

A meeting of **HUNTINGDONSHIRE DISTRICT COUNCIL** will be held in the **CIVIC SUITE, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **WEDNESDAY, 11 OCTOBER 2017** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

## A G E N D A

		<b>Time Allocation</b>
	<b>PRAYER</b>	<b>2 Minutes</b>
	The Rt Reverend Dr David Thomson will open the meeting with prayer.	
	<b>APOLOGIES</b>	<b>2 Minutes</b>
	<b>CHAIRMAN'S ANNOUNCEMENTS</b>	<b>10 Minutes</b>
1.	<b>MINUTES</b> (Pages 5 - 20)	
	To approve as a correct record the Minutes of the meeting held on 28th June 2017 and the Extraordinary meeting held on 26th July 2017.	
2.	<b>MEMBERS INTERESTS'</b>	
	To receive from Members declarations as to disclosable pecuniary or other interests in relation to any Agenda item. See Notes below.	
3.	<b>HUNTINGDONSHIRE LOCAL PLAN TO 2036</b>	<b>30 Minutes.</b>
	Councillor R Fuller, Deputy Executive Leader and Executive Councillor for Housing and Planning to present an update on the Local Plan process and timescale.	
	<i>(Notes      Presentation: 15 Minutes Questions: 15 Minutes).</i>	
4.	<b>QUESTIONS TO MEMBERS OF THE CABINET</b>	<b>10 Minutes.</b>
	Questions to Members of the Cabinet.	
5.	<b>CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY</b> (Pages 21 - 42)	<b>20 Minutes.</b>
	Councillor R B Howe, Executive Member for Devolution and Growth to present on the activities of the Cambridgeshire and Peterborough Combined Authority.	
	Councillors R C Carter and T Hayward to provide an update on the Cambridgeshire and Peterborough Combined Authority Overview and Scrutiny Committee.	

Decision summaries for recent meetings of the Cambridgeshire and Peterborough Combined Authority Board and the Overview and Scrutiny Committee are attached to the Agenda for information.

In accordance with the Protocol agreed at the February 2017 meeting, this item provides an opportunity for District Council Members to ask questions and comment on Cambridgeshire and Peterborough Combined Authority issues.

If Members wish to raise questions or issues requiring a detailed response, it would be helpful if they can provide prior notice so that the necessary information can be obtained in advance of the meeting.

**(Notes: Update 10 Minutes  
Questions 10 Minutes).**

**6. ANNUAL REPORT OF THE CORPORATE GOVERNANCE COMMITTEE 2016/17 (Pages 43 - 62) 10 Minutes.**

Councillor M F Francis to present the Annual Report of the Corporate Governance Committee for 2016/17.

**7. OUTCOMES FROM COMMITTEES AND PANELS (Pages 63 - 68) 10 Minutes.**

An opportunity for Members to raise any issues or ask questions arising from recent meetings of the Council's Committees and Panels.

A list of meetings held since the last Council meeting is attached for information and Members are requested to address their questions to Committee and Panel Chairmen.

**8. VARIATIONS TO THE MEMBERSHIP OF COMMITTEES AND PANELS 5 Minutes.**

Group Leaders to report on variations to the Membership of Committees and Panels if necessary.

Dated this 3rd day of October 2017



Head of Paid Service

**Notes**

**1. Disclosable Pecuniary Interests**

(1) *Members are required to declare any disclosable pecuniary interests and unless you have obtained dispensation, cannot discuss or vote on the matter at the meeting and must also leave the room whilst the matter is being debated or voted on.*

(2) *A Member has a disclosable pecuniary interest if it -*

*(a) relates to you, or*

*(b) is an interest of -*

- (i) your spouse or civil partner; or*
- (ii) a person with whom you are living as husband and wife; or*
- (iii) a person with whom you are living as if you were civil partners*

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

*(3) Disclosable pecuniary interests includes -*

- (a) any employment or profession carried out for profit or gain;*
- (b) any financial benefit received by the Member in respect of expenses incurred carrying out his or her duties as a Member (except from the Council);*
- (c) any current contracts with the Council;*
- (d) any beneficial interest in land/property within the Council's area;*
- (e) any licence for a month or longer to occupy land in the Council's area;*
- (f) any tenancy where the Council is landlord and the Member (or person in (2)(b) above) has a beneficial interest; or*
- (g) a beneficial interest (above the specified level) in the shares of any body which has a place of business or land in the Council's area.*

### **Non-Statutory Disclosable Interests**

*(4) If a Member has a non-statutory disclosable interest then you are required to declare that interest, but may remain to discuss and vote providing you do not breach the overall Nolan principles.*

*(5) A Member has a non-statutory disclosable interest where -*

- (a) a decision in relation to the business being considered might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the council tax payers, rate payers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the authority's administrative area, or*
- (b) it relates to or is likely to affect a disclosable pecuniary interest, but in respect of a member of your family (other than specified in (2)(b) above) or a person with whom you have a close association, or*
- (c) it relates to or is likely to affect any body –*
  - (i) exercising functions of a public nature; or*
  - (ii) directed to charitable purposes; or*
  - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a Member or in a position of control or management.*

*and that interest is not a disclosable pecuniary interest.*

## **2. Filming, Photography and Recording at Council Meetings**

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## HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the COUNCIL held in Civic Suite, Pathfinder House, St Mary's Street, Huntingdon PE29 3TN on Wednesday, 28 June 2017.

PRESENT: Councillor R J West – Chairman.

Councillors J D Ablewhite, T D Alban,  
K M Baker, C E Bober, D Brown,  
P L E Bucknell, G J Bull, E R Butler,  
R C Carter, S Cawley, B S Chapman,  
Mrs S Conboy, J E Corley, S J Criswell,  
J W Davies, Mrs A Dickinson,  
Mrs A Donaldson, Mrs L A Duffy, M Francis,  
R Fuller, I D Gardener, L George, D A Giles,  
Mrs S A Giles, T Hayward, R B Howe,  
P Kadewere, Mrs R E Mathews, J P Morris,  
J M Palmer, P D Reeve, Mrs D C Reynolds,  
T D Sanderson, M F Shellens, L R Swain,  
Mrs S L Taylor, R G Tuplin, D Watt and  
J E White.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors Mrs B E Boddington, D B Dew, J A Gray, R Harrison, B Hyland, Mrs P A Jordan, D J Mead, Mrs J Tavener and D R Underwood.

### 12. PRAYER

The Reverend D Busk, Vicar of St Mary's Parish Church, Godmanchester opened the meeting with prayer.

### 13. CHAIRMAN'S ANNOUNCEMENTS

The Chairman presented to the Council an account of the activities that he and the Vice-Chairman Councillor R C Carter had attended since the last meeting. In so doing, referred to the successful cake sale held at Pathfinder House that had been supported by Councillor A Dickinson in aid of Dementia UK. The Chairman reported upon his attendance at the Mayor making ceremony on Godmanchester in May 2017 and Members present congratulated Councillor Mrs S J Conboy in her new role. Members were informed of his visit to the MS Centre, Huntingdon accompanied by his consort Councillor Ms J Tavener, and referred to the courage of the sufferers that attended the Centre. Further reference was made to his attendance at the Waresley Cricket Club Outreach, wreath laying ceremony at Madingley Cemetery with 104 wreaths having been laid, the Mayor's open day at Peterborough City Council, Armed Forces Flag Raising Day and attendance at the St Neots Choral Society.

### 14. MINUTES

The Minutes of the meeting of the Council held on the 17th May 2017

were approved as a correct record and signed by the Chairman.

**15. MEMBERS INTERESTS'**

No declarations were received.

**16. STATE OF THE DISTRICT 2017 (ANNUAL REPORT)**

In accordance with Council Procedure Rule 12, the Chairman invited the Executive Leader, Councillor R B Howe to address the Council on the State of the District. In support of his presentation, a copy of the Annual Report 2016/17 had been laid on the table together with an accompanying PowerPoint presentation (copies of which are reproduced in the Minute Book).

Councillor Howe reported upon the uncertain times that the Council had been experiencing currently, particularly with the House of Commons and the effect of Brexit on jobs, taxes, migration and the economy as a whole. He also made reference to the pervasive threat of terror with the recent terrorist attacks around the country. With this in mind Councillor Howe indicated the importance of ensuring high quality services for the residents of Huntingdonshire continuing to be provided with fair value. Attention was drawn to improvements made to the operational services of the Council, with new arrangements for grass cutting and weed management resulting in a reduction of customer requests. The round reconfiguration for refuse collection resulted in a number of persistent problems during March and April 2017 and Councillor Howe placed on record a formal apology to the residents for these issues that had resulted from these changes.

In referring to the Annual Report 2016/17 that highlighted the achievements in the previous year and outlined the strategic objectives, the Council noted the objective of sustainable growth and Councillor Howe referred to the Gross Value Added (GVA) of incomes into new businesses in Huntingdonshire was significantly less than neighbouring Cambridge, as many residents commuted to other areas for work. With this in mind Members' attention was drawn to the importance of the Oxford to Cambridge corridor and the St Neots Market Town Masterplan, together with planned improvements to the infrastructure to support further employment opportunities in the area.

Councillor Howe reported upon the continuing problem of insufficient affordable homes, despite the acceleration of house building in the District, and indicated that the emergence of a new Housing Strategy had been developed to identify and accelerate the development of affordable homes. He was hopeful that this combined with an innovative approach to land use utilising rural exception sites and consideration of modular homes, as well as revising the Community Infrastructure Levy (CIL) rules could assist in achieving a better supply of new and affordable housing.

Members' attention was drawn to the development of policies and priorities, whereby Councillor Howe referred to ensuring the governing of the Council was an inclusive and democratic process for all Councillors and the appointment of Councillor Ms A Dickinson as Executive Councillor for Community Resilience and Well Being would support this role through her work on the Market Town Strategy

Programme and engagement of more Members in the process and referred to the forthcoming Members' Summit that had been designed to engage Members more in shaping policy development.

Further attention was drawn to policy priorities, including the strong emphasis on upgrading the main trunk roads and strategic road and rail developments in support of economic growth. With reference to the importance of customer service throughout the Council, Councillor Howe reported that the Customer Service Centres would now not be closing until it was sure that the needs of the customer had been properly looked after. Members noted that there would be a review of the Planning Department to improve the efficiency of planning to deal with more transactions in a more efficient and productive way. Councillor Howe reminded Members of the Devolution deal and support from this authority. In so doing, he expressed his gratitude to his fellow Cabinet Members for his support during this transition period and in particular to the Managing Director, Mrs J Lancaster and her Team of Officers who had continued to deliver services despite the reduced resources, as well as the successful delivery of two impeccable elections.

In concluding his presentation, Councillor Howe outlined his objectives for the forthcoming 3 – 4 years, with a focus on stimulating economic growth, accelerating house building, maximising the use of the Combined Authority influence, providing services that meet and exceed the expectations of residents in the District and ultimately making it a great place to live, work and invest.

The Leader of the Principal Opposition, Councillor B S Chapman was invited to respond. In so doing, he indicated his support that St Neots had been identified and recognised as an area for development and also echoed the Executive Leader's views of thanking the Officers for the quality of services provided in the face of change in direction. With this in mind Councillor Chapman reported upon the need to ensure the robustness of reserves and ensure that Council Tax levels were kept low.

