

A meeting of **HUNTINGDONSHIRE DISTRICT COUNCIL** will be held in the **CIVIC SUITE, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **WEDNESDAY, 25 JULY 2018** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

A G E N D A

**Time
Allocation**

PRAYER

The Reverend Nicki Bland of St Andrews Church, Great Staughton will open the meeting with prayer.

APOLOGIES

2 Minutes.

CHAIRMAN'S ANNOUNCEMENTS

10 Minutes.

1. MINUTES (Pages 7 - 16)

To approve as a correct record the Minutes of the meeting of the Council held on 23rd May 2018 and the Minutes of the Extraordinary Meeting held on 27th June 2018.

2. MEMBERS INTERESTS

To receive from Members declarations as to disclosable pecuniary or other interests in relation to any Agenda item. See Notes below.

3. MOTION ON NOTICE

10 Minutes.

Following the deferral of consideration of the motion at Council on 13th December 2017, Councillor B S Chapman to move –

“The Falcon Hotel on St Neots Market Square has been closed for the past decade. The building occupies a central position at the heart of St Neots and its current appearance and lack of use is damaging to the local St Neots economy.

The appearance of the Falcon Hotel is unsightly and damaging to St Neots tourism and attractiveness of the Market Square to local residents and visitors. It is damaging to the local retail economy and impacts profitability and sustainability of local shops, pubs and restaurants. The Falcon Hotel is a prominent feature of the St Neots Riverside as well as the town's Market Square but currently has a significant negative impact on both vistas.

The Falcon Hotel offers Huntingdonshire District Council an opportunity to play a part in reversing the decline of the St Neots economy.

Last summer an online petition calling for HDC to Compulsorily Purchase the Falcon Hotel was supported by over 600 signatures in a period of one week.

It is therefore proposed that Huntingdonshire District Council in its capacities both as Local Planning Authority and the Principal Authority responsible for St Neots Economic Development commit to serving a Compulsory Purchase Order on the owner of Falcon Hotel, St Neots.”

4. STATE OF THE DISTRICT 2018 (ANNUAL REPORT) 45 Minutes.

The Executive Leader, Councillor G J Bull to address the Council on the State of the District.

(The Chairman will invite the Leaders of the Opposition to respond to the address. A Member may speak once in the ensuing discussion).

5. QUESTIONS TO MEMBERS OF THE CABINET 10 Minutes.

Questions to Members of the Cabinet.

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.

6. CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY - UPDATE (Pages 17 - 52) 15 Minutes.

Councillor G J Bull, Executive Leader to present on the activities of the Cambridgeshire and Peterborough Combined Authority.

Councillors D B Dew and T D Sanderson 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 Overview and Scrutiny Committee and Board 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.

7. ANNUAL REPORT OF THE CORPORATE GOVERNANCE COMMITTEE 2017/18 (Pages 53 - 66) 10 Minutes.

Councillor L W McGuire to present the Annual Report of the Corporate Governance Committee for 2017/18.

(The report was approved for submission to the Council by the Corporate Governance Committee at their meeting on 13th June

2018).

8. **HUNTINGDONSHIRE DISTRICT COUNCIL VENTURES LTD - SHAREHOLDER REPRESENTATIVES AND REFERENCE GROUP** (Pages 67 - 74) **5 Minutes.**

Councillor J A Gray to present a report setting out a proposed mechanism for decisions to be taken by the Council as Shareholder of its Local Authority Trading Company - HDC Ventures Ltd and the establishment of a Shareholder Reference Group.

(The report was considered by the Cabinet at their meeting on 21st June 2018 who recommended that it be submitted to the Council).

9. **USE OF SPECIAL URGENCY PROVISIONS 2017/18** (Pages 75 - 80) **5 Minutes.**

In accordance with 17.3 of the Council's Access to Information Procedure Rules, the Executive Leader Councillor G J Bull to present the annual report on executive decisions taken using the Special Urgency provisions set out within the District Council's Constitution

10. **OUTCOMES FROM COMMITTEES AND PANELS** (Pages 81 - 84) **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.

11. **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 17th day of July 2018



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

The District Council supports the principles of openness and transparency in its decision making and permits filming, recording and the taking of photographs at its meetings that are open to the public. It also welcomes the use of social networking and micro-blogging websites (such as Twitter and Facebook) to communicate with people about what is happening at meetings. Arrangements for these activities should operate in accordance with guidelines agreed by the Council and available via the following link [filming, photography and recording at council meetings.pdf](#) or on request from the Democratic Services Team. The Council understands that some members of the public attending its meetings may not wish to be filmed. The Chairman of the meeting will facilitate this preference by ensuring that any such request not to be recorded is respected.

Agenda and enclosures can be viewed on the District Council's website – www.huntingdonshire.gov.uk (under Councils and Democracy).

If you would like a translation of Agenda/Minutes/Reports or would like a large text version or an audio version please contact the Elections & Democratic Services Manager and we will try to accommodate your needs.

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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, 23 May 2018.

PRESENT: Councillor R J West – Chairman.

Councillors J D Ablewhite, T D Alban, B S Banks, L A Besley, Mrs M L Beuttell, G J Bull, E R Butler, S Bywater, B S Chapman, J R Clarke, Mrs S Conboy, J C Cooper-Marsh, S J Corney, S J Criswell, J W Davies, D B Dew, Ms A Diaz, Mrs A Dickinson, R Fuller, Dr P L R Gaskin, D A Giles, Mrs S A Giles, J A Gray, M S Grice, K P Gulson, M J Humphrey, Dr N Johnson, Mrs P A Jordan, P Kadewere, H V Masson, D J Mead, J Neish, J M Palmer, K I Prentice, T D Sanderson, Mrs S Smith, Mrs J Tavener, D Terry, R G Tuplin, D M Tysoe, D R Underwood, S Wakeford, D J Wells and J E White.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors R E Bellamy, D N Keane, C J Maslen, L W McGuire, J P Morris and Mrs P E Shrapnel.

1. PRAYER

The Reverend David Busk, Vicar of the Parish Church of St Mary the Virgin, Godmanchester opened the meeting with Prayer.

2. ELECTION OF CHAIRMAN

It was proposed by Councillor J W Davies, seconded by Councillor J D Ablewhite, following which Councillor P Kadewere proposed an amendment and proposed Councillor N Johnson, seconded by Councillor D A Giles. Upon being put the vote the Motion by Councillor Kadewere was declared to be LOST. The former motion by Councillor Davies having been previously moved and seconded, upon being put to the vote it was further

RESOLVED

that Councillor R J West be elected Chairman of the Council for the ensuing Municipal Year.

Councillor West made the Statutory Declaration of Acceptance of Office and thanked Members for their support and the honour which the Council had bestowed upon him. In so doing, the Chairman also paid tribute to former Councillor R C Carter who had supported him as Vice-Chairman of the Council, the Managing Director, Corporate Directors, Senior Management Team, Democratic Services as well as

Mr D Buckridge and Mr T Batha for their tremendous support.

3. MINUTES

The Minutes of the meeting of the Council held on the 26th March 2018 were approved as a correct record and signed by the Chairman.

4. MEMBERS INTERESTS'

No declarations were received.

