the long-term direction of transport in this region.</p> <p>The Combined Authority Board was asked to approve the enclosed Mayoral Interim Transport Strategy Statement.</p> <p>It was resolved to:</p> <ol style="list-style-type: none"> <li>1. approve the Mayoral Interim Transport Strategy Statement</li> <li>2. note that a review of the features and timeframes for all transport corridors would be undertaken and completed in June and July 2018</li> <li>3. note that a further report will be brought to the Combined Board on 25 July 2018.</li> </ol>
3.3	Consent to Business Rate Supplements Order	<p>This report provided the background to the request from the Ministry of Housing, Communities and Local Government (MHCLG) for consent to the making of an Order to confer the power to levy a Business Rate Supplement on to the Mayor of Cambridgeshire and Peterborough Combined Authority in accordance with Sections 105B(1) and 107D(9) of the Local Democracy, Economic Development and Construction Act 2009.</p> <p>It was resolved to:</p> <ol style="list-style-type: none"> <li>1. Approve the transfer of functions to Cambridgeshire and Peterborough Combined Authority ("CPCA") conferred by the Business Rate Supplements Act 2009.</li> <li>2. Give consent on behalf of the CPCA to the making of an Order giving effect to this</li> </ol>



		<p>transfer.</p> <ol style="list-style-type: none"> <li>3. Give delegated authority to the Legal Counsel and Monitoring Officer in consultation with the Portfolio Holder and the Mayor to approve the final draft Order in order to meet the timetable for transfer of the powers.</li> <li>4. Note that the constituent councils have been requested to give their consent to the making of an Order giving effect to this transfer including the necessary delegation to approve the final draft Order</li> <li>5. Note that only the draft Order can be approved, as the Order cannot be deemed finalised until it has been presented to and approved by Parliament.</li> </ol>
3.4	Adult Education Budget (AEB) Devolution of Powers to Combined Authority	<p>To outline the process for agreeing the devolution of powers required to enable transfer of the Adult Education Budget (AEB) and associated powers for delivery of the adult education service and the timescale and proposed process for doing so. It was resolved to:</p> <ol style="list-style-type: none"> <li>1. Approve the transfer of functions to Cambridgeshire and Peterborough Combined Authority (“CPCA”) to ensure the successful devolution of the Adult Education Budget (“AEB”) in 2019.</li> <li>2. Give consent on behalf of the CPCA to the making of an Order giving effect to this transfer.</li> <li>3. Give delegated authority to the Legal Counsel and Monitoring Officer in consultation with the Portfolio Holder and the Mayor to approve the final draft Order in order to meet the timetable for transfer of the powers.</li> <li>4. Note that the constituent councils had been requested to give their consent to the making of an Order giving effect to this transfer including the necessary delegation to approve the final draft Order</li> <li>5. Note that only the draft Order could be approved, as the Order cannot be deemed finalised until it had been presented to and approved by Parliament</li> </ol>

	<b>Part 4 – Finance</b>	
4.1	Treasury Management Strategy	<p>According to its Terms of Reference, the Audit and Governance Committee shall “ensure there is effective scrutiny of the treasury management strategy and policies in accordance with CIPFA’s Code of Practice”.</p> <p>The purpose of this report was for the Board to receive the Treasury Management Strategy for 2018/19 as reviewed by the Audit and Governance Committee on 26 March 2018 and to note the Committee’s recommendation.</p> <p>The Board was asked to adopt the Treasury Management Strategy for the financial year 2018/19.</p> <p>It was resolved:</p> <ol style="list-style-type: none"> <li>1. to receive and adopt the Treasury Management Strategy for 2018/19.</li> <li>2. to note the recommendation of the Audit and Governance Committee to undertake a review of the Combined Authority’s investment strategy and risk appetite.</li> <li>3. to approve funding of up to £20k to undertake the review.</li> <li>4. that responsibility for any additional minor amendments required to the Treasury Management Strategy be delegated to the Chief Finance Officer in consultation with the Portfolio holder for Fiscal Strategy. All such amendments to be circulated to the Audit and Governance Committee and members of the Combined Authority Board.</li> </ol>
	<b>Part 5 – Date of Next Meeting</b>	
5.1	Date of Next Meeting	It was resolved to note the date of the next meeting – Wednesday, 27 June 2018, Council Chamber, The Guildhall Market Square Cambridge CB2 3QJ



## Overview and Scrutiny Committee\_ Decision Summary

**Meeting:** 1<sup>st</sup> June 2018

<http://cambridgeshirepeterborough-ca.gov.uk/meetings/overview-and-scrutiny-committee-1st-june-2018/?date=2018-06-01>