In thanking Councillor Howe for his presentation, Councillor Mrs S J Conboy asked that the PowerPoint presentation be circulated to all Members. With reference to the points that had been highlighted by Councillor Howe, Councillor Mrs Conboy expressed concern regarding the time and energy that the Combined Authority agenda was taking away from this authority and, although supported the work on commercialisation of services, she was concerned at the customer expectations and the requirement for more investment. With these issues in mind Councillor Mrs Conboy questioned whether any commitment would be made to explore a business case to remove the County Council tier as well as devolving more power enabling parishes. In response to the questions raised, Councillor Howe explained the importance of the role of the Combined Authority and believed that Devolution would lead to revolution in public service. He reported that the Combined Authority had decided to establish a commission to look at the structure of local government in Cambridgeshire, with the intention of producing recommendations to rationalise and reduce costs. It was noted that Councillor Howe understood the importance of Towns and Parishes in the District and had charged Councillor Ms Dickinson with taking this forward, already

through the establishment of six-monthly meetings held with all Town and Parish Councils.

Councillor P D Reeve thanked the Executive Leader for his presentation and in so doing highlighted his concerns for the level of resource required by the Combined Authority following Councillor Howe's appointment as Deputy Mayor, as well as the powers of the Overview and Scrutiny Committee of the Combined Authority. With reference to the challenges that had been faced by the District Council, particularly with the refuse round reconfiguration, he indicated that these issues had been addressed efficiently and effectively by the Managing Director and Executive Councillor J White. He also indicated his concerns with the National Planning Policy Framework combined with making the planning system more efficient, as well as the authorisation of gypsy and traveller sites. In outlining his disappointment that the Council had not continued with the appointment of opposition Members to one of the Overview and Scrutiny Panels, he understood the reasoning and endorsed the Council's programme of creating a leaner and more efficient authority that would be supported by the excellent Senior Officers led by Mrs Lancaster.

In response to the points raised by Councillor Reeve above, Councillor Howe explained that with the appointment of two representatives from each constituent authority on the Overview and Scrutiny Committee of the Combined Authority Members should expect to see more opportunities for engagement. In terms of his capacity with the additional workload of the Combined Authority, Councillor Howe indicated that he had been challenged by it but had delegated much of his work to his Deputy and other Cabinet Members and continued to refine how this would work going forward.

With reference to the Executive Leaders address on the GVA, Councillor M F Shellens questioned whether any consideration had been given to the implications of Brexit and its impact on the potential reduction of Eastern European workforce and the availability of skilled labour in area. In response Councillor Howe explained that the Combined Authority would be undertaking a review of the implications of Brexit over the next six months with the intention of ensuring that funding would be retained in Cambridgeshire to address such issues.

Councillor D A Giles outlined his support for the presentation, in particular the references and vision for St Neots, with house building, Enterprise Zone, Oxford to Cambridge corridor as well as supporting working with Town and Parish Councils in the area.

In concluding, Councillor J D Ablewhite endorsed the comments of the Executive Leader and congratulated the leadership as well as support for Mrs Lancaster. He echoed the support for a continual drive to protect services for residents working on a stable financial platform.

## **17. EXECUTIVE COUNCILLOR PRESENTATIONS**

- (a) Councillor D Brown, Executive Councillor for Commercialisation and Shared Services**



Councillor D Brown, Executive Councillor for Commercialisation and Shared Services, addressed the Council on the commercialisation of CCTV and the Document Centre. A copy of Councillor Brown's PowerPoint presentation is appended in the Minute Book.

Councillor Brown outlined to Members the vision and process for the commercialisation project by way of generating additional income through joint ventures with the District Council and the commercial sector. Members noted that a Holding Company had been established with the appointment of Councillors Brown and Mrs S J Conboy as Non-Executive Directors and the Managing Director as Executive Director. Work was underway to progress with the finding and selecting of business partners with the ultimate outcome of a planned £50k of efficiency savings in the Medium Term Financial Strategy 2017-2021.

In relation to CCTV, Councillor Brown explained that the Council wished to develop a joint venture company to offer a range of CCTV services to public, private and third sector organisations, with the intention of making CCTV cost neutral by 2021. Attention was drawn to how the existing shared CCTV service would work alongside a joint venture partner and the viability of identifying and contracting with an external partner.

With regard to the Document Centre, Councillor Brown reported that the potential commercial partnership was under development and development of a final business case to support this working model. Attention was drawn to the company structure and governance arrangements, with the process of identification and appointment of a partner to commence imminently.

In response to a question from Councillor T D Sanderson on the impact of the proposals on existing Service Level Agreements with Town Councils supporting 25% of the costs and any variation to such agreement would need a minimum of 12 months' notice, Councillor Brown explained that there would be no variation to the service and the benefit to such proposals would be the potential for the profits to be put back in and ultimately may result in a significant savings to Town Councils.

Councillor B S Chapman indicated his concern that there appeared to be no provision to remove a Director when they ceased to be a District Councillor and questioned the level of assets transferring and in response Councillor Brown explained that the removal would be agreed by the Board of the Trading Company and the District Council would be transferring £100k. It was suggested that a further dialogue be undertaken with the Managing Director on this project.

By way of a question by Councillor D A Giles on the criteria for Board Membership, Councillor Brown explained that appointments would be made on individual merits and the

number of appointments would depend upon how many joint ventures would be established.

In commending the presentation, Councillor P D Reeve outlined his concern with which the Council would have an input into scrutinising decisions of an arm's length business, whereby Councillor Brown explained that the existing governance arrangements of decision making through Overview and Scrutiny and onto the Cabinet allowed for full engagement to ensure that the Non-Executive Directors were kept fully informed.

**(b) Councillor S Cawley, Executive Councillor for Transformation and Customer**

The Chairman invited Councillor S Cawley, Executive Councillor for Transformation and Customers to update the Council on Transformation. A copy of Councillor Cawley's PowerPoint presentation is appended in the Minute Book.

Firstly Members' attention was drawn to the new name of the Transformation Programme – Mosaic, Councillor Cawley proceeded to outline to the Council the goals and objectives of the Programme and updated Members on the new work streams – Customer, Business, People, Work Smart and Commercial, each headed up by a lead Senior Officer and supported by a Project Manager. Councillor Cawley reported upon the success under the Customer Work Stream and the recent award to the Council's Digital Team for the website achieving four stars. He also explained how the Council had been reviewing its services through a LEAN based approach and encouraged all Members to attend the Members Summit to discuss this in more detail.

In light of the comments made previously by Councillor M F Shellens (Minute No. 16 ante refers), Councillor Cawley explained that through the People Work Stream work was being undertaken looking at people policies, transferring skills and opportunities for staff to be identified for upskilling, alongside a People Strategy that would be addressing the availability of staff.

Members noted the growing expectations of its customers and Councillor Cawley indicated that inefficiency needed to be eliminated to increase productivity and the development of services with customers as the primary focus delivering services efficiently and effectively. In order to enable this, Members noted that technology would need to drive transformation and empower staff to manage relationships with our customers and respond to their changing expectations.

Councillor Cawley explained that Mosaic was a three year plan designed to transform work through the five work streams and the proposal for a single point of contact for customers and Members so issues could be dealt with at the first point. He referred to the launch event that took place on

26th June 2017 for all staff and Councillor Cawley reported upon the responsiveness of staff involved, together with identified opportunities for the Council.

In welcoming the assurance by the Executive Leader that the Customer Service Centres would now remain open, Councillor Mrs S A Giles referred to the collection of a petition of signatures against the closure of the facility in St Neots and the lack of consultation with Members on the original decision to close the facilities. In accepting the petition, Councillor Cawley explained that the timing of the planned closures had been incorrect and the decision to close the Customer Service Centres had been a Council decision taken through the budget setting process.

Councillor T Hayward outlined his concerns for the fear of losing face to face contact for customers, whereby Councillor Cawley provided reassurance that although technology would be embraced to undertake jobs more efficiently and effectively it had always been the intention to continue to support customers through the Customer Service Centre in Huntingdon to meet those customers in most need of the Council's support.

Councillors B S Chapman, D Giles and Ms S L Taylor made reference to the closure of the St Neots Customer Service Centre and requested that consideration be given to the co-location of other services at the Customer Service Centres including the Job Centre and concern expressed by staff that they had been in fear of losing their jobs. Whereby, the Managing Director undertook to arrange a separate meeting to discuss these issues with the Members concerned.

In response to concerns expressed by Councillor T D Sanderson on the single point of contact and discussion of case work with specific officers, Councillor Cawley explained that this level of detail had not been determined and welcomed Members input into development of the operating model.

In commending the presentation, Councillor Ms L A Duffy commended the work of the Call Centre staff with the knowledge in their ability to resolve issues at first point of contact, but remained concerned about the ability of residents to travel into Huntingdon and other vulnerable residents. In response Councillor Cawley undertook to pass back the positive comments to Mr J Taylor, Head of Customer Services and reassured Councillor Ms Duffy that there was a commitment to support these residents that preferred face to face contact.

In the light of Councillor Sanderson's comments above, Councillor P D Reeve also indicated his concern that Members might become more channelled through the single point of contact approach, whereby Councillor Cawley indicated that Members would not be restricted to use the resources that they currently utilised but stressed the

importance of ensuring staff were equipped to take forward the Project.

**(c) Questions to other Members of the Cabinet**

Arising from a question from Councillor J M Palmer on the changes to the Community Infrastructure Levy (CIL) that had not been reflected fairly across the District, with particular reference to East Cambridgeshire District Council that operated a differential zoning charge across their District, Councillor G J Bull explained that the concept of zonal charging for CIL had been investigated at its inception but had been found to be problematic in its implementation. It was noted that the Council would await the outcome of the report on CIL that had been presented to Government that may be reported in the Autumn statement and undertook to look at this issue further on receipt of further information.

In response to a question from Councillor T Hayward on public rights of way, Councillor J White explained that it was a County Council function to maintain the public rights of way but the Council had continued to strive to achieve the highest standards in areas of its responsibility. He further reported that the County Council had recently appointed a Rights of Way Officer for Huntingdonshire and would be working within the Council area to maintain public rights of way in the District.

Councillor M F Shellens raised a question in relation to the availability of electronic car charging points across the District in comparison to other local authority areas, whereby Councillor White indicated that it had been a very relevant issue that had been incorporated into the draft Local Plan to 2026 and would be included in the strategic review of car parking in the District. The Council had been in the process of finalising a new contract for a new supplier and the overall strategic review would be addressing the availability of charging points.

In light of the recent Grenfell Tower tragedy, Councillor Mrs S J Conboy questioned whether the District Council had any buildings deemed to be at risk or others in the Council's investment portfolio. Whereby, the Managing Director, Mrs J Lancaster, reported that there was one building identified over the prescribed height but had not been a clad building. As the Fire Authority was the enforcing agency they had been actively engaged in a review process with a focus on residential properties and then move towards commercial buildings. At this point it may be necessary to review the Council's commercial stock. Mrs Lancaster also reported that the County Council had already undertaken some local research into the make-up and construction of schools and buildings and private sector accommodation for vulnerable adults.

With reference to a question raised at Council previously (Minute No.66 of the meeting of the Council held 22nd

February 2017 refers), Councillor Mrs S L Taylor reported upon the continuous problems with street signs that had not been repaired, whereby Councillor Brown undertook to get exact details following the meeting to proceed with this issue.