5. APPOINTMENT OF VICE CHAIRMAN

It was proposed by Councillor R J West, seconded by Councillor and J White

RESOLVED

that Councillor J W Davies be appointed Vice-Chairman of the Council for the ensuing Municipal Year.

Councillor Davies made the Statutory Declaration of Acceptance of Office and expressed his gratitude to Members and those Members that nominated him in his role as Vice-Chairman of the Council.

6. LOCAL ELECTIONS: 3 MAY 2018

The report of the Returning Officer with regard to the District Council elections held on 3 May 2018 detailing persons elected to the Office of District Councillor was received and noted (a copy of which is appended in the Minute Book). In so doing the Chairman conveyed his appreciation to the Managing Director and her team for the excellent work undertaken in the organisation of the elections.

7. ELECTION OF EXECUTIVE LEADER OF THE COUNCIL

It was proposed by Councillor R Fuller, seconded by Councillor Mrs S J Conboy and

RESOLVED

that Councillor G J Bull be elected Executive Leader of the Council for the period to the Annual Meeting in May 2022.

Councillor Fuller confirmed his support for Councillor Bull and referred to his dedication, commitment and passion to deliver for the residents of Huntingdonshire. This was demonstrated by his election to the role in July 2017 following the resignation as Executive Leader by former Councillor R B Howe and referred to the recent election results in May 2018 that had demonstrated Councillor Bull's vision for Huntingdonshire.

Councillor Mrs Conboy referred to her position as Leader of the Liberal Democrat Group and her seconding of the motion that spoke volumes for support of Councillor Bull as Executive Leader. In so doing, Councillor Mrs Conboy also stated that Councillor Bull welcomed Members contributions and the positive and constructive

relationships to take business forward.

Executive Leader, Councillor Bull thanked Members for their support and confidence in his ability as Leader. He referred to how proud he was to represent Huntingdonshire and thanked Councillors Fuller and Mrs Conboy for their kind words. Councillor Bull further outlined his approach to collegiate working and responsibility for the people of Huntingdonshire.

Councillor Bull congratulated all Members on their recent election successes and in particular welcomed the 26 new Members to the District Council in anticipation of their term of office being enjoyable, as well as feeling that they make a difference to their communities.

In referring to the uncertainty of the future with Brexit on the horizon, Councillor Bull confirmed the certainty of reduction in Central Government funding and more reliance on own resources with a focus on looking at opportunities to adopt a creative and more innovative approach. In so doing, it was noted that customers' expectations had been changing resulting in the Council developing new ways of working.

Members noted that public sector reform had changed the way other tiers of authority were delivering their services, including Cambridgeshire County Council, the Police and Crime Commissioner assuming responsibility for the county's fire service and shared services between Huntingdonshire, South Cambridgeshire and Cambridge City Councils.

In concluding, Councillor Bull reported that he relied upon other Members with their help and support in developing an agile and responsive Council, with the highest standards of probity and to work together to bring forward the benefits of devolution back to Huntingdonshire.

8. APPOINTMENT OF CABINET AND DEPUTY EXECUTIVE LEADER

The Executive Leader, Councillor G J Bull, announced that he had appointed Councillors R Fuller, J M Palmer, D M Tysoe and J White to join him as Members of the Cabinet for the ensuing Municipal Year.

Councillor G J Bull presented details of the Cabinet Portfolios for the 2018/19 Municipal Year:-

Councillor R Fuller	Growth
Councillor J A Gray	Resources
Councillor J M Palmer	Partnership and Well-being
Councillor D M Tysoe	Digital and Customer
Councillor J White	Operations and Regulation

In response to a question from Councillor B S Chapman, the Managing Director confirmed that former Councillor D Brown had not resigned as Director of HDC Ventures Ltd.

9. REPRESENTATION OF POLITICAL GROUPS ON DISTRICT COUNCIL COMMITTEES, ETC

A report was submitted by the Elections and Democratic Services Manager (a copy of which is appended in the Minute Book) relating to the principles and proportionality to be applied to the appointment of Committees and Panels in accordance with Section 15 of the Local Government and Housing Act 1989 and Part II of the Local Government Act 2000.

Whereupon, it was

RESOLVED

that the allocation of seats on District Council Committees and Panels to political groups and non-aligned Members be determined as set out in the report now submitted.

10. OVERVIEW AND SCRUTINY PANELS

Councillor T D Sanderson raised a question in relation to why the number of Overview and Scrutiny Panels had been reduced from three to two Panels, whereby the Executive Leader confirmed that this was to enable a more effective approach to overview and scrutiny of the Council. Whereupon, it was

RESOLVED

that the following Members be appointed to the Overview and Scrutiny Panels for the ensuing Municipal Year.

*Overview and Scrutiny Panel
(Performance and Growth)*

L A Besley
J C Cooper-Marsh
S Corney
D B Dew
P L R Gaskin
D A Giles
M Grice
K P Gulson
J M Morris
J Neish
S Wakeford
D J Wells

*Overview and Scrutiny Panel
(Customers and Partnerships)*

T D Alban
B S Banks
R E Bellamy
S Bywater
B S Chapman
S J Criswell
J W Davies
Ms A Diaz
K I Prentice
Ms S Smith
Ms J Tavener
D R Underwood

11. COMMITTEES

RESOLVED

(a) that Members be appointed to serve on the Corporate Governance, Development Management, Employment, Licensing and Protection, Licensing and Senior Officers Committees for the ensuing Municipal Year as follows:-

Corporate Governance Committee (12)

Councillors Ms M Beutell, E R Butler, J W Davies, P L R Gaskin, D Giles, P Kadewere, H Masson, L W McGuire, J P Morris, D J Mead, Ms S Smith and D R Underwood.

Development Management Committee (16)

Councillors J D Ablewhite, L A Besley, S M Burton, E R Butler, Mrs S J Conboy, D B Dew, K P Gulson, M Humphrey, N Johnson, C J Maslen, J Neish, K I Prentice, T D Sanderson, R G Tuplin, R J West and the Executive Councillor Member with appropriate portfolio responsibilities in an ex officio capacity.

Employment Committee (8)

Councillors B S Chapman, Ms A Dickinson, Mrs P A Jordan, D N Keane, Ms J Tavener, D Terry, R J West and the Executive Councillor Member with appropriate portfolio responsibilities in an ex officio capacity.

Licensing and Protection Committee (12)

Councillors B S Banks, J Clarke, S Corney, S J Criswell, Ms A Diaz, Ms A Dickinson, Mrs S Giles, Mrs P A Jordan, L W McGuire, D J Mead, Ms P E Shrapnel and the Executive Councillor Member with appropriate portfolio responsibilities in an ex officio capacity.

Licensing Committee (12)

Councillors B S Banks, J Clarke, S Corney, S J Criswell, Ms A Diaz, Ms A Dickinson, Mrs S Giles, Mrs P A Jordan, L W McGuire, D J Mead, Ms P E Shrapnel and the Executive Councillor Member with appropriate portfolio responsibilities in an ex officio capacity.

Senior Officers Committee (4)

Councillors Mrs S J Conboy, D A Giles, D M Tysoe and R J West.