Chair: Cllr Lucy Nethsingha

Summary of decisions taken at this meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1.	<b>Appointment of Chair &amp; Vice Chair</b>	<p>Councillor Nethsingha was nominated by Councillor Allen and seconded by Councillor Sanderson for the position of Chair.</p> <p>Councillor Sargeant was nominated by Councillor Murphy and seconded by Councillor Over for the position of Chair.</p> <p>The Committee resolved to appoint Councillor Nethsingha as Chair for the municipal year 2018/19.</p> <p>Councillor Sargeant was nominated by Councillor Murphy and seconded by Councillor Over for the position of Vice Chairman.</p> <p>The Committee resolved to appoint Councillor Sargeant as Vice Chairman for the municipal year 2018/19.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
2.	<b>Apologies</b>	Apologies received from Cllr Gehring, substituted by Cllr Holt.
3.	<b>Declaration of Interests</b>	There were no declarations of interest.
4.	<b>Minutes</b>	<p>The minutes of the meeting held on Monday 26th March 2018 were agreed as a correct record subject to the following amendments:-</p> <p>Cllr Boden requested that in future the minutes more clearly reflected the questions raised by committee members as well as the responses provided.</p> <p>Cllr Boden requested that the following point be added to the East Cambridgeshire Strategic Community Land trust Programme item that was discussed – ‘Arrangement for security hadn’t been clarified but was being worked on and a report on how loan agreement was to be amended would be brought to the Board.’</p> <p>Members raised a concern that feedback had not been received following the last committee meeting on a question regarding the Loans on Land Trust and officers advised they would look into this and get a response provided.</p> <p>The Committee discussed the proposed committee system that had been mentioned at the last O&amp;S meeting by the Mayor, the Governance Advisor provided an update for members that discussion around this were still ongoing.</p> <p>The Committee requested that a further update on the proposed committee system be brought to the next committee and were advised that the Mayor was scheduled to attend and members could request an update at the meeting.</p>
5.	<b>Key Priorities Themes - Allocation</b>	<p>The Committee received the report which asked members to consider whether they would like to continue to cover key priority themes to monitor the work of the Combined Authority and agree which members of the Committee will be assigned to each theme.</p> <p>The following points were raised during the discussion:-</p> <ul style="list-style-type: none"> <li>• Members discussed whether they should wait until the Mayor had confirmed the new committee system before assigning members to themes and it was decided that the committee should go ahead with the existing theme allocation and adapt as and when the</li> </ul>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>Mayor announced the new committee system.</p> <ul style="list-style-type: none"> <li>• Members discussed adding Finance as a theme and whether this would impede the work of the Audit and Governance Committee. Most members felt that there was a role for the O&amp;S Committee to consider financial implications and that it should be added as a theme.</li> <li>• Members felt that the Finance should be included with the existing theme of covering the work of the Mayor and Deputy Mayor's.</li> </ul> <p>The Committee agreed to continue to have a system where members would cover key priority themes to monitor the work of Combined Authority Board.</p> <p>The members agreed to add Finance to the Mayor and Deputy Mayor theme.</p> <p>The members agreed to add the work of the Business Board to the strategy and Planning theme.</p> <p>The Committee agreed the following allocation of members to the key priority themes:</p> <p><u>Activities of Mayor, Deputy Mayor's and Finance</u></p> <p>Cllr Boden, Cllr Over, Cllr Gehring</p> <p><u>Transport and Infrastructure</u></p> <p>Cllr Sargeant, Cllr Sanderson, Cllr Chamberlain</p> <p><u>Skills and Employment</u></p> <p>Cllr Nethsingha and Cllr Dew</p> <p><u>Housing</u></p> <p>Cllr Allen, Cllr Murphy, Cllr Connor</p> <p><u>Strategy &amp; Planning and Business Board</u></p> <p>Cllr Bradley and Cllr Sharp.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
6.	<b>Appointments to Task and Finish Group – Mass Rapid Transport</b>	<p>The committee received the report which asked members to appoint the membership to the working group for Mass Rapid Transport and to appoint a chair.</p> <p>The Committee resolved to appoint the following members to the task and finish group:</p> <p>Cllr Sargeant, Cllr Sanderson, Cllr Chamberlain, Cllr Allen, Cllr Bradley</p> <p>The Committee agreed that the task and finish group should appoint their Chair at the first meeting.</p>
7.	<b>Constitution Review – Overview and Scrutiny Committee – Governance arrangements</b>	<p>The Committee received the report which requested members review its terms of reference within the Combined Authority constitution and suggest any changes they would like to put forward as a recommendation to the Board.</p> <p>The Committee were advised that legal advice would be sought to clarify the position for the committee on their ability to scrutinise projects that had been delegated to constituent councils.</p> <p>The Committee agreed the changes put forward in the Overview and Scrutiny terms of reference.</p>
8.	<b>Combined Authority Forward Plan</b>	<p>The Committee agreed they would discuss items from the Combined Authority Board meeting which had been held on Wednesday 30th May 2018.</p> <p><u>£100M Affordable Housing Programme:</u></p> <p>Members felt that how the ringfenced money for affordable housing was allocated was quite confusing and was not very strategic.</p> <p>Members felt that the committee should get some clarity on where affordable housing would be spread out across the county. Ask for legal advice on what was in original order, officers would feed this information back to the committee.</p> <p>Members were supportive of the idea of having a formula to work out where housing was needed around the county. It would need to take into account that the needs of each area and take into account terminology and differences between affordable housing definitions in the different areas.</p> <p>Members felt that stalled sights needed to be considered and ways to help developers get</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>developments off the ground.</p> <p>Members requested that a report on Affordable Housing be brought to the next O&amp;S meeting which would detail on how funding would be allocated across the area, what the future plans were in regard to affordable housing and what the priorities were. Also, how decisions are being made and who was making them.</p> <p>The Committee requested that the Mayor as the Portfolio for Housing answer questions from the committee regarding this topic at the next meeting.</p> <p>The Committee agreed that following this report at the meeting due to be held on the 25th June the committee may like to seek expert external advice on this topic.</p> <p><u>Cambridgeshire and Peterborough Independent Economic Review</u></p> <p>Members felt that they should monitor the assumptions that were being made by the Mayor on growth in the region.</p> <p>Cllr Allen felt that there should be more in the report to describe the impact of climate change on the area.</p> <p><u>Mayoral Interim Transport Strategy Statement</u></p> <p>Members queried what plans were being put on hold as it was not clear within the report.</p> <p>Local Transport Plan to be produced in one year was an unrealistic timeframe.</p> <p>Members raised the point that as the Mayor was intending to finance certain transport plans such as the metro through Cambridge with the income gained from the new garden towns proposals which would release the land value that this could potentially cause a lot of conflict between the Mayor's plans and the existing local plans.</p> <p>Cllr Bradley advised that the necessity for a short delay was an attempt to prevent current plans having an impact on future long term projects; the statement needed to be viewed as a whole rather than from individual areas.</p> <p>Some members felt that the short term plans proposed were still important and should not be</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>delayed.</p> <p>Members felt that the potential delay to schemes that were already far advanced would be detrimental and that some of the schemes were urgently needed.</p> <p>The Committee discussed whether they wished to call in the report and were advised that this was not a key decision. However, some members felt that as it could have an impact on a large proportion of the population for the Combined Authority area that it should have been a key decision.</p> <p>Six members of the committee indicated they would be interested in calling in this item and agreed to meet after the committee had closed to discuss this further.</p> <p>The Committee agreed that a discussion on the Combined Authority Forward Plan should wait until after the O&amp;S workshop due to be held on the 25<sup>th</sup> June 2018.</p>
9.	<b>Overview and Scrutiny Work Programme Report</b>	<p>The Committee received the report which provided the Committee with the draft work programme for the Overview &amp; Scrutiny Committee for the 2018/19 municipal year and asked them for comments and suggestions.</p> <p>Members requested that an item be added to the July agenda for members from the themes to report back to the committee.</p> <p>The Committee noted that there would be a Work Programme workshop before the O&amp;S meeting on the 25<sup>th</sup> June 2018.</p>
10.	<b>Date of Next Meeting</b>	The next meeting would be held on the 25 <sup>th</sup> June 2018 at East Cambs District Council at 11:30am.