In relation to Councillor D Brown's presentation (Minute No. 17a ante refers), Councillor T D Sanderson questioned whether Town and Parish Councils had been made aware of the proposals of the commercialisation of CCTV, whereby Councillor Brown reported that initial discussions had taken place with Huntingdon and St Neots Town Councils and a presentation would be made to St Ives Town Council shortly. It was also noted that such proposals would not affect the Service Level Agreement.

In response to a question from Councillor J P Morris on the increase in the level of homelessness and expenditure on homing homeless families and plans for future years, Councillor R Fuller explained that the Council's new Housing Strategy set out the vision for planned affordable housing builds and the recent awareness raising through the local media has also meant that that Council had been prepared to spend money to house homeless residents. It was recognised that B and B accommodation was not a long term viable solution but plans were being assessed as to the provision of new temporary accommodation to eradicate the requirement to use B and B accommodation. It was further noted that a report would be presented to the Cabinet in October 2017 on a Homelessness Strategy.

In light of a question raised by Councillor B S Chapman on the inability of parishes to plan for the spending of Community Infrastructure Levy money, Councillor Bull undertook to investigate this matter further and reported that there were plans to improve communications with Town and Parish Councils.

Councillor P D Reeve requested that his thanks be passed to the Street Naming and Numbering Team for their recent work in avoiding confusion over road naming in Ramey. Furthermore arising from Councillor Brown's presentation earlier (Minute No. 17a ante refers), Councillor Reeve questioned the investigation of the use of Wi-Fi CCTV cameras, whereby Councillor Brown explained that provision of Wi-Fi CCTV cameras did not currently form part of the Service Level Agreement and any further investment in such was on hold pending the development of the commercialisation project.

## **18. CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY**

Councillor R B Howe presented an update of the activities of the Cambridgeshire and Peterborough Combined Authority by way of a PowerPoint presentation. A copy of the presentation is appended in the Minute Book and would be circulated to all Members. Councillor

Howe also reported upon the outcome of the Combined Authority meeting held earlier that day and informed Members that it had been agreed that the Mayor of the Combined Authority would receive a remuneration of £70k and they had appointed Mr M Whiteley as their Chief Executive.

Members also noted that a business case had been presented for Peterborough University funded by the LEP and Combined Authority and then out to Government and private institutions to fund in the region of £60m, accommodating 20k students to degree level courses. A presentation was received on the Interim Local Transport Plan with preliminary findings into the extension of the A47, development of the A10, extension of the M11 and A428 corridor development. Councillor Howe also reported that the Mayor had been asked to investigate the provision of a light railway solution between St Neots and Whittlesley.

In referring to the 100 day plan commitments, a document that had been circulated to all Members previously, Councillor Howe reported upon the RAG status of the commitments set out in the plan.

With reference to recent conflicts in the provision of roadworks conflicting with use of the A1(M) as reported by Councillor T Alban, Councillor Howe explained that the Combined Authority was not currently responsible for this area but responsible for strategic development.

Arising from a question by Councillor Ms L A Duffy on the ability of the Combined Authority to take forward provision of a suitable rural bus service, Councillor Howe explained that the new Transportation Strategy that had been published today combined the plans of Peterborough City Council and Cambridgeshire County Council and although buses would feature, the Combined Authority had also been keen to develop other forms of public transport.

Councillor Mrs S J Conboy highlighted her concern of the speed of decision making of the Combined Authority and ability to ensure Members are kept abreast of any decisions, whereby Councillor Howe explained that it had been agreed to publish a monthly newsletter and update report to all Members, together with a concise digest of what the Combined Authority had achieved in the previous period and decisions taken.

Arising from the report of development of a light railway solution, Councillor B S Chapman questioned the timescale for development of such a project, whereby Councillor Howe reported that the Combined Authority had authorised for the commissioning of a transport feasibility study to be undertaken, including the provision of an underground system in Cambridge, with proposals reported within 6-9 months.

Councillors R C Carter and T Hayward provided an update on the Cambridgeshire and Peterborough Combined Authority Overview and Scrutiny Committee. A copy of their PowerPoint presentation has been appended in the Minute Book. They reported upon their attendance at a meeting on 26th June 2017 and had reviewed the Agenda for the forthcoming Combined Authority meeting that had

been held earlier that day, as well as looking at the Combined Authority Forward Plan and reviewing the Overview and Scrutiny Work Programme. It was noted that Councillor Hayward had been appointed Vice-Chairman for the ensuing Municipal Year and he would be chairing the next meeting held on 24th July 2017 in the absence of the Chairman. Members attention was drawn to concerns expressed by the Committee of the over ambitious nature of the 100 day plan and difficulty in achieving all targets. In relation to specific issues for Huntingdonshire, it was reported that all infrastructure improvements had been supported with the A1 and rail improvements.

Members noted the work programme for the next meeting of the Overview and Scrutiny Committee and they would have an opportunity to question Portfolio Holders and receive a presentation on the Interim Local Transport Plan.

Councillor J D Ablewhite concluded by commending that this authority had been well represented on the Combined Authority in the leading roles enabling the Council to be in a good position to deliver and scrutinise and congratulated Councillor Hayward on his appointment.

#### **19. USE OF SPECIAL URGENCY PROVISIONS 2016/17**

Consideration was given to a report by the Executive Leader on the use of special urgency provisions taken throughout the previous year (a copy of which is appended in the Minute Book). Councillor Howe advised Members of the procedure to consider a key decision that had not been included on the Notice of Key Decisions and reported that this provision had been used on one occasion in the previous year to consider the procurement of a Commercial Investment Strategy asset. Whereupon, it was

RESOLVED

that the contents of the report be noted.

#### **20. OUTCOMES FROM COMMITTEES AND PANELS**

A copy of the list of meetings held since the last meeting of the Council held on the 17th May 2017 is appended in the Minute Book and Members were advised that any issues or questions could be raised in relation to these meetings.

Councillor T Hayward directed a question to Councillor T D Alban, Chairman of Overview and Scrutiny (Communities and Environment), asking for an update on the takeover of Hinchingsbrooke Hospital. In so doing, Councillor Alban declared a non-statutory disclosable interest in this item by virtue of his employment and reported that a meeting of the Cambridgeshire County Council Health Committee was being held the following week and Councillor Ms J Tavener had been appointed as the Council's representative on this Committee and would be reporting back to the Panel upon progress.

**21. VARIATIONS TO THE MEMBERSHIP OF COMMITTEES AND PANELS**

There were no changes to report.

The meeting ended at 9.55pm.

Chairman



## HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the EXTRAORDINARY meeting of the COUNCIL held in the Civic Suite, Pathfinder House, St Mary's Street, Huntingdon PE29 3TN on Wednesday, 26 July 2017.

PRESENT: Councillor R J West – Chairman.

Councillors J D Ablewhite, T D Alban,  
K M Baker, C E Bober, D Brown,  
P L E Bucknell, G J Bull, E R Butler,  
R C Carter, S Cawley, B S Chapman,  
Mrs S Conboy, J E Corley, S J Criswell,  
J W Davies, D B Dew, Mrs A Dickinson,  
M Francis, R Fuller, I D Gardener, L George,  
J A Gray, S Greenall, T Hayward, R B Howe,  
B Hyland, P Kadewere, Mrs R E Mathews,  
D J Mead, J P Morris, J M Palmer,  
P D Reeve, T D Sanderson, M F Shellens,  
L R Swain, Mrs J Tavener, R G Tuplin,  
D M Tysoe, D Watt and J E White.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors Mrs B E Boddington, Mrs A Donaldson, Mrs L A Duffy, D A Giles, Mrs S A Giles, R Harrison, Mrs P A Jordan and Mrs S L Taylor.

### **22. MEMBERS INTERESTS'**

No declarations were received.

### **23. ELECTION OF EXECUTIVE LEADER OF THE COUNCIL**

In conjunction with a report by the Managing Director (a copy of which is appended in the Minute Book) it was proposed by Councillor R B Howe, seconded by Councillor Mrs S J Conboy and

RESOLVED

that Councillor G J Bull be elected Executive Leader of the Council for the remainder of the Municipal Year to the Annual Meeting in May 2018.

Councillor Howe referred to his appointment as Executive Leader in May 2016 that drew upon his skills and experience to guide ideas about how the Council should be operating through a combination of vision, structured approach and customer service for the residents. He reported upon his progression with the ongoing projects of commercialisation, transformation and engagement with Town and Parish Councils, as well as the Council's role in the devolution process.

In so doing, the Council were reminded of his appointment as the

Deputy Mayor of the Cambridgeshire and Peterborough Combined Authority in May 2017 and the difficulties associated with delivering their 100 day plan in conjunction with managing the workload as the Executive Leader. With that in mind, Councillor Howe intimated that the Council required a full time Leader and expressed his support for Councillor Bull, with shared values and principles to continue to lead the work of the Cabinet. In referring to the Combined Authority, Councillor Howe reported upon his role in ensuring Huntingdonshire was fully represented through large infrastructure projects and the wider economic development for the region.

In concluding, Councillor Howe thanked his fellow Cabinet Members for their support and wished Councillor Bull well in his future role. He also thanked the Officers of the Council and the excellent working relationship and partnership with the Managing Director that he hoped would continue going forward.

Councillor Bull informed the Council of his background being born and raised in Huntingdonshire and was honoured to lead the Council. In thanking Members for their support and trust, Councillor Bull referred to the Members role, with differing political views, but all working for the best interests of the residents. Councillor Bull thanked Councillor Howe for his leadership and friendship in terms of the effort as well as being an excellent advocate for the Combined Authority.

Focusing on the future, Councillor Bull highlighted the ongoing financial issues faced by the Council and would continue to pursue the commercialisation agenda and transformation project led by the Managing Director and excellent officers. In setting out the vision of the Council, Members noted that the authority would strive to achieve good quality services that residents required. The Council also were reminded of the need for sustainability and responding to changes, from public sector reforms through to population growth and development, meeting the requirements of affordable housing and the demands of homelessness.

In concluding, Councillor Bull informed the Council of the aims of his leadership to make Huntingdonshire an even better authority and in return for respect and support from Members welcomed the opportunity to work more closely with them.

## **24. APPOINTMENT OF CABINET AND DEPUTY EXECUTIVE LEADER**

The Executive Leader, Councillor G J Bull, announced that he had appointed Councillors D Brown, S Cawley, Mrs A Dickinson, R Fuller, J A Gray, R B Howe and J E White to join him as Members of the Cabinet for the remainder of the Municipal Year. He also announced the Councillor R Fuller would be the Deputy Executive Leader and Vice-Chairman of the Cabinet. Councillor Bull outlined to Members how the Cabinet Portfolios would align to the Corporate Priorities as set out in Corporate Plan.

Councillor Bull presented details of the Cabinet Portfolios for the remainder of the 2017/18 Municipal Year:-

Councillor D Brown	Commercial and Shared Services
Councillor S Cawley	Transformation and Customers

Councillor Mrs A Dickinson	Community Resilience and Regulatory
Councillor R Fuller	Deputy Executive Leader and Housing and Planning
Councillor J A Gray	Strategic Resources
Councillor R B Howe	Devolution and Growth
Councillor J White	Operations

**25. CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY MEMBERSHIP**

In light of the changes effected in Minute No. 23 and 24 ante, it was

RESOLVED

that Councillor R B Howe, Executive Councillor for Devolution and Growth be appointed to act as the Council's appointee to the Combined Authority and Councillor G J Bull be appointed as the substitute member.