- (b) That the following Members be nominated from which the Corporate Team Manager be authorised when necessary, to convene a meeting of the Appeals Sub-Group in include up to five Members (excluding Members of the Employment Committee) to determine appeals under the Council's disciplinary and appeals procedures –

Councillors J D Ablewhite, T Alban, R E Bellamy, S Bywater, Mrs S J Conboy, S Corney, J W Davies, Mrs S Giles, D J Mead, H Masson and Ms S Smith.

12. CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY - MEMBERSHIP AND OTHER APPOINTMENTS

With the assistance of a report by the Managing Director (a copy of

which is appended in the Minute Book), Council were invited to make appointments/ nominations to the Cambridgeshire and Peterborough Combined Authority for the 2018/19 Municipal Year.

Having noted that the membership of the Overview and Scrutiny and the Audit Committees was required to reflect the balance of political parties of the constituent councils, it was

RESOLVED

- (a) that Councillor G J Bull, Executive Leader of Council be appointed to act as the Council's appointee to the Combined Authority and Councillor R Fuller be appointed as the substitute member;
- (b) the Councillors D B Dew and T D Sanderson be nominated to the Overview and Scrutiny Committee, with Councillors J Neish and B S Chapman nominated as substitutes;
- (c) that Councillor L W McGuire be nominated to the Audit and Governance Committee, with Councillor P L R Gaskin as the substitute member; and
- (d) that the Managing Director be authorised to make any amendments to the appointments to the Overview and Scrutiny Committee and the Audit and Governance Committee in consultation with the Executive Leader, should the political balance be amended by the Combined Authority between now and the next Council meeting.

13. SPECIAL COUNCIL MEETING : 27 JUNE 2018

It was noted that a Special Meeting of the Council would be held on Wednesday, 27th June 2018 at 7.00pm.

The meeting ended at 6.30pm.

Chairman

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, 27 June 2018.

PRESENT: Councillor R J West – Chairman.

Councillors J D Ablewhite, B S Banks, R E Bellamy, Mrs M L Beuttell, G J Bull, S M Burton, E R Butler, S Bywater, B S Chapman, J R Clarke, Mrs S Conboy, J C Cooper-Marsh, J W Davies, D B Dew, Ms A Diaz, Mrs A Dickinson, R Fuller, Dr P L R Gaskin, D A Giles, Mrs S A Giles, J A Gray, M S Grice, K P Gulson, Dr N Johnson, P Kadewere, D N Keane, C J Maslen, H V Masson, J M Palmer, K I Prentice, Mrs P E Shrapnel, Mrs S Smith, Mrs J Tavener, R G Tuplin, D M Tysoe, S Wakeford, D J Wells and J E White.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors T D Alban, S J Corney, S J Criswell, M J Humphrey, Mrs P A Jordan, L W McGuire, J P Morris, J Neish, T D Sanderson and D Terry.

14. MEMBERS INTERESTS'

No declarations were received.

15. AUTHORISATION OF MODIFICATIONS TO THE HUNTINGDONSHIRE LOCAL PLAN TO 2036

Further to Item No. 45 of the meeting of the Council held on 13th December 2017 and in conjunction with a report by the Planning Service Manager (Policy, Implementation and Strategic Development) and PowerPoint presentation (copies of which are appended in the Minute Book), the Executive Councillor for Housing, Planning and Economic Development, Councillor R Fuller, presented to Members an update on the Local Plan process. Members were reminded that the Huntingdonshire Local Plan to 2036 had been submitted for independent examination to the Secretary of State for Communities and Local Government on 29th March 2018.

The Council were acquainted with the process and dates of the examination in public commencing in July 2018 and advised that an Examiner had been appointed from the Planning Inspectorate to carry out the examination of the Local Plan to determine whether the Huntingdonshire Local Plan has been prepared in accordance with the relevant legal requirements and whether it meets the tests of 'soundness' contained in the National Planning Policy Framework. It was noted that full details of the process, various stages and correspondence submitted were also available on the Council's

website.

It has been proposed to allow the Examiner to recommend main modifications to the submitted Plan if necessary, to enable changes to be made to ensure that the Plan complies with procedural requirements and is sound. Thereby this would ensure that any issues of concern could be recommended as main modifications, after public consultation and in consultation with the relevant delegated officers and Members, to be approved to avoid commencement of the full process again.

Arising from a question by Councillor B S Chapman on the population figures used for St Neots and suggested failure that the former parishes of Eynesbury Hardwicke and St Neots Rural had been omitted from the calculation of the figures used for submission and his perceived differences in population in the spatial planning areas as calculated by Cambridgeshire Insight compared with the figures contained in the Local Plan, Councillor Fuller confirmed his confidence that the figures used for submission were accurate and had not been amended as there had not been any evidence to suggest otherwise.

In response to a question by Councillor Mrs S A Giles on whether the number of school children had been taken into account in any calculation of figures for St Neots, Councillor Fuller confirmed that the matter had not been relevant to the report being considered to authorise modifications to the Local Plan.

Councillor N Johnson further questioned the use of the electoral roll figures quoted earlier, whereby Councillor Fuller confirmed that electoral roll figures had not been used as part of the submission but had been based upon forecast population growth. The Corporate Director (Delivery) confirmed that the population figures had previously been agreed in the Local Plan submission that was approved by Council on 13th December 2017.

In conjunction with comments made at the meeting of the Overview and Scrutiny Panel (Performance and Growth) on 14th June 2018, Councillor S Wakeford referred to his concerns regarding consultation on main modifications, whereby Councillor Fuller confirmed that any proposed main modifications would be subject to further public consultation.

Councillor Fuller moved the recommendations which were duly seconded by the Executive Leader, Councillor G J Bull. Whereupon, the Council

RESOLVED

- (a) that the Head of Development be authorised to formally write to the Planning Inspector to invite him to recommend any main modifications necessary to the Plan in order for the Inspector to find it legally compliant and sound; and
- (b) that the proposed decision-making procedure for main and additional modifications to the Huntingdonshire Local Plan to 2036 be endorsed as follows:

- That where changes would be of such significance as to substantially alter the meaning of a policy or allocation in the opinion of the Head of Development (with the benefit of legal advice as appropriate) **proposed main modifications** will be agreed by the Managing Director and Executive Leader, in consultation with the Head of Development, Housing and Planning Portfolio Holder and the Chair of the Development Plans Advisory Group. Significant changes would include, but are not limited to issues regarding objectively assessed housing need, the addition or removal of a site allocation etc. Such matters would generally also be subject to further public consultation.
- Delegated authority be given to the Head of Development, Corporate Director (Delivery), Planning Service Manager (Policy, Implementation and Strategic Development), Planning Policy Team Leader to undertake appropriate negotiations and make/agree any **other proposed main modifications** to the Huntingdonshire Local Plan to 2036 if it is appropriate and necessary to do so to facilitate efficient progress of the plan through the examination period. Such matters would generally also be subject to further public consultation.
- Delegated authority be given to the Head of Development, Corporate Director (Delivery), Planning Service Manager (Policy, Implementation & Strategic Development), Planning Policy Team Leader to undertake appropriate negotiations and make/agree **any additional modifications** to the Huntingdonshire Local Plan to 2036 if it is appropriate and necessary to do so to facilitate efficient progress of the plan through the examination period.
- That the Head of Development, Corporate Director (Delivery), Planning Service Manager (Policy, Implementation & Strategic Development), or Planning Policy Team Leader is authorised to prepare and submit reports, including proofs of evidence, technical papers, matter statements, statements of common ground, sustainability appraisals, a schedule of modifications and other such documents required in the presentation of the Local Plan through the examination process and to take such other steps as are conducive or incidental to the examination of the local plan.