**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

# CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY

## Decision Statement

Meeting: 27th June 2018

Item	Topic	Decision
	<b>Part 1 – Governance Items</b>	
1.1	Announcements, Apologies and Declarations of Interest	Councillor Roberts declared a disclosable interest under the Code of Conduct in relation to Item 3.2: Strategic Community Land Trust (CLT) Programme Development, as a Director of the East Cambridgeshire Trading Company. Councillor Roberts had sought advice from the Monitoring Officer and confirmed that he would be speaking and answering questions but would not vote on this item.
1.2	Minutes – 30 May 2018	It was resolved to approve the minutes of the meeting of 30th May 2018 as a correct record.
1.3	Petitions	None received.
1.4	Public Questions	Two questions were received. A summary of the questions and responses are published at the following link: <a href="#">Cambridgeshire and Peterborough Combined Authority meeting 27/06/2018</a>
1.5	Forward Plan	It was resolved to approve the Forward Plan of Executive Decisions dated to be published on 27th June 2018.

1.6	Appointment of Interim Deputy Chief Finance Officer and Business Board Chief Finance Officer	The purpose of this report was to ask the Board to appoint an interim statutory Deputy Chief Finance Officer for the Combined Authority, and to also act as the Chief Finance Officer for the Business Board. It was resolved to appoint Noel O'Neill as interim deputy Chief Finance Officer to the Combined Authority, and also to act as the Chief Finance Officer for the Business Board
<b>Part 2 – Key Decisions</b>		
2.1	St Neots Masterplan	<p>The Board considered Phase 1 and 2 of the St Neots Masterplan. It was resolved to:</p> <ul style="list-style-type: none"> <li>(a) Note the impact the St Neots Masterplan was already having in providing vision and strategic direction for the town</li> <li>(b) Note the recognition the St Neots Masterplan received in the Interim Cambridgeshire and Peterborough Independent Economic Review (CPIER)</li> <li>(c) Welcome the partnership with Kier Group and the St Neots Manufacturing Club to provide skills provision and career opportunities within St Neots</li> <li>(d) Approve the £4.1m package of funding in order to deliver the first phase of the St Neots Masterplan</li> </ul>
2.2	Strategic Spatial Framework Phase 2	<p>The report brought forward the next stage of work on the Cambridgeshire and Peterborough (Non-Statutory) Strategic Spatial Framework. It was resolved to:</p> <ul style="list-style-type: none"> <li>(a) Agree the work programme and approach for Phase 2 of the non-statutory Strategic Spatial Framework;</li> <li>(b) Agree a budget provision of up to £135,000 for Phase 2;</li> <li>(c) Agree that Phase 2 of the non-statutory Strategic Spatial Framework would be developed and delivered in conjunction with the planning policy forum to support the evidence gathering and analysis of spatial implications of the economic and housing projections, key infrastructure and environmental implications and views on strategic sites.</li> </ul>

2.3	East-West (North) Corridor – A47 Dualling Study – Strategic Outline Business Case	<p>The Board considered the key findings of the Strategic Outline Business Case and recommendations made to further advance study work on 12 of the 20 route options initially identified, into the Outlined Business, where they would be further reduced. It was resolved to:</p> <ul style="list-style-type: none"> <li>(a) Note the findings of the A47 Strategic Outline Business Case, and that a strong case exists for the dualling of the whole section of the route, and the intention to update this for new growth figures stated within this paper.</li> <li>(b) Approve the procurement of consultancy support for the planned public consultation and the development of an Outline Business Case.</li> <li>(c) Note that further Board approval would be sought prior to supplier appointment, along with the associated budget.</li> <li>(d) Note that engagement with the Department for Transport and its partners would now commence to explore alternative delivery arrangements in order to bring forward completion to 2025 to 2027.</li> </ul>
2.4	Cambridgeshire and Peterborough Combined Authority Unified Staffing Structure – Combined Authority and Local Enterprise Partnership	<p>The Board received details of the newly unified staffing team, incorporating activity and staff transferred on 1 April 2018. The new structure was designed to support the Combined Authority Board, its work programme, and the new Business Board and its activities. It was resolved to support the Chief Executive’s proposed unified structure of the Combined Authority.</p>
2.5	Combined Authority and Business Board Offices	<p>The Board considered the opportunity to rationalise the accommodation into a single, fit for purpose, agile working office space following its previous decision to bring together the staff of the Combined Authority and the former Greater Cambridge Greater Peterborough Local Enterprise Partnership into a single organisation. It was resolved to:</p> <ul style="list-style-type: none"> <li>(a) Agree the location of the Combined Authority offices at the Alconbury Weald Enterprise Campus.</li> <li>(b) Approve the 2018/19 budget for occupation of the accommodation of £169,300.</li> <li>(c) Approve the 2019/20 and ongoing budget for occupation of the accommodation of</li> </ul>

		<p>£225,300 per annum.</p> <p>(d) Agree that any final insubstantial amendments that were required prior to signing the lease could be made by the Legal Counsel, in consultation with the Mayor.</p> <p>(e) Agree that any final insubstantial financial amendments that were required could be made by the Section 151 Officer.</p>
2.6	Growth Programme Update (referral from Business Board)	<p>The purpose of the report was to summarise the current position on Growth Deal, identify to the Board some of the major milestones that were about to complete, demonstrate the major scheme commitments from Growth Deal that had been transferred to the Combined Authority after the closure of the LEP and a status position of those projects. It was resolved to endorse the recommendations of the Business Board to:</p> <p>(a) note the programme updates for the Local Growth Fund (Growth Deal) and Growing Places Fund;</p> <p>(b) note activity to bring forward business cases for provisional schemes and develop approach for new allocations;</p> <p>(c) approve payment to Peterborough City Council of £513,492.63 for Claim 8 under the Bourges Boulevard 2 contract.</p>
<b>Part 3 – Non Key Decision</b>		
3.1	Local Energy East Strategy (referral from Business Board)	<p>The Board was asked to endorse the Local Energy East Strategy to meet the requirements of the Department for Business, Energy and Industrial Strategy (BEIS). It was resolved to:</p> <p>(a) note and endorse the decision of the Business Board (to be reported at the meeting). This includes:</p> <p>(b) endorse the Strategy for the whole LEP area and as the basis for the Local Energy Hub to start considering projects in the Cambridgeshire and Peterborough area.</p>