**26. VARIATIONS TO THE MEMBERSHIP OF COMMITTEES AND PANELS**

On the recommendation of the Executive Leader, Councillor G J Bull, it was

RESOLVED

- (a) that Councillor R Harrison be appointed to the Overview and Scrutiny Panel (Economy and Growth) in place of Councillor K M Baker;
- (b) that Councillor R Fuller be appointed to the Development Management Committee in place of Councillor G J Bull;
- (c) that Councillor Mrs A Dickinson be appointed to the Licensing and Protection and Licensing Committee in place of Councillor R Fuller; and
- (d) that Councillor G J Bull be appointed to the Employment Committee in place of Councillor R B Howe.

The meeting ended at 7.20pm.

Chairman

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## Cambridgeshire & Peterborough Combined Authority

### Reports from Constituent Council Representatives on the Combined Authority

#### Member representatives

Meeting	Dates of Meeting	Representative
Overview and Scrutiny Committee	24 July 2017	Councillors R C Carter and T Hayward
Combined Authority Board	26 July 2017	Councillors R B Howe and G J Bull

The above meetings have taken place in July.

#### Overview and Scrutiny Committee – Monday 24 July 2017

The Overview and Scrutiny Committee met on 24 July. A summary of the committee's minutes are attached at **Appendix 1**.

#### Board meeting – Wednesday 26 July 2017

The Board met on 26 July and the decision summary is attached at **Appendix 2**.

The agendas and minutes of the meetings are on the Combined Authority website:

<http://cambridgeshirepeterborough-ca.gov.uk/meetings/overview-and-scrutiny-committee-24th-july-2017/?date=2017-07-24>

<http://cambridgeshirepeterborough-ca.gov.uk/meetings/cambridgeshire-and-peterborough-combined-authority-26th-july-2017/?date=2017-07-26>

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## Overview and Scrutiny Committee\_ Decision Summary

**Meeting:** 24<sup>th</sup> July 2017

<http://cambridgeshirepeterborough-ca.gov.uk/assets/Overview-and-Scrutiny-Committee/Overview-and-Scrutiny-Agenda-24th-July-2017.pdf>

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Vice Chair Cllr Terry Hayward in the Chair as Cllr Batchelor had sent apologies.

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 were received from Cllr Batchelor, substituted by Cllr Hart and apologies received from Cllr Bradley.
2.	<b>Declaration of Interests</b>	There were no declarations of interest.
3.	<b>Minutes of the meeting held on Monday 26<sup>th</sup> June 2017</b>	Committee members requested that 'Matters Arising' be added to the minute item on the agenda.  Committee members requested that in reference to the issue of public questions that was discussed at the last meeting, that a report be brought to the September committee

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>meeting for the members to discuss.</p> <p>The Committee agreed the minutes from the June meeting, the minutes are on page 3 of the agenda. (see link above)</p>
4.	<b>Interview – Portfolio Holder for Transport &amp; Infrastructure</b>	<p>The Committee invited the Portfolio Holder for Transport &amp; Infrastructure to the meeting to talk about his transport plan and other issues which covered:-</p> <ul style="list-style-type: none"> <li>• The challenges faced in producing a transport plan for the Combined Authority area and the possible transport models being considered.</li> <li>• The work of the Independent Economic Commission</li> <li>• The importance of the Spatial and Transport Plans of the Combined Authority working together.</li> <li>• The possible development of Wisbech Town, the rail links required and the economic opportunities that could be opened up in this area.</li> <li>• Bus franchising for the Combined Authority.</li> <li>• Expansion of the M11, continual improvements to A10 and the inclusion of the A1 in future plans.</li> <li>• Development of existing rail links.</li> <li>• Working with neighbouring counties to achieve goals and secure joint funding on larger projects such as the six junctions.</li> </ul> <p>A full summary of the interview is in the minutes. <a href="http://cambridgeshirepeterborough-ca.gov.uk/about-us/committees/overview-and-scrutiny-committee/">http://cambridgeshirepeterborough-ca.gov.uk/about-us/committees/overview-and-scrutiny-committee/</a></p>
5.	<b>Interview – Portfolio Holder for</b>	The Committee invited the Portfolio Holder for Strategic Planning to the meeting to talk



Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
	<b>Strategic Planning</b>	<p>about his spatial plan and other issues which covered:-</p> <ul style="list-style-type: none"> <li>• The focus of the spatial plan on disadvantaged areas and inclusive growth.</li> <li>• The establishment of a land commission using the work already carried out by the 'Making Assets Count' project.</li> <li>• The non-statutory spatial plan in addition to the existing local plans.</li> <li>• The spatial including work from the Independent Economic Commission and the LEP.</li> <li>• Land banking and the use of Compulsory Purchase Orders for the Combined Authority.</li> <li>• Building on existing relationships between the LEP and other organisations.</li> <li>• The Commitment for more sustainable and renewable energy being used and the need to work with the utility companies.</li> </ul> <p>A full summary of the interview is in the minutes. <a href="http://cambridgeshirepeterborough-ca.gov.uk/about-us/committees/overview-and-scrutiny-committee/">http://cambridgeshirepeterborough-ca.gov.uk/about-us/committees/overview-and-scrutiny-committee/</a></p>
6.	<b>Shadow Portfolio Holders</b>	<p>The Committee received and agreed the report which outlined the role of the proposed shadow portfolio holders and asked members to decide if they would like to allocate members to undertake these roles. The agreed allocations can be found in Appendix A of the minutes.</p>
7.	<b>Review of Combined Authority Agenda</b>	<p>The Committee considered the agenda that had been published for the upcoming Combined Authority Board meeting on 26th July and agreed to note the agenda of the Combined Authority Board meeting on 26<sup>th</sup> July acknowledging that now the committee had appointed shadow portfolio holders they would be able to look at the relevant reports on future agendas.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
8.	<b>Combined Authority Forward Plan</b>	<p>The Committee had no comments to make at this time regarding the forward plan of the Combined Authority.</p> <p>The current forward plan can be found here:  <a href="https://cmis.cambridgeshire.gov.uk/ccc_live/Documents/PublicDocuments.aspx">https://cmis.cambridgeshire.gov.uk/ccc_live/Documents/PublicDocuments.aspx</a></p>
9.	<b>Overview &amp; Scrutiny Work Programme</b>	<p>The Committee received the work programme and were asked to comment or make any amendments.</p> <p>The Committee discussed how they would like to structure their meeting going forward with various suggestions being put forward in regards to what type of scrutiny the committee should undertake and the timing of the meetings in regards to the Board meetings. It was resolved that the Committee would continue to hold their meetings before the Board meeting and would review the structure after the November meeting and after training with the Centre for Public Scrutiny.</p> <p>The Committee agreed that an action sheet be produced after each meeting to show what actions had been agreed either by the committee or the board members and officers invited to attend.</p> <p>The Committee resolved that they would like to invite the Chief executive for the Combined Authority be invited to attend the September meeting.</p> <p>The Committee resolved that they would like there to be an item on the Board agenda to enable the Overview and Scrutiny Committee to provide feedback on items that had been discussed at their meeting held beforehand and that the Chair would attend the Board meeting on Wed 26th July to present the Committee's proposal and other issues that had been raised at this meeting.</p> <p>The Committee Resolved to put forward the below recommendation to the Board:</p> <p>'The Overview and Scrutiny Committee recommends to the Board of the Combined Authority that at the end of the Mayor's 100 Day Plan (August 16th 2017) that should a further Combined Authority Plan be proposed, that plan is developed with involvement from the Overview and Scrutiny committee and that all future similar plans brought</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		forward are developed in Consultation with the Overview and scrutiny Committee.'
10.	<b>Date &amp; Location of Next Meeting</b>	The Committee agreed that the next meeting would be held at Cambridge City Council on the 21 <sup>st</sup> September 2017.

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## CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY

### Summary of Decisions

Meeting: 26th July 2017

<http://cambridgeshirepeterborough-ca.gov.uk/meetings/cambridgeshire-and-peterborough-combined-authority-26th-july-2017/?date=2017-07-26>

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Item	Topic	Decision
	<b>Part 1 – Governance Items</b>	
1.1	<b>Apologies and Declarations of Interest</b>	Apologies received from Councillor Herbert, substituted by Councillor Price, Councillor Roberts, substituted by Councillor Bailey, and Jess Bawden, substituted by Gary Howsam.  There were no declarations of interest.
1.2	<b>Minutes – 28 June 2017</b>	The minutes of the meeting of 28th June 2017 were approved as a correct record.
1.3	<b>Petitions</b>	None received.
1.4	<b>Public Questions</b>	One question received, response published at the following link: <a href="#">Cambridgeshire and Peterborough Combined Authority meeting 26/07/2017</a>

Item	Topic	Decision
1.5	<b>Amendment to membership of the Overview and Scrutiny Committee</b>	<p>Following notification of membership changes by Constituent Councils, it was resolved to approve the following amendments to the Overview and Scrutiny Committee for the remainder of the municipal year 2017/2018:</p> <ul style="list-style-type: none"> <li>(a) Appoint Councillor David Mason as a Member and Councillor Maureen Davis as substitute member;</li> <li>(b) Appoint Councillor Jan French as a Member;</li> <li>(c) That the Monitoring Officer be given delegated authority to accept future changes to membership of committees notified by constituent councils during the municipal year to ensure there was a full complement of members or substitute members at committee meetings, and to amend the constitution accordingly.</li> </ul>
1.6	<b>Community Representative to the Combined Authority</b>	<p>The Board considered a proposal to create a non-voting co-opted community representative on the Board.</p> <p>It was resolved to examine the best way to reasonably involve the voice of all sections of our community in the decision making process, as early as reasonably possible.</p>
1.7	<b>Officer and Support Structure</b>	<p>The Combined Authority exists to enable economic growth and deliver public service reform. In the next twenty years, it is expected to support the growth of the local economy by over £20bn, oversee the delivery of 100,000 new homes, 70,000 new jobs and a world class public transport system. Furthermore it is tasked with designing and implementing a real transformation in end to end public service delivery. The Combined Authority is responsible for managing a significant investment fund, from the first devolution deal, of more than £1bn, making sound investment decisions and ensuring that programmes are delivered on time and on budget. It has always been intended that the Combined Authority will be small and strategic in its operation, and that it will commission the delivery of its programmes.</p> <p>To achieve its objectives, the Combined Authority requires an appropriate staffing structure. The purpose of this report was to:</p>

Item	Topic	Decision
		<p>(a) Consider the proposed officer structure for the Combined Authority</p> <p>(b) Consider arrangements for the provision of support services for the Authority</p> <p>It was resolved to:</p> <p>(a) Approve proposals in respect of the officer structure as set out in this report</p> <p>(b) Confirm the arrangements for the provision of support services.</p> <p>Following a request by five members to call in the decision, the Overview and Scrutiny Committee met on 16 August and agreed to call in the decision. The Board met on 4 September to reconsider its decision and the comments of the Committee.</p> <p>The Board, following receipt of additional information provided by the Chief Executive agreed to:- (a) consider the recommendations of the Overview and Scrutiny Committee; (b) note the additional information provided by the Chief Executive in relation to the request of the Overview and Scrutiny Committee; (c) approve the revised proposals in respect of the officer structure as set out in the report; (d) approve the following posts on the basis of the additional information set out in the report: 1) Director of Transport and Infrastructure 2) Interim Director of Skills 3) Housing Director 4) Assistant Director (e) approve an additional budget allocation for staffing for 2017/18 as set out in the report.</p>
1.8	<b>Forward Plan</b>	It was resolved to approve the Forward Plan of Executive Decisions dated 24 July 2017.
	<b>Part 2 – Key Decisions &amp; Other Policy Reports</b>	
2.1	<b>Development of a Centre for Skills and Apprenticeships</b>	The current skills system is based on a highly centralised model, with £10.5 billion spent by Whitehall across 20 different national schemes. Furthermore, local delivery arrangements are fragmented, with many partners operating often with roles that overlap and with service models that lack depth and resilience. This has resulted in a significant skills gap.