16. REPLACEMENT OF EXECUTIVE COUNCILLOR

The Executive Leader, Councillor G J Bull, announced that he had appointed Councillor Mrs M Beuttell as Executive Councillor for Operations and Regulation in place of Councillor J White.

The Council were informed that Councillor White had resigned from his Portfolio for personal reasons and Councillor Bull placed on record his gratitude and appreciation for Councillor White's efforts, thoughts

and imagination during his role as Executive Councillor. In so doing, Councillor Bull welcomed Councillor Mrs Beuttell to her new role, despite a steep learning curve as a newly elected Member, he was confident that her intelligence, energy and expertise would provide an excellent basis to take her role forward.

Councillor Bull reported that the Cambridgeshire and Peterborough Combined Authority had approved the first stage of the St Neots Masterplan and the Steering Group set up to support the development of the Masterplan had been chaired previously by former Councillor R B Howe. Councillor Bull placed on record his appreciation of former Councillor Howe's efforts and informed the Council that Councillor D J Wells had been appointed as Chairman of the Steering Group.

17. VARIATIONS TO THE MEMBERSHIP OF COMMITTEES AND PANELS

On the recommendation of Councillor R Fuller, it was

RESOLVED

- (a) that Councillors D J Wells and J White be appointed to the membership of the Corporate Governance Committee in place of Councillors Mrs M Beuttell and J W Davies; and
- (b) that Councillor Mrs M Beuttell be appointed as ex-officio member of the Licensing and Protection Committee/Licensing Committee in place of Councillor J White.

The meeting ended at 7.23pm.

Chairman



Cambridgeshire & Peterborough Combined Authority

Reports from Constituent Council Representatives on the Combined Authority

Member representatives

Meeting	Dates of Meeting	Representative
Combined Authority Board	30 May 2018 27 June 2018	Councillors G J Bull (Substitute Councillor R Fuller)
Overview and Scrutiny Committee	1 June 2018 25 June 2018	Councillors D B Dew and T D Sanderson (Substitutes Councillor J Neish and B S Chapman)

The above meetings have taken place in May and early June.

Board meeting – Wednesday 30 May and Wednesday 27 June 2018

The Board met on Wednesday 30 May and Wednesday 27 June 2018 and the decision summary is attached at **Appendix 1**.

Overview and Scrutiny Committee – Friday 1 June 2018 and Monday 25 June 2018

The Overview and Scrutiny Committee met on Friday 1 June and Monday 25 June 2018. The decision notices are 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-1st-june-2018/?date=2018-06-01>

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

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CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY

Decision Summary

Meeting: 30th May 2018

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

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

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

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

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

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

Action Fund.

It was resolved to:

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

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

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

		<p>(a) Welcome the publication of the Interim CPIER as a first stage in the most in-depth economic analysis of the area ever undertaken</p> <p>(b) Consider the headlines and key messages that have emerged from the work to date</p> <p>(c) Agree the principles by which the Business Board should engage partners so that the final results of the CPIER are used to inform to develop the Local Industrial Strategy for Cambridgeshire and Peterborough</p> <p>It was resolved to:</p> <p>(a) Welcome the publication of the Interim CPIER.</p> <p>(b) Consider the headlines and key messages that had emerged from the Interim CPIER.</p> <p>(c) Consider the principles by which the Business Board should engage partners in the development of the Local Industrial Strategy, in response to the CPIER; and</p> <p>(d) Produce a formal response to (b) and (c) for the July meeting of the Combined Authority Board.</p>
3.2	Mayoral Interim Transport Strategy Statement	<p>The Cambridgeshire and Peterborough Combined Authority Order 2017 transferred the local transport planning powers to the Combined Authority and created the Cambridgeshire and Peterborough Combined Authority as the local transport authority for the area. These powers include responsibility for the development of a new Local Transport Plan (LTP).</p> <p>To ensure that the Combined Authority complied with its statutory duty, an interim LTP was created. By necessity, this document was an amalgamation of the individual LTPs produced previously by Cambridgeshire County Council and Peterborough City Council. Whilst this LTP set out transport priorities for the area it was recognised that it did not fully align with the bolder transport aspirations of the Combined Authority.</p> <p>The preparation of a new LTP is a major undertaking and is currently under development</p>

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

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

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



CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY

Decision Statement

Meeting: 27th June 2018

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

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

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

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

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

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



Overview and Scrutiny Committee_ Decision Summary

Meeting: 1st June 2018

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

Chair: Cllr Lucy Nethsingha

37 Summary of decisions taken at this meeting

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

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

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

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

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

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



Overview and Scrutiny Committee_ Decision Summary

Meeting: 25th June 2018

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

Chair: Cllr Lucy Nethsingha

43 Summary of decisions taken at this meeting

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

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>b) The minutes of the meeting held on the 15th June 2018 were agreed as a correct record.</p> <p>The Chair agreed to allow a question from Cllr Baigent from Cambridge City Council, under her discretionary powers.</p> <p>Cllr Baigent asked the committee:</p> <p>‘The failure of the scrutiny committee to be quorate for the ‘call in meeting’ on the 15th June is unexplained. Without an explanation it is possible to suggest a very serious contempt of the scrutiny process by the majority party. My question is to each of those members who failed to turn up. I would like them to explain why they did not attend, if they notified their deputy (and if they did) why did their deputy did not attend and I would also like to ask them to provide a detailed account of any communications or discussions about the 'call in meeting' that they had with the mayor, his Chief of Staff, the Chief Executive, the Monitoring Officer or any other member of the combined authority staff.’</p> <p>The Chair advised that she did not feel it was appropriate to ask each member to explain their absence and the absence of their substitute at the public meeting.</p> <p>The Committee discussed their concerns around the call in failure due to member attendance and that it was worrying if the meeting had been inquorate due to a political stunt. 3.6 Members advised that as call in meetings were ad hoc it was sometimes difficult to ensure attendance for themselves or for their substitutes as it was such short notice.</p> <p>The Committee discussed how call in’s are an important power that the committee has and that it must be used effectively otherwise the Overview and Scrutiny would lose its teeth.</p> <p>Following comments from another member, the Chair said that if there had been any involvement from officers or the Mayor’s office in members’ decision not to attend the call in meeting that would be of great concern and would request that the committee receive written assurance that this was not the case.</p> <p>The Committee agreed that it was important to put the incident behind them and for the committee to operate together to ensure effective overview and scrutiny of the Combined Authority.</p>
4.	Mayor in Attendance	<p>The Mayor of the Combined Authority was in attendance at the meeting to answer questions from the committee members.</p> <p>The following points were discussed with the Mayor:</p>