		<p>(c) agree the Strategy and use of the Combined Authority name and logo within the final version of the Strategy.</p>
3.2	Strategic Community Land Trust (CLT) Programme Development	<p>The Board considered the key principles of an umbrella agreement for East Cambridgeshire Community Land Trust that could then be applied on an area wide scale. It was resolved to:</p> <p>(a) Note the intention to develop a strategic model to deliver Community Land Trust schemes across the Cambridgeshire and Peterborough area, including an assessment of the total loan facility required</p> <p>(b) Agree the s151 Officer engage with HM Treasury to establish the position with regards to the existing Borrowing Cap for CPCA in respect of the potential borrowing requirement, and establish any treasury rules, guidelines or requirements for borrowing for this purpose.</p> <p>(b) Agree in principle the proposal to develop an umbrella agreement which could provide a loan facility, with up to £40m to potentially be funded through borrowing for ECTC</p> <p>(c) Agree the intention for the Chief Executive, Monitoring Officer and the Chief Finance Officer to develop the following in consultation with the Portfolio Holder Fiscal</p> <p>a. the procedures for agreeing the future draw down of funding within the loan facility</p> <p>b. the appropriate level of any delegations to officers and Portfolio Holder, for individual loan and/or total scheme sign off</p> <p>c. the monitoring of the delivery of housing schemes under the loan facility at appropriate stages to maintain oversight of delivery, including reporting to Board and External Audit</p>

	<b>Part 4 – Finance</b>	
4.1	Budget Update	<p>This report provided the outturn position against budget for the year to 31 March 2018 and an update of the preparation and audit of the draft Statement of Accounts of the Combined Authority for the year to 31 March 2018. It was resolved to:</p> <ol style="list-style-type: none"> <li>1. Note the outturn position against budget for the year to 31 March 2018.</li> <li>2. Note progress being made in the preparation and audit of the draft Statement of Accounts for 2017/18.</li> <li>3. Note that a further report would be brought to the Board to recommend the approval of certain unspent budgets, to be identified in that report, to be carried forward for use in 2018/19.</li> </ol>
	<b>Part 5 – Date of Next Meeting</b>	
5.1	Date of Next Meeting	<p>It was resolved to note the date of the next meeting – Wednesday, 25 July 2018, East Cambridgeshire District Council, Council Chamber, The Grange, Nutholt Lane, Ely, CB7 4EE</p>



## Overview and Scrutiny Committee\_ Decision Summary

**Meeting:** 25<sup>th</sup> June 2018

<http://cambridgeshirepeterborough-ca.gov.uk/meetings/overview-and-scrutiny-committee-15th-june-2/?date=2018-06-25>

Chair: Cllr Lucy Nethsingha

Summary of decisions taken at this meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1.	<b>Apologies</b>	Apologies received from Cllr Chamberlain, no substitute.
2.	<b>Declaration of Interests</b>	There were no declarations of interest.
3.	<b>Minutes</b>	<p>a) The minutes of the meeting held on the 1st June 2018 were agreed as a correct record.</p> <p>Cllr Boden advised the committee that he had received information from officers regarding the Land Trust Loan which had been raised at the previous meeting and was satisfied that the work being undertaken was following best practice.</p> <p>Cllr Boden advised that in reference to the Key Priority themes discussed at the last meeting that he had met with the Portfolio Holder for Fiscal Strategy and that Cllr Count fully welcomed the involvement of the Overview and Scrutiny members.</p> <p>b) The minutes of the meeting held on the 15th June 2018 were agreed as a correct record.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>The Chair agreed to allow a question from Cllr Baigent from Cambridge City Council, under her discretionary powers.</p> <p>Cllr Baigent asked the committee:</p> <p>‘The failure of the scrutiny committee to be quorate for the ‘call in meeting’ on the 15th June is unexplained. Without an explanation it is possible to suggest a very serious contempt of the scrutiny process by the majority party. My question is to each of those members who failed to turn up. I would like them to explain why they did not attend, if they notified their deputy (and if they did) why did their deputy did not attend and I would also like to ask them to provide a detailed account of any communications or discussions about the 'call in meeting' that they had with the mayor, his Chief of Staff, the Chief Executive, the Monitoring Officer or any other member of the combined authority staff.’</p> <p>The Chair advised that she did not feel it was appropriate to ask each member to explain their absence and the absence of their substitute at the public meeting.</p> <p>The Committee discussed their concerns around the call in failure due to member attendance and that it was worrying if the meeting had been inquorate due to a political stunt. 3.6 Members advised that as call in meetings were ad hoc it was sometimes difficult to ensure attendance for themselves or for their substitutes as it was such short notice.</p> <p>The Committee discussed how call in’s are an important power that the committee has and that it must be used effectively otherwise the Overview and Scrutiny would lose its teeth.</p> <p>Following comments from another member, the Chair said that if there had been any involvement from officers or the Mayor’s office in members’ decision not to attend the call in meeting that would be of great concern and would request that the committee receive written assurance that this was not the case.</p> <p>The Committee agreed that it was important to put the incident behind them and for the committee to operate together to ensure effective overview and scrutiny of the Combined Authority.</p>
4.	<b>Mayor in Attendance</b>	<p>The Mayor of the Combined Authority was in attendance at the meeting to answer questions from the committee members.</p> <p>The following points were discussed with the Mayor:</p> <p><u>Committee structure:</u></p>