Item	Topic	Decision
		<p>Current national forecasts predict that by 2024 there will be:</p> <ul style="list-style-type: none"> <li>• 9.2m low-skilled people chasing 3.1m low-skilled jobs (a surplus of 6.2m low-skilled workers)</li> <li>• 12.6m people with intermediate skills chasing 10.7m jobs (a surplus of 1.9m people)</li> <li>• 16.1m high-skilled jobs with only 11.9m high-skilled workers (a deficit of 4.2m).</li> </ul> <p>The Combined Authority wants to create an ambitious vision to connect all the work that is taking place across its area in respect of skills and employment, bringing it under the umbrella of a Centre for Skills. It is believed that this will offer greater opportunity to reduce the fragmentation and duplication that currently exists; enable maximisation of funding opportunities and have the greatest impact for the local area in terms of developing higher level skills and enabling growth.</p> <p>The report presented this in conceptual format and sought approval to develop a more detailed report, containing a proposed vehicle, options and governance arrangements.</p> <p>The first step towards this which will also strengthen the approach, is to migrate the current Apprenticeship initiatives into the Centre for Skills concept, through the creation of an Apprenticeship Hub, whilst simultaneously developing the detailed proposal for the wider Centre for Skills.</p> <p>It was resolved to:</p> <p>In relation to the proposal for a Centre for Skills:</p> <ol style="list-style-type: none"> <li>1. Approve a review of the end-to-end skills system,</li> <li>2. Note that the Chief Executive would work alongside the LEP and other partners to undertake this as a joint review,</li> <li>3. Note that a proposal would be brought forward for a new skills system alongside a skills strategy by February 2018.</li> </ol> <p>In relation to Apprenticeships:</p>



Item	Topic	Decision
		<p>note the success of generating 524 new apprentices in the last 12 months, and in order to continue that success:</p> <ol style="list-style-type: none"> <li>4. Approve £692,000 funding in order to build on the Apprenticeship Employer Grant (AGE) for Small and Medium Enterprises, to deliver a further 575 apprenticeships across the Combined Authority area,</li> <li>5. Approve the development of a detailed options appraisal for an Apprenticeship Hub to be brought to the September meeting.</li> </ol>
2.2	<b>Career and Progression Innovation Pilot</b>	<p>A key strategic objective of the Combined Authority is to raise the levels of productivity in the area. Across the Combined Authority area there is comparatively low unemployment, but within the area there are also areas of significant deprivation. Critically many residents are also working in low skilled and low paid jobs and there is a shortage of skilled workers in particular sectors.</p> <p>This report set out an exciting new Innovation Pilot to address this issue in the Health and Care Sector. Subject to final agreement by Government, the Combined Authority has successfully negotiated additional funding of over £5m that will help over 2,100 workers develop their skills and advance their position in order to progress both their pay and career.</p> <p>The report described how the pilot will work in practice, the governance model and what is needed of the Local Authorities involved.</p> <p>It was resolved to:</p> <ol style="list-style-type: none"> <li>a) note that – subject to final agreement by Government – the Combined Authority had been awarded an additional £5.2m funding from Government to deliver a Pay and Progression Pilot for the Health and Care Worker Sector</li> <li>b) note that the pilot would create an additional 600 new apprenticeships in the area and provide an additional £20m of net present public value</li> <li>c) agree the proposed model of governance and delivery arrangements for the pilot</li> </ol>

Item	Topic	Decision
		<p>d) note the expectations on each of the constituent councils and the LEP in the Combined Authority area</p> <p>e) delegate to the Chief Executive authority to take all necessary action, in consultation with the portfolio holders of the Delivery Group, to meet any grant conditions imposed by Department of Works and Pensions (DWP), provided that the action taken does not exceed the funding envelope.</p>
2.3	<p><b>Strategic Transport Development Across The Area's Key Growth Corridors: Rapid, Mass Transport and Strategy Options Appraisal</b></p>	<p>Greater Cambridge, including the areas covered by Huntingdonshire, South Cambridge and Cambridge City are of enormous economic significance locally and nationally. There is growing evidence that the economy of this geographic area is close to overheating. The Combined Authority is committed to improving accessibility and connectivity to boost growth and prosperity whilst also addressing the congestion and delays that face residents and visitors to the area.</p> <p>The Mayor and the Combined Authority's ambition is to deliver world-class public transport across Cambridgeshire and Peterborough, the city region and future growth centres as well as into neighbouring counties. This vision will enable strategic sites for new housing and business to be unlocked. This includes the potential development of major schemes at Wyton, St. Neots, Waterbeach, Northstowe, and Alconbury.</p> <p>The Combined Authority Board considered and agreed investment in the feasibility and business case development for a number of strategic schemes to the north and east of the area at its June meeting. As a first step in connecting Greater Cambridge and enabling people and businesses to move rapidly across and into the city of Cambridge this report asked the Board to proceed with a Strategic Options Appraisal into rapid, mass transport options for Cambridge City and the surrounding travel to work area in conjunction with the Greater Cambridge Partnership Board. The Strategic Options Appraisal will consider both the Inner City and scalable and extendable options for the wider area.</p> <p>It was resolved to:</p>

Item	Topic	Decision
		<ol style="list-style-type: none"> <li>1. Commission a strategic options appraisal study into rapid, mass transport options for Cambridge City and the surrounding travel to work area in conjunction with the Greater Cambridge Partnership Board.</li> <li>2. Agree a total budget allocation of up to £100,000 in 2017/18 for the delivery of the strategic options appraisal study.</li> <li>3. Delegate authority to the Chief Executive, in consultation with the Portfolio Holder for Transport &amp; Infrastructure and in conjunction with the Chair of the Greater Cambridge Partnership Board, to award a contract for the study provided that the collective value of the contract does not exceed the approved budget allocation.</li> </ol>
2.4	<b>Future Local Transport Plan</b>	<p>The purpose of this report was to ask the Board to agree the proposal to commission the development of a new Local Transport Plan for the Combined Authority.</p> <p>The future Local Transport Plan for the Combined Authority will set out a bold and ambitious vision for the future and clearly differentiate the added value afforded by the creation of the Combined Authority. The development of the new Local Transport Plan will take a strategic approach, with strong leadership and joint working across the Combined Authority area. It will align with other core strategies including the economic strategy, non statutory spatial plan, housing strategy and skills strategy.</p> <p>It was resolved to:</p> <ol style="list-style-type: none"> <li>1. Commission the development of a new Local Transport Plan for the Combined Authority.</li> <li>2. Agree a total budget allocation of up to £500,000 in 2017/18 and 2018/19 for the delivery of the new Local Transport Plan.</li> <li>3. Delegate authority to the Chief Executive, in consultation with the Portfolio Holder for Transport &amp; Infrastructure, to commission the development of the new Local Transport Plan including requisite third party specialist inputs provided that the value of the commissioned services does not exceed the approved budget allocation.</li> </ol>

Item	Topic	Decision
2.5	<b>Housing Investment Fund Programme: Quick Wins</b>	<p>The Combined Authority successfully secured £100million to deliver 2,000 affordable homes across Cambridgeshire and Peterborough from the Government as part of the devolution deal.</p> <p>In March 2017 the Combined Authority Board agreed the business case for this housing investment programme. This report set out an initial portfolio that accelerates the delivery of affordable housing. Delivery of affordable housing is recognised as an issue across the Combined Authority and this first phase of schemes will see delivery in each of the constituent council areas targeted by the fund.</p> <p>It was resolved to:</p> <ol style="list-style-type: none"> <li>1. Commit grant funding of £4.56m for the initial portfolio of affordable housing schemes</li> <li>2. Delegate authority to the Chief Executive, in consultation with the Portfolio Holders of the Delivery Group to approve the release of grant funding on application for draw down of the funds by the providers and take all necessary steps to ensure delivery of the affordable housing schemes</li> <li>3. Note the intention to bring forward detailed proposals for the management of the Housing Investment Fund including the rules, procedures and levels of delegation, to the Combined Authority Board in September 2017.</li> </ol> <p><i>Councillors Bailey and Holdich declared disclosable pecuniary interests under the Code of Conduct as a Director of Palace Green Homes and a Director of Cross Key Homes respectively and did not vote on this item.</i></p>
2.6	<b>Housing Strategy</b>	<p>Across Cambridgeshire and Peterborough there is a need to build at least 100,000 new homes, including 49,000 affordable new homes and to accelerate their delivery.</p> <p>The Combined Authority proposes to develop a Housing Strategy for Cambridgeshire and Peterborough for the next twenty years which will address the current housing challenges</p>

Item	Topic	Decision
		<p>facing the area. The principles of the strategy will include:</p> <ul style="list-style-type: none"> <li>• An ambitious plan to deliver over 100,000 new homes by 2037 in order to meet the housing needs to support the growth of the local economy</li> <li>• A commitment to deliver 40,000 affordable homes within the same time period, to help address the affordability of housing, particularly for key workers and first-time buyers and in doing so, support the creation of more sustainable communities</li> <li>• Ensuring that housing supports the most vulnerable, helping to manage demands on primary health and social care by addressing current issues in the system in addition to ensuring increased choice and affordability for those requiring specialist care in the medium to long-term</li> <li>• Driving innovation and solution-focused approaches by supporting new types of building construction (including modular homes) and helping to boost small and medium sized building enterprises, by exploring ways to make sites more financially viable</li> <li>• Identifying and meeting housing need; exploring further opportunities for Community Land Trusts, extending choice through a choice-based lettings system and tackling homelessness through shared initiatives and action-planning</li> <li>• Ensuring that infrastructure to support new housing is co-ordinated and delivered as a coherent programme by making strong links across strategies and projects</li> <li>• Improving standards in existing homes and encouraging best use of all homes by tackling overcrowding, reducing fuel poverty, bringing empty homes back into use and tackling homes in poor condition.</li> </ul> <p>The Combined Authority will work with partners to deliver on this ambition. It will provide strong leadership and use the additional investment and flexibility afforded through devolution to do this. It will take a strategic and collective view and make the necessary interventions and investments that are to deliver the homes that are needed for the future success and prosperity of our communities.</p> <p>In this context, the purpose of this report was to ask the Board to agree the approach to develop a bold and ambitious Housing Strategy for Cambridgeshire and Peterborough.</p> <p>It was resolved to:</p>