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

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

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>and through his travels to the USA he had met numerous Mayors who represented similar areas to Cambridgeshire and that it was very important to ensure that Cambridgeshire was known on the international stage, especially with Brexit and the unknown outcomes of Brexit, it was important to have international partners who knew Cambridgeshire.</p> <p>The agreement that had been signed between the Mayor and the Mayor of Cambridge Massachusetts had resulted from previous meetings held when the Mayor had travelled to Washington earlier in the year and the Mayor was happy to share the agreement that had been signed.</p> <p>The Chair thanked the Mayor for answering the committees' questions.</p>
5.	Cambridgeshire and Peterborough 2030 Prospectus and the Cambridgeshire and Peterborough Four Year Plan 2018-19 -2021-22	<p>The Committee agreed to ask questions to the Mayor on the Cambridgeshire and Peterborough 2030 Prospectus and the Four Year Plan 2018/19-2021/22 together.</p> <p>The following points were discussed:</p> <ul style="list-style-type: none"> • Members asked the Mayor what modelling had been done and what was planned to carry out the objectives for doubling the economy. The Committee were advised that there was an interim report from the Economic Commission which would be finalised in September. This report showed a significant difference in growth for the area than that predicted by central government. There were three separate areas of growth in the Combined Authority area; strongest was in the Peterborough area. The Cambridge Ahead report stated that if changes weren't made than the cost of living would push the growth backwards and there was a significant risk around this. The Mayor had been tasked to build 100k new homes on top of the local plans, there was also the spatial plan. The Mayor stated that he believed that Community Land Trusts were the key alternative way to deliver housing; the traditional model currently used was not working and new options and innovative ways of thinking were needed. • In response to a question about Land Capture and dealing with developers to tackle the housing problems, the Mayor advised that Land Capture was the same as using Community Land Trusts and by using these, the control would rest with the trust rather than with the developer and it was very important to take out this viability and stop national

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>developers controlling the housing market.</p> <ul style="list-style-type: none"> • Even though central government had rejected the idea of Land Value Capture, the point of the devolution deal was to create a system that would work for Cambridgeshire and Peterborough without Westminster involvement. The Mayor felt that the Combined Authority could find money through Land Value Capture to produce something fundamental. • The funding for the St Neots Masterplan would come from the Combined Authority and it was important to note that most people in Cambridgeshire and Peterborough lived in these smaller market towns. • The committee were advised that the process for the prospectus and four-year plan had been done in consultation with leaders and chief executive officers of each constituent council and had been approved by the Board in May. The Mayor was now presenting the prospectus and four-year plan to all councils in the area to give members an opportunity to comment. An annual review of the plan would be undertaken each year. • The Mayor was working with the Mayor of London to get delivery of electric charging points a priority to make the change to electric cars more viable. • It was important to recognise that there were many businesses in the Cambridgeshire and Peterborough area that needed to use the road systems; there was business traffic that used the roads to get to London and other places which could not be ignored. The biggest industry in the area was agriculture which required an improved road system. • Most people didn't work in the centre of Cambridge and therefore an integrated transport system which would enable people to choose an easy mode of public transport to get from one side of the city to the other was necessary. • Electric buses should be where the Combined Authority should be looking but currently the bus review was ongoing and the outcome of the review would ensure the best system was put in place. • In response to a question about Brexit the Mayor advised that there was no certainty

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>around the Brexit issue. This was part of the reason why the Mayor was building relationships in America to ensure that Cambridgeshire was at the front of the queue once the outcome of Brexit had become clearer. Any assessments that would be undertaken now would not give the Combined Authority a clear direction and it was better to wait before carrying out assessments on Brexit.</p> <ul style="list-style-type: none"> • Cllr Boden asked whether a Cambridgeshire and Peterborough Business Airport could be considered by the Mayor and the Mayor responded that Stanstead was the international airport that could be accessed easily by improving the infrastructure in the area. • The Mayor advised that the Mayoral Capacity Fund was an amount of £2m to help with the running costs for the Combined Authority. • The Mayor would be meeting with seven potential investors for the CAM system over the next couple of weeks. • The Mayor advised that the bus subsidy power was part of the remit for the Combined Authority but these had been passed back to Cambridgeshire County Council and Peterborough City Council to manage until March 2019. <p>The Committee thanked the Mayor for answering their questions.</p>
6.	Affordable Housing	<p>The Committee received the report which provided an update on the current position on the delivery of the affordable housing.</p> <p>The following points were raised during the discussion:-</p> <p>Only £9m of the £100m allocated for affordable housing had been committed so far and the Director for Housing advised he would be aiming to accelerate this.</p> <p>The Combined Authority was working alongside a grant that had strict parameters, the funding had to feed into the existing system. The Mayor felt that the current system didn't work but it was the deal that they had to work with until a different deal could be worked out with government.</p> <p>Schemes were currently brought forward by the local councils to the Combined Authority.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>The Committee were concerned that there was not more detail available around the criteria for identifying need for affordable housing but recognised that the Director for Housing had only been in post for a short while and that a more detailed report would be brought to the September Board meeting.</p> <p>The Committee agreed that a report should be brought to the September Overview and Scrutiny committee meeting and that the Director for Housing should attend to provide a more detailed update.</p>
7.	Review of Combined Authority Agenda	<p>The Committee reviewed the agenda due to come to the Board on Wednesday 27th June 2018.</p> <p>In reference to the Cambridgeshire and Peterborough Combined Authority Unified Staffing Structure – Combined Authority and Local Enterprise Partnership paper members raised some concerns around the processes followed.</p> <p>The Chief Finance Officer who had been dealing with the process for the recruitment of directors advised the committee that the process had been approved by the Combined Authority Employment Committee, they had engaged the services of a recruitment agency and advertisements were sent out to a number of national appropriate publications for the director posts.</p> <p>Once the matching of the staff from the LEP to the existing roles had been completed the vacancies available would be clearer and then the process for the most appropriate recruitment process would be identified for filling the remaining positions.</p> <p>The Committee requested that the Chief Executive Officer be asked to provide a written response regarding the staffing structure process and that a quarterly update with an overview of the staffing situation for the Combined Authority be provided for the committee members.</p> <p>Some members of the committee raised their concerns about the new location for the offices of the Combined Authority being based at Alconbury Weald and its inaccessibility.</p> <p>The Committee agreed that they would ask the following question at the Combined Authority Board meeting:</p> <p>1) The Overview and Scrutiny Committee were supportive of the St Neots Market Place</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>Masterplan.</p> <p>2) The Overview and Scrutiny Committee would like to ask whether the carbon footprint been taken into account when considering the East-West (North) Corridor - A47 Dualling Study and that the committee hoped that the carbon footprint for the project would be a key point to be considered as part of the business case.</p> <p>3) The Overview and Scrutiny committee would like to know what consultation process had been undertaken for the Strategic Spatial Framework?</p>
8.	Combined Authority Forward Plan	The Committee had no comments to make regarding the forward plan of the Combined Authority.
9.	Overview and Scrutiny Work Programme Report	<p>The Committee received the report which provided the Committee with the draft work programme for the Overview & Scrutiny Committee for the 2018/19 municipal year and asked them for comments and suggestions.</p> <p>Members noted that it had been useful to speak with the programme director at the workshop held before the meeting and suggested that the officer be invited to the July meeting to provide further information for the committee around the project management processes used by the Combined Authority.</p> <p>The Chair requested that a paper on the Medium Term Financial Plan be brought to the July meeting which would indicate which projects going forward have concrete funding.</p> <p>The committee members requested that a report on Affordable Housing as discussed earlier in the meeting be added to the work programme for September.</p> <p>The committee requested that a report and that the Director for Transport attend the November meeting to provide an interim update on the Transport Plan.</p> <p>The Committee requested that a standing item be added to the agenda for members from each themed group covering the work of the Combined Authority to provide a verbal update for the rest of the committee.</p>
10.	Date of Next Meeting	The next meeting would be held on the 23 rd July at Fenland District Council at 11am.