Item	Topic	Decision [ <i>None of the decisions below are key decisions</i> ]
		<p>The members queried why a committee structure was being considered and when it would be coming to the Board for a decision - The Mayor advised the Committee that a report would be coming to the July Board meeting for the members to discuss.</p> <p>The Mayor felt that the committee structure was stronger and a more resilient structure than the cabinet/ executive structure.</p> <p>The position for the Leaders from each constituent council to undertake the work of Portfolio Holders at the Combined Authority was a much larger demand than previously expected and it was important to consider who had the capacity to take on the work.</p> <p>Any changes to leadership at the constituent councils had an immediate impact on the resilience of Portfolio Holders to continue their work for the Combined Authority. The plan was to have chairman of committees so that if a leader changed then the committee could continue its work.</p> <p>The Mayor felt that the committee structure would also mean that decision making would be shared in a more democratic way.</p> <p>The Mayor recognised that the structure for the Combined Authority needed to be reconsidered.</p> <p><u>Forward plan:</u></p> <p>A member of the committee raised a question about the publication date and items being put on the forward plan and was advised that the Combined Authority operated under the same statutory rules as any other council with regard to the forward plan, ie the forward plan had to be published 28 days before the intended decision was due to be taken but this meant that the decision could be taken on this date or could be deferred to a later date if necessary, the forward plan was updated every month and the next statutory deadline for publication was the 27th June.</p> <p><u>Pubic engagement:</u></p> <p>Members questioned the Mayor on public engagement and whether with the ambitious timescales that the Mayor had set for projects, was public consultation factored into these timescales.</p> <p>The Mayor advised that public consultations had been factored into all projects. He was always available and happy to attend meetings and be involved in public consultations and engage with the public to ensure an understanding of each project. The fast pace of the Combined Authority</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>was possible as unlike constituent councils there was no need to apply and wait for funding to be allocated from central government for projects.</p> <p><u>Overview and Scrutiny Call In meeting and the Mayor's views on the Overview and Scrutiny Committee.</u></p> <p>The Mayor advised he had received a call from the Monitoring Officer to advise the call in meeting would not be quorate but had been willing to attend that morning.</p> <p>Regarding the work of the committee, the Mayor stated that he believed that this committee had a great opportunity to drive change and set the pace for what could be achieved.</p> <p>The Mayor was happy to attend all Overview and Scrutiny committee meetings if that was required but believed that it was up to the committee to decide how best to operate going forward.</p> <p>In response to a question about funding for Task and Finish groups for the committee, the Mayor advised that it would be up to the committee to approach the Mayor when there was an area that they felt would need further investigation. He thought that the committee would have more time to scrutinise decisions or the implementation of decisions that the Board may have missed or could be improved upon and therefore the role of the Committee was incredibly important.</p> <p><u>The Mayor's trip to Boston:</u></p> <p>Cllr Gehring asked a question about whether the Mayor was representing himself as the Mayor for Cambridge when he was abroad and whether he was representing the Combined Authority area.</p> <p>Cllr Gehring also asked about the agreement that had been signed between the Mayor and the Mayor of Cambridge, Massachusetts.</p> <p>The Mayor responded that he was representing the Cambridgeshire and Peterborough area not just Cambridge and that he was not a chain wearing Mayor.</p> <p>The Mayor advised that his role was to promote the area of Cambridgeshire and Peterborough and through his travels to the USA he had met numerous Mayors who represented similar areas to Cambridgeshire and that it was very important to ensure that Cambridgeshire was known on the international stage, especially with Brexit and the unknown outcomes of Brexit, it was important to</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>have international partners who knew Cambridgeshire.</p> <p>The agreement that had been signed between the Mayor and the Mayor of Cambridge Massachusetts had resulted from previous meetings held when the Mayor had travelled to Washington earlier in the year and the Mayor was happy to share the agreement that had been signed.</p> <p>The Chair thanked the Mayor for answering the committees' questions.</p>
5.	<p><b>Cambridgeshire and Peterborough 2030 Prospectus and the Cambridgeshire and Peterborough Four Year Plan 2018-19 -2021-22</b></p>	<p>The Committee agreed to ask questions to the Mayor on the Cambridgeshire and Peterborough 2030 Prospectus and the Four Year Plan 2018/19-2021/22 together.</p> <p>The following points were discussed:</p> <ul style="list-style-type: none"> <li>• Members asked the Mayor what modelling had been done and what was planned to carry out the objectives for doubling the economy. The Committee were advised that there was an interim report from the Economic Commission which would be finalised in September. This report showed a significant difference in growth for the area than that predicted by central government. There were three separate areas of growth in the Combined Authority area; strongest was in the Peterborough area. The Cambridge Ahead report stated that if changes weren't made than the cost of living would push the growth backwards and there was a significant risk around this. The Mayor had been tasked to build 100k new homes on top of the local plans, there was also the spatial plan. The Mayor stated that he believed that Community Land Trusts were the key alternative way to deliver housing; the traditional model currently used was not working and new options and innovative ways of thinking were needed.</li> <li>• In response to a question about Land Capture and dealing with developers to tackle the housing problems, the Mayor advised that Land Capture was the same as using Community Land Trusts and by using these, the control would rest with the trust rather than with the developer and it was very important to take out this viability and stop national developers controlling the housing market.</li> <li>• Even though central government had rejected the idea of Land Value Capture, the point of the devolution deal was to create a system that would work for Cambridgeshire and Peterborough without Westminster involvement. The Mayor felt that the Combined</li> </ul>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>Authority could find money through Land Value Capture to produce something fundamental.</p> <ul style="list-style-type: none"> <li>• The funding for the St Neots Masterplan would come from the Combined Authority and it was important to note that most people in Cambridgeshire and Peterborough lived in these smaller market towns.</li> <li>• The committee were advised that the process for the prospectus and fouryear plan had been done in consultation with leaders and chief executive officers of each constituent council and had been approved by the Board in May. The Mayor was now presenting the prospectus and four-year plan to all councils in the area to give members an opportunity to comment. An annual review of the plan would be undertaken each year.</li> <li>• The Mayor was working with the Mayor of London to get delivery of electric charging points a priority to make the change to electric cars more viable.</li> <li>• It was important to recognise that there were many businesses in the Cambridgeshire and Peterborough area that needed to use the road systems; there was business traffic that used the roads to get to London and other places which could not be ignored. The biggest industry in the area was agriculture which required an improved road system.</li> <li>• Most people didn't work in the centre of Cambridge and therefore an integrated transport system which would enable people to choose an easy mode of public transport to get from one side of the city to the other was necessary.</li> <li>• Electric buses should be where the Combined Authority should be looking but currently the bus review was ongoing and the outcome of the review would ensure the best system was put in place.</li> <li>• In response to a question about Brexit the Mayor advised that there was no certainty around the Brexit issue. This was part of the reason why the Mayor was building relationships in America to ensure that Cambridgeshire was at the front of the queue once the outcome of Brexit had become clearer. Any assessments that would be undertaken now would not give the Combined Authority a clear direction and it was better to wait before carrying out assessments on Brexit.</li> </ul>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<ul style="list-style-type: none"> <li>• Cllr Boden asked whether a Cambridgeshire and Peterborough Business Airport could be considered by the Mayor and the Mayor responded that Stanstead was the international airport that could be accessed easily by improving the infrastructure in the area.</li> <li>• The Mayor advised that the Mayoral Capacity Fund was an amount of £2m to help with the running costs for the Combined Authority.</li> <li>• The Mayor would be meeting with seven potential investors for the CAM system over the next couple of weeks.</li> <li>• The Mayor advised that the bus subsidy power was part of the remit for the Combined Authority but these had been passed back to Cambridgeshire County Council and Peterborough City Council to manage until March 2019.</li> </ul> <p>The Committee thanked the Mayor for answering their questions.</p>
6.	<b>Affordable Housing</b>	<p>The Committee received the report which provided an update on the current position on the delivery of the affordable housing.</p> <p>The following points were raised during the discussion:-</p> <p>Only £9m of the £100m allocated for affordable housing had been committed so far and the Director for Housing advised he would be aiming to accelerate this.</p> <p>The Combined Authority was working alongside a grant that had strict parameters, the funding had to feed into the existing system. The Mayor felt that the current system didn't work but it was the deal that they had to work with until a different deal could be worked out with government.</p> <p>Schemes were currently brought forward by the local councils to the Combined Authority.</p> <p>The Committee were concerned that there was not more detail available around the criteria for identifying need for affordable housing but recognised that the Director for Housing had only been in post for a short while and that a more detailed report would be brought to the September Board meeting.</p> <p>The Committee agreed that a report should be brought to the September Overview and Scrutiny committee meeting and that the Director for Housing should attend to provide a more detailed</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		update.
7.	<b>Review of Combined Authority Agenda</b>	<p>The Committee reviewed the agenda due to come to the Board on Wednesday 27th June 2018.</p> <p>In reference to the Cambridgeshire and Peterborough Combined Authority Unified Staffing Structure – Combined Authority and Local Enterprise Partnership paper members raised some concerns around the processes followed.</p> <p>The Chief Finance Officer who had been dealing with the process for the recruitment of directors advised the committee that the process had been approved by the Combined Authority Employment Committee, they had engaged the services of a recruitment agency and advertisements were sent out to a number of national appropriate publications for the director posts.</p> <p>Once the matching of the staff from the LEP to the existing roles had been completed the vacancies available would be clearer and then the process for the most appropriate recruitment process would be identified for filling the remaining positions.</p> <p>The Committee requested that the Chief Executive Officer be asked to provide a written response regarding the staffing structure process and that a quarterly update with an overview of the staffing situation for the Combined Authority be provided for the committee members.</p> <p>Some members of the committee raised their concerns about the new location for the offices of the Combined Authority being based at Alconbury Weald and its inaccessibility.</p> <p>The Committee agreed that they would ask the following question at the Combined Authority Board meeting:</p> <ol style="list-style-type: none"> <li>1) The Overview and Scrutiny Committee were supportive of the St Neots Market Place Masterplan.</li> <li>2) The Overview and Scrutiny Committee would like to ask whether the carbon footprint been taken into account when considering the East-West (North) Corridor - A47 Dualling Study and that the committee hoped that the carbon footprint for the project would be a key point to be considered as part of the business case.</li> <li>3) The Overview and Scrutiny committee would like to know what consultation process had been</li> </ol>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		undertaken for the Strategic Spatial Framework?
8.	<b>Combined Authority Forward Plan</b>	The Committee had no comments to make regarding the forward plan of the Combined Authority.
9.	<b>Overview and Scrutiny Work Programme Report</b>	<p>The Committee received the report which provided the Committee with the draft work programme for the Overview &amp; Scrutiny Committee for the 2018/19 municipal year and asked them for comments and suggestions.</p> <p>Members noted that it had been useful to speak with the programme director at the workshop held before the meeting and suggested that the officer be invited to the July meeting to provide further information for the committee around the project management processes used by the Combined Authority.</p> <p>The Chair requested that a paper on the Medium Term Financial Plan be brought to the July meeting which would indicate which projects going forward have concrete funding.</p> <p>The committee members requested that a report on Affordable Housing as discussed earlier in the meeting be added to the work programme for September.</p> <p>The committee requested that a report and that the Director for Transport attend the November meeting to provide an interim update on the Transport Plan.</p> <p>The Committee requested that a standing item be added to the agenda for members from each themed group covering the work of the Combined Authority to provide a verbal update for the rest of the committee.</p>
10.	<b>Date of Next Meeting</b>	The next meeting would be held on the 23 <sup>rd</sup> July at Fenland District Council at 11am.