Item	Topic	Decision
		<ol style="list-style-type: none"> <li>1. Agree the approach to developing the Housing Strategy</li> <li>2. Agree a budget allocation of up to £150k in 2017/18 for the development of the Housing Strategy</li> </ol>
2.7	<b>Investment Strategy and Fund</b>	<p>The Cambridgeshire and Peterborough Combined Authority has a bold plan for the future growth and success of the area. Delivering its ambition will only be achieved by attracting a substantial level of investment and then by maximising the value of the resources that are available. This position requires the Combined Authority area to have a clear and single Investment Strategy.</p> <p>This report set out the principles and that should form the center of an Investment Strategy for Cambridgeshire and Peterborough. It was recommended that a Fund is established that builds on the financial package from Government that formed the basis of the Devolution Deal. The purpose of the Fund will be to attract further public and private sector investment, and to target resources into specific programmes and projects.</p> <p>It was resolved to:</p> <ol style="list-style-type: none"> <li>1. Approve the features and principles of the Cambridgeshire and Peterborough Investment Strategy;</li> <li>2. Approve the establishment of a Fund to attract further public and private sector investment;</li> <li>3. Agree that the following key strategic projects were in the CPCA pipeline were taken to market to assess their potential for private and public sector investment: <ol style="list-style-type: none"> <li>a) Dualling of the A47</li> <li>b) Wisbech Garden Town</li> <li>c) Cambridge Rapid Mass Transport</li> </ol> </li> <li>4. Approve a budget of £25,000 to carry out this work.</li> </ol>

Item	Topic	Decision
2.8	<b>The Non-Statutory Spatial Plan for Cambridgeshire and Peterborough</b>	<p>The Non Statutory Spatial Plan enables the Combined Authority to reflect spatially across Cambridgeshire and Peterborough its vision, objectives, and growth and investment priorities.</p> <p>The Mayor's 100 Day Plan includes a commitment to 'Commission the Non-Statutory Spatial Plan for Cambridgeshire and Peterborough'. In accordance with this commitment, the report recommended the approach to developing the Non-Statutory Spatial Plan (NSSP) for the Combined Authority area; a broad programme for delivering the plan based on this approach; and the initial resources and budget required to do so.</p> <p>It was resolved to:</p> <ol style="list-style-type: none"> <li>1. Note the purpose and value of the Non Statutory Spatial Plan (NSSP) for the achievement of the Combined Authority's vision and objectives;</li> <li>2. Agree the approach outlined to undertake the development of the Non-Statutory Spatial Plan for the Combined Authority area;</li> <li>3. Note that work on producing the first part of the NSSP was to be completed by no later than February 2018 in parallel with other key workstreams; and</li> <li>4. Approve a budget of up to £150,000 to support the necessary work to develop the first part of the NSSP, including sufficient officer capacity and external support.</li> </ol>
<b>Part 3 – Financial Management &amp; Audit</b>		
3.1	<b>Budget Update</b>	<p>Constituent members when agreeing to the establishment of the CPCA considered the resource allocations from central government and the initial expenditure plans which have since been further developed. This report provided an update of the 2017/18 budget.</p> <p>It was resolved to:</p> <ol style="list-style-type: none"> <li>1. Note the budget updates as requested for approval in other Board reports on this meeting's agenda.</li> </ol>

Item	Topic	Decision
		2. Note the updated budget and indicative resources for 2017/18 and 2018/19 as set out in Appendix A.
	<b>Part 4 – Urgent Items</b>	<b><i>The Chairman agreed to take the following two urgent items. The reasons for urgency were that the Chief Finance Officer (Section 151 Officer) for the Combined Authority had resigned, and Overview and Scrutiny Committee had only met two days before the Board meeting.</i></b>
4.1	<b>Appointment of the Interim Chief Finance Officer and Section 151 Officer</b>	<p>The purpose of this report was for the Combined Authority to agree to appoint an interim statutory Chief Finance Officer for the Combined Authority from amongst the constituent Council's Chief Finance Officers.</p> <p>It was resolved to:</p> <p>(a) appoint a Chief Finance Officer from amongst the constituent Councils Chief Finance Officers; and</p> <p>(b) report the named appointee to the September meeting of the Board.</p>
4.2	<b>Report from the Overview and Scrutiny Committee</b>	<p>At the meeting of the Overview and Scrutiny Committee held on the 24th July 2017, the committee resolved that the Chair should attend the Combined Authority Board meeting on the 26th July 2017 to present the following recommendations:</p> <p>The Board approved the recommendations as amended:</p> <p><del>1. That the Board consider that a standing item is placed on its agenda to allow the Chair of the Overview and Scrutiny Committee to present recommendations from the Committee to the Board regarding items on its agenda;</del></p> <p><b>1. to consider any written recommendation from the Overview and Scrutiny Committee to the Board at consideration of the relevant report, and that the Chair was available to answer any questions the Board might wish to ask, at the discretion of the Mayor.</b></p> <p>2. that should a further Combined Authority Plan be proposed, following the end of the</p>



Item	Topic	Decision
		<p>first 100 day plan, that plan was developed in consultation with the Overview and Scrutiny Committee and that all future similar plans brought forward were also developed in consultation with the Overview and Scrutiny Committee.</p> <p>3. to note that the Committee had agreed to appoint shadow portfolio holders from within the Overview and Scrutiny Committee membership (Appendix 1);</p> <p>4. to note that the Committee had heard from the Mayor and two portfolio holders at their last two meetings. The Committee welcomed discussions with the portfolio holders and would propose that for future meetings:</p> <p>a) the Portfolio Holders should prepare a 10 minute presentation for the Committee;</p> <p>b) the Committee will send questions to portfolio holders in advance of the meeting but may ask a number of supplementary questions.</p>
	<b>Part 5 – Date of Next Meeting</b>	
41 5.1	<b>Date of Next Meeting</b>	It was resolved to note the date of the next meeting – Wednesday 27 September 2017 at 10.00am at Cambridge City Council, The Guildhall, Market Hill, Cambridge CB2 3QJ

**Notes:**

- (a) Statements in bold type indicate additional resolutions made at the meeting.
- (b) Five Members of the Overview and Scrutiny Committee may call-in a key decision of the Mayor, the Combined Authority Board or an Officer for scrutiny by notifying the Monitoring Officer.

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**Public  
Key Decision – No**

## HUNTINGDONSHIRE DISTRICT COUNCIL

**Title/Subject Matter:** Annual Report of the Committee  
**Meeting/Date:** Council – 11 October 2017  
**Executive Portfolio:** Strategic Resources: Councillor J A Gray  
**Report by:** Internal Audit & Risk Manager  
**Wards affected:** All Wards

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### **Executive Summary:**

The Constitution requires the Chairman of the Corporate Governance Committee to present an annual report to the Council.

The 2016/17 report is attached. It summarises the work undertaken by the Committee during 2016/17, the outcomes of the effectiveness review conducted in January 2017 and details of its key work priorities for 2017/18.

The Committee is of the view that the Council's governance and internal control procedures are generally sound. There are always opportunities for improvement however and the Committee have expressed concerns about the effectiveness of the controls associated with the management of the Council's complaint system and the effectiveness of safeguarding procedures. Significant improvements were needed in both these two areas and as a consequence they have been included as improvement areas in the 2016/17 Annual Governance Statement.

The report having already been approved by the Committee has been uploaded onto the Council's website.

### **Recommendations:**

It is recommended that the Council receive the Corporate Governance Committee's 2016/17 annual report.

### **CONTACT OFFICER**

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# Corporate Governance Committee

Chairman's Annual Report to Council for the year ending 31 March 2017





# Introduction by the Chairman of the Corporate Governance Committee

This is the seventh annual report on the work of the Corporate Governance Committee and the third one that I have presented as Chairman of the Committee.

In March 2017 the Council agreed a number of changes to the Committee's terms of reference. It is now a requirement of the Constitution that the Chairman of the Corporate Governance Committee provides the Council with an annual report explaining how it has discharged its responsibilities.

The report summarises both the Committee's activities undertaken during 2016/17 and issues that relate to that financial year. It is intended to:

- reassure the Council and other stakeholders that it is undertaking its responsibilities and obligations properly and in a way that allows it to provide effective oversight; and
- demonstrate to the District's residents and other stakeholders the importance the Council places on good governance and the contribution the Committee makes to achieving that aim. The Committee's meetings are open to the public and its reports are available on the Council's webpages and I welcome the public's attendance at our meetings.

The Committee is of the view that the Council's governance and internal control procedures are generally sound. There are always opportunities for improvement however and the Committee have expressed concerns about the effectiveness of the controls associated with the management of the Council's complaint system and the effectiveness of safeguarding procedures and felt that significant improvements were needed in these two areas. They believe that these two issues should be included in the Council's 2016/17 Annual Governance Statement (AGS).

The number of cyber-attacks across the public sector appears to be increasing. With an almost total reliance on IT systems, the Committee remains concerned that a successful cyber-attack would have a major impact on the Council's ability to deliver services. It has therefore decided to make the seeking of assurance in this area a priority for 2017/18.

The Committee provides two key pieces of assurance to the Council – this report and the AGS. The AGS has to be approved before the Annual Financial Report (AFR). As I mentioned in the introduction to last year's annual report, legislation has been introduced that will bring forward to 31 July 2018 the date by which both the 2017/18 AFR and AGS have to be approved and published. I intend to make it a priority in the coming year that regular reports are received by the Committee informing them of the progress being made to achieve this date.

I want the Committee to follow best governance practice, and so in January 2017 Committee Members self-assessed their own effectiveness. As mentioned above, there are always opportunities for improvement and these are included in the report.

I would like to thank all the Members who served on the Committee during the reporting year and for the contributions they have made to challenging and improving governance arrangements. I also want to thank those Officers who have supported the Committee. Their frankness is appreciated.

**Councillor Mike Francis**

Chairman, Corporate Governance Committee  
July 2017



## Introduction

The Committee is required to discharge the functions of the Council in relation to both the corporate governance of the Council and the conduct of Elected Members.

The Committee oversees the Council's governance and financial arrangements and the promotion and maintenance of high standards of conduct amongst the Council and Town and Parish Council's within the District of Huntingdonshire. This includes advising the Council on the Code of Conduct for Members, agreeing a Code of Conduct for Planning matters and considering reports by the Local Government Ombudsman.

Functions relating to the conduct of Members are considered by a Standards Sub-Committee (which will report to the main Committee).

The full functions of the Committee are listed at the end of the report.

## Effectiveness

An effective Corporate Governance Committee can bring many benefits, including:

- raising greater awareness of the need for internal control and the implementation of agreed 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 other similar review process; and
- providing additional assurance through a process of independent and objective review.

The Committee's work activities have been designed so that they not only provide assurance to the Council and allow it to discharge its functions, but also allow the Committee to make a positive contribution towards maintaining good governance practices across the Council.

### Committee priorities 2017/18

Monitor the steps being taken that will allow for the Annual Financial Report and Annual Governance Statement to be approved by 31 July 2018.	Monitor progress towards an improvement to the % of internal audit actions introduced on time.	Ensuring the Committee exercises its assurance oversight role in the best possible way.
Monitoring the progress made by the IT Shared Service to respond to cyber-security attacks.	Reinvigorate the Committee's training programme.	

# Matters considered

Set out below is a brief outline of the significant matters considered by the Committee during 2016/17.