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Public
Key Decision – No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Annual Report of the Corporate Governance Committee
Meeting/Date: Council – 25 July 2018
Executive Portfolio: Strategic Resources: Councillor J A Gray
Report by: Internal Audit & Risk Manager
Wards affected: All Wards

Executive Summary:

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

The 2017/18 report is attached. It summarises the work undertaken by the Committee during 2017/18. The Committee is of the view that the Council's governance and internal control procedures are generally sound.

A copy of the report will be uploaded onto the Council's website following the Council meeting.

Recommendation:

It is recommended that the Council receive and note the Corporate Governance Committee's 2017/18 annual report.

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Corporate Governance Committee

Chairman's Annual Report to Council

for the year ending 31 March 2018



Introduction by the Chairman of the Corporate Governance Committee

This is the eighth annual report on the work of the Corporate Governance Committee but my first as Chairman of the Committee.

The Committee has 12 Members. Following the May 2018 Council elections nine new Members, including myself, were appointed. I am aware of the good work that the previous Chairman and Committee made in improving the Council's governance arrangements. They will be a hard act to follow.

I'd like to thank all the Members who served on the Committee during the 2017/18 municipal year and for the contributions they made to challenging and improving governance arrangements. I also want to thank those Officers who have supported the Committee.

This report summarises both the Committee's activities undertaken during 2017/18 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 Districts resident's 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.

Looking forward the Council has numerous challenges to face. The most significant of these are reflected in the 2017/18 annual governance statement (and summarised in this report). Whilst recognising the role of the Overview and Scrutiny Panels, I want the Committee to maintain awareness of the progress that is being made against each of the issues identified.

With the delivery of Council Anywhere and remote working being a key element of the Council's transformation strategy, I'd also like the Committee to review the controls in place that will help rebut a cyber-security attack. The Committee also need to understand why the replacement financial management system was not delivered on time and what lessons can be learnt for the future. It's also important that there continues to be an increase in the percentage of internal audit actions introduced on time. Finally, whilst I'm aware that the Committee has in the past received reports on business continuity plans, the fire at Eastfield House last year caused disruption to document centre operations. With both the document centre and CCTV (also based at Eastfield House) being at the forefront of the commercialisation agenda, I'd like the Committee to understand what business continuity plans are in place once these two service areas start working private sector partners. This list is my starter for ten. No doubt it will grow.

Councillor M. McGuire
Chairman, Corporate Governance Committee

June 2018

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 in Appendix A.

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 training

Committee Members need sufficient skills and knowledge to be able to fully understand the wide range of governance issues that fall within their remit. Following completion of self-assessment skills and knowledge forms, the Committee recognised that it needed to expand its knowledge across a number of areas. A training day was held in September 2017 at which external 'experts' were invited to speak to the Committee on the following areas:

- Governance – including the Code of Corporate Governance and requirements of the annual governance statement
- Internal and external audit
- Values of good governance – including the seven (Nolan) principles of public life.

Eight members of the Committee attended the training along with representatives (both Members and Officers) from nine other authorities. Feedback was very positive and once the 2018 self-assessment forms have been completed and analysed the Committee will decide whether it wishes to organise a similar event again.

Matters considered

The table below groups into six categories the issues considered by the Committee during 2017/18. A brief summary of the issues considered within each of the categories is included on the following pages.

	2017				2018	
	May	July	Sept	Nov	Jan	Mar
1 Constitution						
Review thresholds in the Disposals & Acquisition Policy: Land and Property		■				
Recommend to Council:						
Policy for disposal of Small Land Parcels				■		
Changes to Codes of Financial Management & Procurement					■	
Lead and Deputy Independent Persons appointments					■	
2 Governance issues						
Approve 2016/17 annual governance statement (AGS)		■	■			
Update on 2016/17 AGS significant issues					■	
Consider 2017/18 AGS significant issues						■
Governance Board effectiveness reviews		■				
Annual reports: Complaints			■			
: Freedom of Information					■	
3 External Audit & Financial reporting						
Consider 2016/17 audit results			■	■		
Approve accounting policies						■
Approve 2016/17 annual financial report			■			
Review 2016/17 grant certifications						■
Review 2017/18 audit plan						■
4 Internal Audit						
Approve Internal Audit Charter	■					■
Annual report 2016/17	■					
Implementation of agreed actions	■				■	
Review 2017/18 interim progress report					■	
Approve 2018/19 audit plan						■
5 Standards						
Member code of conduct / register of pecuniary interests / complaints		■	■	■	■	■
Committee annual report		■				
Committee training		■				

	2017				2018	
	May	July	Sept	Nov	Jan	Mar
6 Fraud						
Fraud Investigation Activity 2016/17	■					
Approved whistleblowing policy & noted concerns received	■					
Risk Based Verification policy		■				
Approve anti-fraud & corruption strategy						■

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.

Over the past few years the Council has received numerous demands from the public for the sale of small parcels of land. The Council had no policy in place to deal with these proposals and was relying on a procedure that was open to interpretation. Committee recommended to the Council that it approve a Disposal of Small Land Parcels policy. The policy was approved by Council in December 2017.

The Localism Act 2011 requires the Council to appoint one or more Independent Persons to assist in promoting and maintaining high standards of conduct amongst its elected members and town and parish councillors. The terms of the current post-holders - Mrs Gillian Holmes and Mr Peter Baker - were due to end in April 2018. The Committee discussed the Independent Persons' role, qualifications and remuneration. On the basis that the current Independent Persons had made valuable contributions by providing impartial advice and had excellent working relationships with both the Monitoring Officer and the Deputy Monitoring Officer, it was agreed that the Council be recommended to re-appoint them both for a two-year period ending 30th April 2020. The Council approved the appointments in February 2018.

The annual review of the Codes of Financial Management and Procurement was undertaken, with subsequent changes approved by Council in February 2018.

Governance of the Council

Approving the Annual Governance Statement on behalf of the Council.

At the September 2017 meeting, the Committee approved the 2016/17 [Annual Governance Statement](#) (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 for this.

Four significant governance issues included in the 2016//17 AGS:

Continued development of effective governance and reporting arrangements for shared services.¹

Introduce the replacement financial management system so that it is operational and available to use from December 2017.

Ensure better outcomes are delivered to customers by improving that way in which complaints are recorded, investigated and outcomes reported back to the complainant.