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<b>COUNCIL</b>	<b>AGENDA ITEM No. 12</b>
<b>25 JULY 2018</b>	<b>PUBLIC REPORT</b>

### **MOTIONS ON NOTICE**

The following notice of motion has been received in accordance with the Council's Standing Orders:

#### **1. Motion from Councillor Whitby**

"This chamber believes that the recent performance of GOvia/GTR/Thameslink on the main route into London from Peterborough has had a huge, negative impact on the city and its residents, both personal and economic.

We therefore request that the Chief Executive and Leader of the Council, make strong representations to the Secretary of State for Transport and the Secretary for Housing, Communities and Local Government to advise them of our concern of the impact that such an occurrence has on the communities who rely on such a major transport link, the economic damage that it does regionally and to this City, and that steps must be taken to ensure that such a disastrous occurrence is avoided in the future by whatever means is necessary"

#### **2. Motion from Councillor Murphy**

"Council notes there have been a number of events in the city over recent years to celebrate our diversity and bring groups together as well as campaign against ignorance.

This year we had a successful International women's event at the Town Hall and at the end of June and beginning of July there were a whole series of Pride events in the city. Many organisation and residents participated in events in a proud and positive way. Initiative was taken to join in and the pride flag was flown by the council this year.

Council welcomes these activities that help us bring communities together and celebrate our diversity and Council resolves to support similar events in the future"

#### **3. Motion from Councillor Shaz Nawaz**

"In the UK today, there are significant numbers of children who do not currently have British citizenship but have rights to register as British citizens. Many of these children were born in the UK, and others have lived here from a young age, been raised here, educated here, and have never known any other home.

Without access to their citizenship rights, children may find themselves denied opportunities extended to their peers, such as the chance to participate in a school trip or to be eligible for funding so they can undertake higher education.