	2016				2017
	June	July	Sept	Dec	Mar
<b>Constitution</b>					
Propose to Council:					
New Code of Corporate Governance		•			
Members Allowance Scheme				•	
Changes to Codes of Financial Management & Procurement					•
<b>Annual Governance Statement</b>					
Update on significant issues identified		•			•
Improvements to debt management			•		
Approve 2015/16 AGS			•		
<b>Internal Audit</b>					
Approve Audit plan					•
Annual report 2015/16 & Internal Audit Charter	•				
Proposed 3C shared internal audit service			•		
Approve IT audit plan 2016/17			•		
Implementation of agreed actions			•	•	•
Interim report 2016/17				•	
<b>External Audit &amp; Financial reporting</b>					
Progress made with introducing recommendations	•				•
2015/16 Audit results report			•		
Appointment process from 2018/19				•	
Approve accounting policies					•
Approve 2015/16 annual financial report			•		
Review audit plan					•
Review grant certification report					•
<b>Standards</b>					
Member code of conduct & register of pecuniary interests			•		•
Committee annual report			•		
Committee training				•	
Review of effectiveness of the Committee					•
<b>Fraud</b>					
Fraud Investigation Activity 2015/16	•				
Approved whistleblowing policy and noted concerns received	•				

# How effective is the Committee?

The Committee undertook a review of its own effectiveness in January 2017. Nine of the 12 Committee Members attended the review meeting.

Whilst considering themselves to be acting effectively and fulfilling their Terms of Reference (as applicable at that time), a number of opportunities to further improve effectiveness were identified – these are listed below together with the action taken.

	<b>Opportunities to improve effectiveness</b>	<b>Action taken</b>
1	The Committee's terms of reference should be amended to reflect its role and responsibility.	Council approved new terms of reference in March 2017.
2	The Chairman should reinstate private meetings with the external auditor.	Contact already made with the external auditor and a meeting is planned for September 2017.
3	Committee Members completed a skills and knowledge self-assessment in October 2016. This showed good knowledge across four areas of the Committees terms of reference and five areas that had a shortfall. The Head of Resources was to prepare and agree a training plan for Committee Members with the Committee Chairman.	Training plan report was presented to Committee in July 2017 and a formal training day arranged for September.
4	An induction plan is agreed by the Chairman and delivered to all new Committee members within eight weeks of their appointment to the Committee.	The induction training plan has not yet been agreed.
5	A draft copy of the minutes are circulated by email to Committee Members shortly after a meeting has been held.	Democratic Services Officers will circulate draft minutes within four weeks of a meeting.
6	Commission an external effectiveness review prior to March 2019.	As there may be changes to the membership of the Committee after the whole Council elections due to be held in May 2018 the timeframe of March 2019 was appropriate. To reduce costs, the review to be undertaken at the same time as the next Internal Audit external review.
Committee also considered the following two items but decided that no action should be taken at the present time.		
	<b>Opportunities to improve effectiveness</b>	<b>Reason why action not taken</b>
	The work plan to be expanded to receive reports on significant cross-cutting issues.	Issues of concern are to be referred to the relevant Overview and Scrutiny Panel for consideration and appropriate feedback procedures introduced
	The appointment of 'subject experts'.	On reflection, it was considered that these were not required.

## Reviewing the Constitution

**The Council have adopted the recommendations of the Committee and introduced a number of changes to the Constitution to allow it to operate more effectively.**

The Committee is responsible for proposing to Council changes to the Council's Constitution.

A review of the Code of Procurement was undertaken, with subsequent changes approved by Council.

An update on the Disposal & Acquisitions policy (which was first considered by Committee in July 2015) and its effectiveness has been considered. Committee agreed that the current financial thresholds at which Statutory Officers and/or Member approval has to be obtained before a commercial investment property is purchased should be retained.

## The overall governance of the Council

**Adopting a new Code of Corporate Governance.**

The Code of Corporate Governance (CoCG) describes the way in which the Council carries out its functions through its Members, and employees and the way it undertakes its work, so ensuring that it establishes and maintains public confidence. It is a key document that supports the preparation of the Annual Governance Statement (AGS).

Council first adopted a CoCG in September 2003. A new 'proper practices' document – Delivering Good Governance in Local Government: Framework – was published in April 2016. The Framework defines seven principles that underpin the Council's overall governance structure.

The Committee recommended to Council that a new CoCG should be adopted from April 2016, and so form the basis for the 2016/17 AGS.

**Approving the Annual Governance Statement on behalf of the Council.**

At the September 2016 meeting, the Committee approved the 2015/16 AGS. The Committee continue to believe that it is important that the Council's stakeholders understand the Council's governance structures and consider that the style of the annual governance statement allows this.

**Significant governance issues included in the 2015/16 AGS:**

~ **The need to improve debt management.**

~ **Continued development of effective governance and reporting arrangements for shared services.**

**Debt management**

The Head of Resources presented a report in September 2016 that set-out the action taken to improve debt management procedures and the current level of debt.

A update report was considered in March 2017. Stability in the Income Team and the re-introduction of a number of processes had seen an increase in performance, resulting in miscellaneous income debt reducing by 50% to £1.1m in the eight months to February 2017.

The Committee consequently felt that sufficient improvement had been made that it was not necessary to include the issue in the 2016/17 AGS.

**Shared Services**

Both the 2014/15 and 2015/16 AGS included the governance arrangements for shared services as a significant concern. The reason being that the Committee felt that reporting and oversight of shared services performance was still in its infancy and the failure of a shared service would be of significant impact to the Council.

A report presented to both the Overview & Scrutiny Panel (Performance and Customers) and Cabinet in February 2017 stated that the 15% savings target for shared service would not be achieved in 2016/17. As the largest savings were to be delivered by the IT Shared Service, which the Council is leading, the Committee are of the opinion that shared service governance should remain as an issue for the 2016/17 AGS.

## Approving the Annual Financial Report 2015/16

### **Unqualified financial statement and value for money opinion issued by the external auditor.**

The 2015/16 financial report was externally audited and approved prior to the statutory deadline of 30 September 2016. The external auditors issued both an unqualified value for money and financial statement opinion.

The Committee are aware that from 2017/18 the financial statements will need to be ready for external audit review by the 31 May 2018 and be approved by the Committee by the 30 July 2018. They are also aware that the Council missed the deadline for preparing the 2010/11 accounts due to the introduction of new accounting standards. The Committee intend to request updates on the progress being made to ensure that the new dates are achieved.

### **Recommending to Council that the external auditors for 2018/19 and onwards be appointed via Public Sector Audit Appointments (PSAA).**

The Audit Commission was responsible for the appointment of external auditors up until its abolition in 2015. Legislation was introduced given Council's freedoms to make their own external auditor appointments from 2018/19. The Committee having considered the three options available (opting in to a nationwide sector led body, setting-up its own Appointments Panel or a joint Panel with others) decided that the sector led body (PSAA) was the most favourable option. The PSAA would be responsible for managing the procurement process and liaising with the Council over who should be appointed.

## Internal audit

### Adequate assurance opinion.

**The annual opinion of the Internal Audit & Risk Manager as at 31 March 2017 was that the Council's internal control environment and systems of internal control provide adequate assurance over key business processes and financial systems.**

The Committee noted that the adequate assurance opinion was unchanged from 2015/16.

The Committee expressed concern about the limited level of assurance given to the internal audits of both safeguarding procedures and the management of complaints. It was felt that both systems needed significant improvement due to the potential impact upon service deliver arrangements or the non-delivery of the objectives set out in the Customer Service Strategy. As a consequence, Committee requested that both items should be included as significant issues in the 2016/17 AGS.

The Committee received the internal audit annual report at its May 2017 meeting, shortly after the worldwide cyberattack by the WannaCry ransomware. An internal audit cyber security review in November 2016 had highlighted the need for the Council to improve its incident response plans and formally assess and mitigate against the risks posed by cyber security threats. The Committee have made monitoring improvements to the management of cyber security a key priority for 2017/18.

### Not supporting the business case for the formation of shared internal audit service across the 3Cs

(comprising Huntingdonshire, Cambridge City Council and South Cambridgeshire District Council).

In September 2016, the Committee considered a report from the Head of Resources that set-out the business case for the formation of a shared internal audit service across the 3Cs.

The Committee were not convinced that the financial savings to be gained or the resilience and improved responsiveness arguments on which the business case was based were sufficiently sound. They felt that the internal audit service delivered was of a high quality which could not be guaranteed in a shared service.

The decision as to whether or not to proceed with a shared service was to be taken by the Cabinet. The Chairman of the Committee attended the October 2016 Cabinet meeting, stating that the Committee recommended the business case should not be approved. The Cabinet after listening to the arguments put forward, agreed with the Committee and decided not to proceed with the shared service.

**Poor performance in introducing agreed internal audit action on time.**

Managers have not meet the performance targets set for the introduction of internal audit actions on time. The Committee have spent a considerable amount of time discussing how they could assist in improvement performance.

The Managing Director has attended Committee and explained that due to operational circumstances sometimes the agreed implementation dates may not be achieved. She has recognised and shares the Committee's concerns about overall performance. She intends to introduce a new process, overseen by the Head of Resources (as the Councils Responsible Finance Officer) who will monitor performance and liaise with individual Heads of Service to understand why the action hasn't been achieved and if necessary, grant extensions of time. Performance information will continue to be reported to the Committee to allow for ongoing monitoring.

**Approving the internal audit work plan and Internal Audit Charter.**

The Committee approved the internal audit plan for 2016/17 in March 2016.

In July 2016, the Committee approved changes to the Internal Audit Charter. Changes were necessary following the April 2016 revisions to the Public Sector Internal Audit Standards – which introduced a Mission of Internal Audit and Core Principles for the Professional Practice of Internal Auditing.

The Audit Charter was updated to reflect the ethos of the Mission of Internal Auditing. However, no changes have been made to the Audit Charter to reflect the Core Principles as the Committee considered that these were already sufficiently addressed.



## Countering fraud

### **Corporate Fraud Teams (CFT) 2015/16 annual report.**

The Committee remain strong supporters of the CFT and were pleased to see that they had identified over £100k in Council Tax related fraud and undertaken 27 prosecutions. The benefits of working together with social housing partners was highlighted, with 11 social housing properties recovered that had been illegally sub-let. Indeed one fraudster involved in such activity was prosecuted and given an 8 month custodial sentence. Committee were pleased that the CFT have as a priority for 2016/17 continued partnership working with local housing associations.

### **Approving the whistleblowing policy and guidance.**

The whistleblowing policy and guidance was overhauled in 2015 to meet the aims of the whistleblowing code of practice issued by Public Concern at Work. Consequently, only minor changes to the policy were required in both 2016 and 2017.

One whistleblowing allegation was received in 2016/17. The Committee are aware that due to the sensitivity of the allegations, few details can be provided to them. Following discussions with the Internal Audit & Risk Manager they were content that appropriate action had been taken.

The issues above deal with the core business of the Committee. A number of reports and other issues were also considered during the year that had a direct impact upon governance systems and processes across the Council. The most significant of these were:

- Reviewing the new business continuity planning process and monitoring progress with its introduction.
- Reviewing the outcomes of complaints made to the Local Government Ombudsman and internal complaints that could not be dealt with informally.
- Monitoring the implementation of the risk management strategy and the work the Cabinet had undertaken in reviewing and challenging the risk register.
- Considering and then approving to Cabinet, changes to the Housing Benefits risk based verification policy.
- Reviewing the Council's compliance and performance in respect of responses to enquiries received under both the Freedom of Information and Environmental Impact Regulations.