Introduce robust safeguarding procedures.

Shared Services

This item had been included in the AGS for the previous two years. 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.

New financial management system

The 3C Council's jointly purchased a financial management system (FMS) in June 2016 with the intention of modernising the way each Council undertakes its budgeting, financial forecasting, income collection, procurement and payment of suppliers.

The FMS was to have been introduced in April 2017 but has been delayed a number of times. At the time of approving this annual report, Committee were informed that the FMS would 'go-live' in July 2018.

Complaints handling

An internal audit review of customer feedback procedures was undertaken during Qtr. 3, 2016/17. It concluded that overly bureaucratic and time consuming systems were in place to handle customer complaints, and a 'limited' assurance opinion was given.

The Committee was informed in January 2018 that the action plan contained within the AGS – that referred to a review of the complaints policies and procedure and relaunch of the complaints process - would not be achieved by 31 January 2018. An update on progress is due to be provided to the Committee before the approval of the 2017/18 AGS and a decision taken at that time as to whether or not this issue will be carried forward into the 2017/18 AGS.

Safeguarding procedures

An internal audit review of safeguarding procedures was undertaken during Qtr. 4, 2016/17. It concluded that the safeguarding procedures being followed were not as effective as they could be – there was an ad-hoc approach across Services to the assessment of safeguarding risks, piecemeal training and a lack of evidence that consistent checks on employees suitability for employment are carried out.

In consider all of the four matters above, the Committee are of the view that it is important that the planned dates for completion of the necessary actions were achieved. The Committee has requested further updates against each of the items ahead of their deliberations on the 2017/18 governance review.

¹ Huntingdonshire, Cambridge City Council and South Cambridgeshire District Council (known collectively as the 3C's) are sharing ICT, Legal and Building Control Services.

Consideration of significant governance issues for the 2017/18 AGS.

The Managing Director attended the March 2018 Committee meeting and provided Members with a detailed explanation of the approach taken to the identification of five significant governance issues that were being put forward for inclusion in the 2017/18 AGS:

1. Housing Affordability;
2. Morbidity / growing number of years of ill health;
3. Wider economic environment;
4. Skill levels and educational attainment, and
5. Partner agency operational issues.

There was extensive debate on each of the five issues. The debate explored the desire of Members to focus on more strategic challenges, versus looking only at those risks over which the Council has direct control. Members ultimately supported the proposed approach on the grounds that a more strategic alignment to the Council's Corporate Plan and medium term financial strategy should be adopted.

The Committee agreed that the five issues should be included in the 2017/18 AGS and wished to be kept informed on how they would be taken forward. The Manager Director informed Members that work had already commenced on them and that this work fitted with the Council's structural emphasis on LEAN and transformation.

External Audit matters

Approving the 2016/17 annual financial report.

The 2016/17 financial report was externally audited and approved prior to the statutory deadline of 30 September 2017. The external auditors issued both an unqualified value for money and financial statement opinion.

Housing Benefit grant certification

The Council received £34.3m of Housing Benefit grant during 2016/17 and the external auditors review the grant certification process on behalf of the Dept. of Work and Pensions. The Committee were pleased to note that administration of Housing Benefit claims continues to be well managed and that the audit only identified a number of minor errors (£424.97) which were not material in the context of the overall grant.

Internal audit

Adequate assurance opinion.

The Committee noted that the adequate assurance opinion was unchanged from 2016/17.

The annual opinion of the Internal Audit & Risk Manager as at 31 March 2018 was that the Council's internal control environment and systems of

There have been two substantial assurance, 16 adequate assurance and 10 limited assurance internal audit reports issued in 2017/18. As a consequence of subsequent action taken by Managers or wider risk

internal control provide adequate assurance over key business processes and financial systems.

mitigation considerations there were no areas of concern within these reviews that the Internal Audit & Risk Manager felt needed to be brought to the attention of the Committee.

Improving performance through the introduction of a new process for monitoring internal audit actions introduced on time.

Last year's annual report set out the Committees concerns with the continued failure to achieve the performance targets set for the introduction on time of internal audit actions. The Chairman met with the Managing Director and the Deputy Executive Leader to express the Committees concerns.

In May 2017, the Head of Resources outlined a new process for agreeing valid extension of time requests from Managers. The process had been agreed by the Managing Director and be overseen by the Head of Resources. The Committee are pleased to be able to report that this new process has had a positive effect and that the percentage of internal audit actions introduced on time is steadily increasing. Up from 50% at May 2017 to 79% at March 2018. The Committee intend to continue to monitor the position and include it in their annual work plan.

Approving the internal audit work plan and Internal Audit Charter.

The Committee approved the 2017/18 internal audit plan, consisting of 30 reviews, in March 2017. A member of the internal audit team was seconded to the Transformation Programme for one year during February 2017. To reduce the impact of this move, 140 general audit days were purchased from the Council's current IT internal audit service provider.

The Committee was informed that the seconded auditor resigned in November 2017 and that the post had been identified as a potential saving for 2018/19. Members were concerned that the reduction in resources decreased the level of resource able to probe governance issues and also threatened to lead to a loss of audit independence. The Committee decided to express to the Managing Director and Executive Leader their views. However the decision was endorsed by Council in February 2018 and it was agreed to delete the auditor post.

In March 2018, the Committee approved changes to the Internal Audit Charter. Changes were necessary following the April 2017 revisions to the Public Sector Internal Audit Standards – which adopted the mandatory elements of the global Institute of Internal Auditors International Professional Practice Framework.

Standards

Ensuring good standards are maintained throughout the District.

The Committee has received five reports during the year on various standards matters:

- The adoption of Codes of Conduct by Town and Parish Councils
- The receipt and publication of register of interests forms on behalf of District, Town and Parish Councillors
- Updates on complaint cases regarding alleged breaches of the Code of Conduct by Members within the Council and Town and Parish Councils.

When discussing the reports Members requested that feedback could be provided to Town and Parish Council's together with suggestion for possible future training areas.

Countering fraud

Corporate Fraud Teams (CFT) 2016/17 annual report

The Committee remain strong supporters of the CFT and were pleased to see that they had identified over £83k in Council Tax related fraud and undertaken 8 prosecutions. The benefits of working together with social housing partners was highlighted, with 8 social housing properties recovered (with a notional value of £144k) that had been illegally sub-let.

Approving the anti-fraud and corruption strategy

In March 2018 the Committee approved a revised anti-fraud and corruption strategy for the period 2018-2021. Changes to the strategy have been made to reflect the requirements of the Local Government Counter Fraud and Corruption Strategy 2016/17 and the June 2017 briefing from the Internal Audit Standards Advisory Board on the Internal Audit role in counter fraud.

One of the changes introduced was the inclusion for the first time of the seven (Nolan) principles of public life. These are currently included in the employees code of conduct but with the Employment Committee adopting a new set of values for the Council – icare (inspirational, collaborative, accountable, respectful, enterprising) and in anticipation that the employees code of conduct would be reviewed at some point during 2018-2021 to reflect the icare values and remove the principles of public life, the Committee wished to see a link to the Nolan principles being maintained.