There are a number of barriers to children registering their citizenship. Registration can be a complex process of prohibitive cost.

Children are charged £1,012 for a process whose administrative cost is published at £372, meaning government is making a profit of £640 from every child who claims their rights.

Where a child is in the care of Peterborough City Council this fee, if it is to be paid, would have to be paid by the Council.

No child should be denied their citizenship rights by reason of a fee. There is no substitute for citizenship, which is vital to future security and sense of belonging.

**This Council recognises:**

- That the profit-making element of the fee to register citizenship discourages the best outcomes for many of the UKs children
- Because of their duties as corporate parents, the fee for children to register will fall on Councils in the many cases where looked after children qualify for citizenship
- The fee puts Councils in the unacceptable position of having to weigh the benefits of citizenship to a child in their care against the cost to the Council of assisting a child in claiming that right

**This Council therefore resolves:**

- To write to the minister of immigration demanding that the fee for children to register as British citizens is reduced to the administrative cost; and demanding that looked after children are exempted from the fee in its entirety
- To identify children in their care who are entitled to citizenship, and make sure they are aware of their rights and supported to claim them.”

**4. Motion from Councillor Joseph**

“Waste continues to be an issue that affects every one of us, whether it is the frequency of our bin collections, what we should recycle or perhaps the most emotive issue of all, flytipping, and most of us will have an opinion on waste in this city.

Following a recommendation from Councillor Holdich and the decision of the Growth, Resources and Environment Scrutiny Committee, a council task and finish group is to be set up to look at the issue of fly-tipping and possible remedies to what is a sickness which has a very negative impact on our Peterborough.

Let us give credit where it is due to the many, many residents who responsibly dispose of their waste, either by taking it to the household waste site at Welland Road or paying £23 for a bulky waste collection.

This Council recognises:

- The considerable cost of addressing fly-tipping
- Waste that may have been able to be upcycled or recycled is being taken to the landfill site creating a greater strain on dwindling resources and a more significant impact on the environment
- Streets littered with the detritus of unwanted goods does not inspire pride. Instead, it lends itself to creating further decay and a higher air of disillusion in our residents.
- It takes many people to report and deal with each incident of fly tipping. As Councillors, many of us feel we spend our time, which would be better spent addressing other issues, doing nothing but reporting issues of flytipping.

The Council therefore resolves to have a greater focus on recycling and upcycling as the Environment Capital of the UK by asking the flytipping start and finish taskforce to:

- Promoting the use of recycling and upcycling companies who can assist with making use of goods which are subsequently reused for other purposes.
- Leading the way for our residents by considering opportunities for recycling and upcycling such as using old tyres as temporary parking restrictors, or planters or and making old children's climbing frames or turning them into chips that can be used in children's play areas as soft landing areas.
- Encouraging the removal of plastics from shops in the city”

## **5. Motion from Councillor Sandford**

“This Council notes that figures produced by the National Nursing and Midwifery Council in April 2018 showed a dramatic drop in those joining their register from the EU, with 805 EU nurses and midwives joining compared with 6,382 the year before – a reduction of 87 percent.

Council also notes that the economy of the UK has become heavily reliant on EU migration, with (according to figures from Mercer Workforce Monitor) 143,000 UK born people leaving the workforce for various reasons in the year upto March 2017 and 147,000 EU migrants from other EU countries joining the workforce.

Council believes that, whatever Brexit deal is agreed between the UK and the EU, there could be significant impacts on Peterborough's economy and the services used by Peterborough people, such as the NHS.

Council therefore asks the Chief Executive to commission work by the Council and its partner organisations to assess the likely impacts of Brexit and, when full details of the Brexit deal (or no deal) are known, to submit a report to Full Council setting out the likely impacts and to recommend any mitigation measures or further actions considered necessary”

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<b>ANNUAL COUNCIL</b>	AGENDA ITEM No.13 (a)
<b>25 JULY 2018</b>	<b>PUBLIC REPORT</b>

Report of:	Fiona McMillan, Interim Director of Law and Governance	
Contact Officer(s):	Paulina Ford, Senior Democratic Services Officer	Tel. 452508

## **POLITICAL BALANCE CALCULATION AND APPOINTMENT OF CHAIRMAN AND VICE CHAIRMEN**

R E C O M M E N D A T I O N S	
<b>FROM:</b> Interim Director of Law and Governance	<b>Deadline date:</b> N/A
<p>It is recommended that Council:</p> <ol style="list-style-type: none"> <li>1. Agrees the updated allocation of seats on those council committees subject to political balance arrangements (<b>Appendix 1</b>).</li> <li>2. Agrees the appointment of the following positions: <ul style="list-style-type: none"> <li>• Chairman of the Growth, Environment and Resources Scrutiny Committee – Councillor Chris Harper</li> <li>• Vice Chairman of the Growth, Environment and Resources Scrutiny Committee – Councillor Graham Casey</li> <li>• Vice Chairman of the Corporate Parenting Committee – Councillor Stephen Lane</li> <li>• Vice Chairman of the Audit Committee – Councillor Kim Aitken</li> <li>• Vice Chairman of the Constitutional and Ethics Committee - Councillor Shazir Bashir</li> </ul> </li> </ol>	

### **1. PURPOSE AND REASON FOR REPORT**

1.1 The purpose of this report is to consider the impact on the political balance of the Council, following the resignation of Councillor June Bull on 12 June 2018.

### **2. IMPACT ON THE POLITICAL PROPORTIONALITY FOLLOWING COUNCILLOR RESIGNATION**

2.1 On the 12 June 2018 Councillor June Bull resigned her position as an Elected Member. This reduced the total number of Elected Members from 60 to 59. The number of Conservative Members decreased from 31 to 30.

2.2 The political proportionality was therefore recalculated to include this vacancy and there were no changes to the proportionality on any of the Councils committees. The new political proportionality calculation can be found at **Appendix 1**.