## Committee membership & attendance

		2016				2017		
		June	July	Sept	Dec	Jan	Mar	
Chairman	Cllr M Francis	•	•	•	•	•	•	
	Cllr K M Baker	•	--	•	•	--	--	
	Cllr E R Butler	•	•	•	--	•	--	
	Cllr Mrs S Conboy	--	•	•	•	•	•	
	Cllr D B Dew			•	•	--	--	
	Cllr Mrs A Donaldson					--	--	
	Cllr Mrs L A Duffy	•	•	•	•	•	--	
	Cllr R Fuller	•	•	•	•			
	Cllr T Hayward	•	•	•	•	•	•	
	Cllr P Kadewere	•	•	--	•	•	•	
	Cllr Mrs R E Matthews	•	•	•	•	•	•	
	Cllr T D Sanderson	--	--					
	Vice-Chairman	Cllr D M Tysoe					•	•
		Cllr R J West	•	•	•	•	•	•
Vice-Chairman	Cllr J E White	•	•	--	•			

Key: • attended    -- absent     Not a Committee Member

The following appointments have been made to the Committee by the Council.

<b>18 May 2016</b>	Councillors K M Baker, E R Butler, Mrs S J Conboy, Mrs L A Duffy, M Francis, R Fuller, T Hayward, P Kadewere, Mrs R E Mathews, T D Sanderson, R J West, and J White
<b>27 July 2016</b>	Councillor D B Dew appointed in place of Councillor T D Sanderson
<b>21 December 2017</b>	Councillors D M Tysoe and Mrs A Donaldson appointed in place of Councillors R Fuller and J White.

## Corporate Governance Committee Functions: Approved by Council 29 March 2017

To discharge the functions of the Council in relation to the Corporate Governance of the Council and to be the Council's "Audit" Committee. These responsibilities include:

<b>Constitution</b>	Considering proposals to change the Council's Constitutional arrangements and making appropriate recommendations to the Council.
<b>Governance</b>	Regularly reviewing the Council's Code of Corporate Governance and recommending any changes to the Council and approving the annual governance statement and reviewing the achievement of any outstanding improvements.
	Ensuring there are effective arrangements for the management of risk across the Council.
	To consider the arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.
	Through the Chairman, the Committee will provide the Council with an Annual Report, timed to support finalisation of the financial statements and the Governance Statement, on how it has discharged its responsibilities.
<b>Internal and External Audit</b>	Fulfilling the Board responsibilities of the Public Sector Internal Audit Standards and ensuring effective internal audit is undertaken in accordance with those Standards.
	Receiving and considering external audit reports including the adequacy of management response to issues identified.
<b>Final Accounts</b>	Approving the accounting policies, statement of accounts and considering any matters arising from the external audit.
<b>Countering Fraud</b>	Reviewing and monitoring the policy and procedure and arrangements for investigating disclosures under the Public Interests Disclosure Act 1999. Monitoring the Anti-Fraud and Corruption Strategy and receive annual updates on countering fraud.
<b>Standards</b>	The promotion and maintenance of high standards of conduct within the Council. To advise the Council on the adoption or revision of its Codes of Conduct for Members. The promotion and maintenance of high standards of conduct within the town and parish councils within Huntingdonshire. To advise the Council on the adoption or revision of a Protocol for Member/Officer relations. To advise the Council on the adoption of a Code of Conduct for Planning and monitoring operation of the Code.
<b>Complaints</b>	Consideration of reports by the Local Government Ombudsman including compensatory payments.
<b>Electoral matters</b>	Consider the periodic electoral review and review District and Parish electoral arrangements including boundaries and other electoral matters.
The Monitoring Officer, in consultation with the Chairman of the Corporate Governance Committee is authorised to appoint to the Standards Sub-Committee as and when it is required to be convened.	
<b>Standards Sub-Committee</b>	Functions relating to standards of conduct of members under any relevant provision of, or regulations made under, the Localism Act 2011.
To include Independent Person and Parish Council representatives	





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## MEETINGS OF THE COUNCIL'S COMMITTEES AND PANELS SINCE THE LAST ORDINARY MEETING

**JULY 2017**

**DATE MEETING AND BUSINESS CONSIDERED**

**4 OVERVIEW AND SCRUTINY PANEL (COMMUNITIES AND ENVIRONMENT)**

- ❖ Urgent and Emergency Care Vanguard
- ❖ East of England Ambulance Service NHS Trust - Presentation
- ❖ Community Resilience Plan - Presentation
- ❖ Waste and Recycling Round Reconfiguration - Update

**5 LICENSING AND PROTECTION COMMITTEE**

- ❖ Monitoring Report on the Delivery of the Food Law Enforcement and Health and Safety Service Plans
- ❖ Service Plan for Health and Safety Regulation 2017-18
- ❖ Service Plan for Food Law Enforcement 2017-18
- ❖ Public Space Protection Order - Consultation
- ❖ Scoping Exercise on Hackney Carriage and Private Hire Licensing
- ❖ Commencement of Section 165 and 167 of the Equality Act 2010: Changes to the Legislation affecting Drivers of Wheelchair accessible vehicles.
- ❖ Representations on External Organisations
- ❖ Licensing and Protection Applications Sub Committee
- ❖ Suspension and Revocation of Private Hire and Hackney Carriage Vehicle and Drivers Licences under Delegated Powers

**5 OVERVIEW AND SCRUTINY PANEL (PERFORMANCE AND CUSTOMERS)**

- ❖ Procurement of a Joint Venture partnership for the commercial development of HDC's CCTV service
- ❖ Procurement of a Joint Venture partnership for the commercial development of HDC's Document Centre
- ❖ Review of Risk Management Strategy

**12 CORPORATE GOVERNANCE COMMITTEE**

- ❖ Review of Risk Based Verification Policy
- ❖ Annual Governance Statement: Significant Issues
- ❖ Annual Report of the Committee
- ❖ Skills, Knowledge and Effectiveness Review
- ❖ Disposals & Acquisitions Policy: Land and Property – Update on Thresholds
- ❖ Governance Boards – Effectiveness Review
- ❖ Update on Code of Conduct and
- ❖ Register of Disclosable Pecuniary Interests

**13 OVERVIEW AND SCRUTINY PANEL (COMMUNITIES AND ENVIRONMENT) – SPECIAL MEETING**

- ❖ Cambridgeshire Police and Crime Commissioner’s Fire Governance Consultation
- ❖ Regulatory Judgement – Luminus Group Ltd

**17 DEVELOPMENT MANAGEMENT COMMITTEE**

- ❖ 2 Deferred Items
- ❖ 2 Other Applications
- ❖ 4 Applications requiring reference to Development Management Committee

**18 OVERVIEW AND SCRUTINY PANEL (ECONOMY AND GROWTH)**

- ❖ Huntingdonshire Marketing Strategy
- ❖ Memorandum of Understanding with the Local Enterprise Partnership Update

**20 CABINET**

- ❖ Procurement of a Joint Venture partnership for the commercial development of HDC’s CCTV service
- ❖ Procurement of a Joint Venture partnership for the commercial development of HDC’s Document Centre
- ❖ Review of the Risk Management Strategy
- ❖ Waste and Recycling Round Reconfiguration
- ❖ Peer Review Action Plan
- ❖ Cambridgeshire Police and Crime Commissioner’s Fire Governance Consultation

**26 CABINET – SPECIAL MEETING**

Appointment of Executive Councillors  
Variations to the Membership of Groups



## AUGUST 2017

<b>DATE</b>	<b>MEETING AND BUSINESS CONSIDERED</b>
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<b>21</b>	<b>DEVELOPMENT MANAGEMENT COMMITTEE</b>
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- ❖ 1 other Application
- ❖ 2 deferred Items
- ❖ 10 Applications requiring reference to Development Management Committee
- ❖ Appeal Decisions

<b>31</b>	<b>CABINET – SPECIAL MEETING</b>
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- ❖ Commercial Investment Strategy (Exempt)

## SEPTEMBER 2017

### DATE MEETING AND BUSINESS CONSIDERED

#### 5 OVERVIEW AND SCRUTINY PANEL (COMMUNITIES AND ENVIRONMENT)

- ❖ Tree Strategy
- ❖ Hinchingsbrooke Country Park
- ❖ Hinchingsbrooke Hospital Meeting Update
- ❖ Air Quality in Huntingdonshire
- ❖ One Leisure Active Lifestyles Annual Report 2016/17
- ❖ Cambridgeshire Home Improvement Agency Annual Performance Report

#### 6 OVERVIEW AND SCRUTINY PANEL (PERFORMANCE AND CUSTOMERS)

- ❖ Integrated Performance Report 2017/18 – Quarter 1
- ❖ Disposal of Small Land Parcels Policy
- ❖ One Leisure Value for Money Task and Finish Group Scoping Document

#### 7 OVERVIEW AND SCRUTINY PANEL (ECONOMY AND GROWTH)

- ❖ Update on the Review of Street Markets – Huntingdon and St Ives

#### 13 CORPORATE GOVERNANCE COMMITTEE

- ❖ Code of Conduct Complaints - Update
- ❖ Complaints – Annual Report
- ❖ Approval for Publication of the 2016/17 Annual Governance Statement and the Annual Financial Report

#### 18 DEVELOPMENT MANAGEMENT COMMITTEE

- ❖ Objection to Tree Preservation Order - Hemingford Abbots
- ❖ Assessing Flood Risk – Officer Presentation
- ❖ 10 Applications
- ❖ Appeal Decisions

#### 20 LICENSING AND PROTECTION COMMITTEE

- ❖ Public Space Protection Order – Dog Control
- ❖ Monitoring Report on the Delivery of the Food Law Enforcement and Health and Safety Service Plan
- ❖ Consulting on a Draft Hackney Carriage and Private Hire Licensing Policy
- ❖ Licensing and Protection Sub Committee
- ❖ Suspension and Revocation of Private Hire and Hackney Carriage Vehicle and Drivers Licences under delegated powers.

**20 EMPLOYMENT COMMITTEE**

- ❖ Workforce Information Report (Quarter 1)
- ❖ Employee Survey 2017 - Presentation
- ❖ Staff Council :-
  - (a) Terms of Reference
  - (b) 2017/18 Staff Council Work / Action Plan

**OCTOBER 2017**

**DATE MEETING AND BUSINESS CONSIDERED**

**3 OVERVIEW AND SCRUTINY PANEL (COMMUNITIES AND ENVIRONMENT)**

- ❖ Update on the Hinchingsbrooke Health Care NHS Trust and Peterborough and Stamford Hospitals NHS Foundation Trust Merger
- ❖ Children and Young People Emotional Health and Wellbeing
- ❖ Sustainability & Transformation Plan (STP) Update Report
- ❖ Homelessness Strategy
- ❖ Annual Review of Green Space and Play Provision
- ❖ Waste Round Reconfiguration Update

**4 OVERVIEW AND SCRUTINY PANEL (PERFORMANCE AND CUSTOMERS)**

- ❖ Site Disposal (Exempt)

**5 OVERVIEW AND SCRUTINY PANEL (ECONOMY AND GROWTH)**

- ❖ Godmanchester Neighbourhood Plan Examination Outcome and Progression to Referendum
- ❖ Business Rates Discretionary Revaluation Relief Scheme 2017/18
- ❖ Strategic Review of Parking – Parking Vision

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