### **3. POLITICAL PROPORTIONALITY CALCULATION**

3.1 Council agreed at its Annual Meeting held on 21 May 2018 the total number of seats on each committee as listed below:

Committee	Seats
Growth, Environment and Resources Scrutiny Committee	11
Adults and Communities Scrutiny Committee	11
Health Scrutiny Committee	11
Children and Education Scrutiny Committee	11
Employment Committee	7
Licensing Committee (Regulatory)	11
Planning and Environmental Protection Committee	11
Appeals and Planning Review Committee	11
Corporate Parenting Committee	11
Audit Committee	7
Constitution and Ethics Committee	7
<b>TOTAL NUMBER OF SEATS AVAILABLE</b>	<b>109</b>

3.2 Council must decide how many seats each group is to have on its committees. In accordance with the legislation, the following principles should apply to the allocation of seats as far as reasonably practicable:

- (a) That not all the seats on the body to which appointments are being made are allocated to the same political group;
- (b) That the majority of the seats on each committee are allocated to a particular political group if the number of persons belonging to that group is a majority of the authority's membership;
- (c) Subject to (a) and (b) above, when allocating seats to a political group, the total number of their seats across all the ordinary committees of the Council, must reflect their proportion of the authority's membership; and
- (d) Subject to (a) to (c) above, that the number of seats on each committee is as far as possible in proportion to the group's membership of the authority.

3.3 The political balance of the Council can be calculated by using the following formula.

$$\frac{\text{No of Members in (x) Group} \times 100}{54 \text{ (Total No. of Members in all Groups)}}$$

3.4 Following the resignation of Councillor Bull the political balance of the Council is as follows:

Table 1.

Group	Conservative	Labour	Liberal Democrats	Werrington First	Total
Councillors (in Groups)	30	14	7	3	54
Proportionality %	55.56	25.93	12.96	5.56	100.00

3.5 The calculation to determine the strict entitlement of political groups to seats on committees is:

$$\frac{\% \text{ from table 1}}{100} \times \frac{\text{Total No of seats available (109)}}{100}$$

#### **4. APPLYING THE RULES**

4.1 The allocation of seats between political groups for each committee is set out in **Appendix 1** based on a total of 109 seats.

There is no impact on appointments to other Authorities or committees exempt from political balance requirements.

#### **5. CHAIRMANSHIPS AND VICE CHAIRMANSHIPS**

5.1 The Council must decide which Councillors to appoint as the Chairman and Vice-Chairman of its committees at its annual meeting. As a result of the resignation of Councillor Bull a vacant position has arisen for the Chairmanship of the Growth, Environment and Resources Scrutiny Committee. The nomination for this position is Councillor Chris Harper.

There are further vacancies for Vice Chairmanships on a number of committees including the Vice Chairmanship of the Growth, Environment and Resources Scrutiny Committee as this was previously occupied by Councillor Chris Harper. The nominations for these vacant positions are:

- Vice Chairman of the Growth, Environment and Resources Scrutiny Committee – Councillor Graham Casey
- Vice Chairman of the Corporate Parenting Committee – Councillor Stephen Lane
- Vice Chairman of the Audit Committee – Councillor Kim Aitken
- Vice Chairman of the Constitutional and Ethics Committee - Councillor Shazir Bashir

#### **6. IMPLICATIONS**

##### **Financial Implications**

6.1 There are no direct financial consequences arising from this report.

##### **Legal Implications**

6.2 All the relevant legal implications are addressed within the report.

##### **Equalities Implications**

6.3 There are no equalities implications arising from this report.

#### **8. BACKGROUND DOCUMENTS**

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

8.1 Peterborough City Council's Constitution.

#### **9. APPENDICES**

9.1 **Appendix 1** – Updated allocations of seats on committees subject to political balance

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### 109 Seat Committees

2018		Number of committee seats =		109		
Group	Conservative	Labour	Liberal Democrat	Werrington First	Vacancy	Total
Elected	30	14	7	3	1	55
Proportionality %	54.55	25.45	12.73	5.45	1.82	100.00
Entitlement to seats (rounded)	59.46	27.74	13.88	5.94	1.98	109.0
	59	28	14	6	2	109

no. of Cllrs for each group  
group no. / 55 x 100  
total seats / 100 x proportion

Proportionality for 109 seats will be allocated to Conservative/Labour/Liberal Democrat/Werrington First/Liberals

#### CALCULATION FOR PROPORTIONALITY

Calculation	Result %
Labour = 14/54*100	25.9259
Liberal Democrat = 7/54*100	12.9630
Conservative = 30/54*100	55.5556
Werrington First = 3/54*100	5.5556
	100.0001

#### CALCULATION FOR REMAINING SEATS

Group	total seats (109) / 100 x proportion%	Rounded
Labour	28.26	28
Liberal Democrat	14.13	14
Conservative	60.56	61
Werrington First	6.06	6
	Total	109

Committee	Seats	Conservative	Labour	Liberal Democrats	Werrington First	Total
Children and Education Scrutiny Committee	11	6	3	1	1	11
Adults and Communities Scrutiny Committee	11	6	3	1	1	11
Health Scrutiny Committee	11	6	3	2	0	11
Growth, Environment and Resources Scrutiny Committee	11	6	3	1	1	11
Corporate Parenting Committee	11	6	2	2	1	11
Employment Committee	7	4	2	1	0	7
Audit Committee	7	4	2	1	0	7
Regulatory Committee (Non Licensing Act 2003 Committee)	11	6	2	2	1	11
Planning and Environmental Protection Committee	11	7	3	1	0	11
Appeals and Planning Review Committee	11	6	3	1	1	11
Constitution and Ethics Committee	7	4	2	1	0	7
Entitlement to Seats		61	28	14	6	109
Seats Pre-allocated		61	28	14	6	109
Adjustment to make		0	0	0	0	0

Committee Size	Group	Group	Group	Group	
	Conservative	Labour	Liberal Democrats	Werrington First	
16	54.55	25.45	13	5.45	15.752
15	8.728	4.072	2.08	0.872	14.7675
14	8.1825	3.8175	1.95	0.8175	13.783
13	7.637	3.563	1.82	0.763	12.7985
12	7.0915	3.3085	1.69	0.7085	11.814
11	6.546	3.054	1.56	0.654	10.8295
10	6.0005	2.7995	1.43	0.5995	9.845
9	5.455	2.545	1.3	0.545	8.8605
8	4.9095	2.2905	1.17	0.4905	7.876
7	4.364	2.036	1.04	0.436	6.8915
6	3.8185	1.7815	0.91	0.3815	5.907
5	3.273	1.527	0.78	0.327	4.9225
4	2.7275	1.2725	0.65	0.2725	3.938
3	2.182	1.018	0.52	0.218	2.9535

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