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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:

- Reviewing the outcomes of complaints made to the Local Government Ombudsman and internal complaints that could not be dealt with informally.
- 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.
- Considering whistleblowing allegations received and changes to the whistleblowing policy and procedure.

Committee membership & attendance

		2017				2018	
		May	July	Sept	Nov	Jan	Mar
Chairman	Cllr M Francis	■	■	■	■	■	■
Vice-Chairman	Cllr J M Palmer	■	■	■	■	■	■
	Cllr E R Butler	--	--	■	--	--	--
	Cllr Mrs S Conboy	■	■	■	--	■	■
	Cllr D B Dew	--	■	--	--	--	--
	Cllr Mrs L A Duffy	■	■	--	■	--	--
	Cllr D Giles	■	--	--	■	■	--
	Cllr T Hayward	■	■	■	■	■	--
	Cllr P Kadewere	■	■	■	■	■	--
	Cllr Mrs R E Matthews	■	■	■	■	--	■
	Cllr D M Tysoe	■	--	■	■	--	■
	Cllr R J West	■	■	■	--	■	■
Key:		■ attended -- absent					

The following appointments were made to the Committee by the Council.

17 May 2017 Councillors E R Butler, Mrs S J Conboy, D B Dew, Mrs L A Duffy, M F Francis, D Giles, T Hayward, P Kadewere, Mrs R E Matthews, J M Palmer, D M Tysoe, and R J West.

**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:

Constitution	Considering proposals to change the Council's Constitutional arrangements and making appropriate recommendations to the Council.
Governance	<p>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.</p> <p>Ensuring there are effective arrangements for the management of risk across the Council.</p> <p>To consider the arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.</p> <p>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.</p>
Internal and External Audit	<p>Fulfilling the Board responsibilities of the Public Sector Internal Audit Standards and ensuring effective internal audit is undertaken in accordance with those Standards.</p> <p>Receiving and considering external audit reports including the adequacy of management response to issues identified.</p>
Final Accounts	Approving the accounting policies, statement of accounts and considering any matters arising from the external audit.
Countering Fraud	<p>Reviewing and monitoring the policy and procedure and arrangements for investigating disclosures under the Public Interests Disclosure Act 1999.</p> <p>Monitoring the Anti-Fraud and Corruption Strategy and receive annual updates on countering fraud.</p>
Standards	<p>The promotion and maintenance of high standards of conduct within the Council.</p> <p>To advise the Council on the adoption or revision of its Codes of Conduct for Members.</p> <p>The promotion and maintenance of high standards of conduct within the town and parish councils within Huntingdonshire.</p> <p>To advise the Council on the adoption or revision of a Protocol for Member/Officer relations.</p>

Corporate Governance Committee
Functions : Approved by Council 29 March 2017

To advise the Council on the adoption of a Code of Conduct for Planning and monitoring operation of the Code.

Complaints

Consideration of reports by the Local Government Ombudsman including compensatory payments.

Electoral matters

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.

Standards Sub-Committee

To include Independent Person and Parish Council representatives.

Functions relating to standards of conduct of members under any relevant provision of, or regulations made under, the Localism Act 2011.

Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: HDC Ventures Ltd – Shareholder Representative and Reference Group

Meeting/Date: Council – 25th July 2018

Executive Portfolio: Executive Member for Digital and Customer

Report by: Managing Director

Ward(s) affected: All

Executive Summary:

The Council has established a Local Authority Trading Company, HDC Ventures. Its purpose is to enable the Council to participate in commercial trading activities. This is increasingly common amongst local authorities.

The day-to-day operation of the company is the responsibility of the Directors. The Council is the sole Shareholder and it is necessary to establish a mechanism for decisions to be taken on behalf of the Council as the Shareholder. It is, therefore, proposed to delegate this responsibility to a Shareholder Representative. It is also proposed to create a Shareholder Reference Group, who the Shareholder Representative will consult with on matters within his/her Terms of Reference. The Shareholder Reference Group will comprise four Members and be politically balanced.

The Shareholder Representative will be advised by the Managing Director, Section 151 Officer, Monitoring Officer, Corporate Director – Services, acting in their capacity as Officers of the Council, and any other advisers as required.

The Shareholder Representative will take decisions on behalf of the Council that are of a routine nature on such matters as changes to the Articles of Association and borrowing. Strategic issues relating to the overall company direction will still be a matter for full Council. Details of the Representative's role appear in the Terms of Reference attached in an Appendix hereto. The individual appointed to the role may also be appointed as a Director of the holding company; however, the vacant Director position could be filled by another individual.

Any changes required to the Constitution will be submitted to the next meeting of the Council following consideration of this matter by the Corporate Governance Committee.

Recommendations:

The Council is

RECOMMENDED

- 1. To appoint a Shareholder Representative to act on behalf of the Council as Shareholder of the Council's Local Authority Trading Company;**
- 2. To approve the Shareholder Representative's Terms of Reference appended to the report now submitted, and**
- 3. To approve the establishment of a Shareholder Reference Group comprising four Councillors to be politically balanced.**

1. PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to establish a mechanism for decisions to be taken by the Council as Shareholder of its Local Authority Trading Company, HDC Ventures Ltd.

2. WHY IS THIS REPORT NECESSARY/BACKGROUND

- 2.1 The Council needs to be able to exercise its role as Shareholder of any company it owns in a timely and expedient manner, reflecting the needs of the trading company to be responsive to its commercial environment.

3. OPTIONS CONSIDERED/ANALYSIS

- 3.1 The Council has received legal advice from its advisers, Trowers and Hamlins LLP, that this is a recommended way of fulfilling the shareholder role. In addition, it is regarded as national best practice.

- 3.2 It had been intended to establish a Shareholder Board, as per the report deferred from the full Council meeting on 26th March 2018. However, it is considered that the Shareholder Reference Group model is preferable because it will mean other political groups will have input into the exercise of the Shareholder role.

- 3.3 The Shareholder Reference Group will have direct input into the decision-making process. Specifically, it will:

- understand and advise on the significant issues relating to the operation and development of the Company;
- make recommendations to the Shareholder Representative on his/her responsibilities, which are contained in the Terms of Reference, and
- support effective communication about the Company

- 3.4 HDCVL originally had two Member Directors and two Officer Directors. Following the election in May the company has had only one Member Director and a replacement has not yet been identified. The Shareholder Representative could be appointed to the Director position, but equally the Director could be another individual.

4. LINK TO THE CORPORATE PLAN, STRATEGIC PRIORITIES AND / OR CORPORATE OBJECTIVES

Implementing our Transformation Programme.

Commercialisation will be an important part of the way HDC functions in the future. The creation of de facto trading entities is one of the key elements of the transformation plan.

Identifying new opportunities for income generation, where appropriate.

This will be achieved via the development of a 'commercial culture' across the Council, alongside a systematic approach to evaluating and developing commercial projects.

Having a more engaged and motivated workforce.

Commercial activities will introduce new ways of thinking and working into the Council, which will provide opportunities for professional and personal development across the organisation.

5. LEGAL IMPLICATIONS

- 5.1 The proposed action is in response to a recommendation by the Council's legal advisers, Trowers and Hamlins LLP, that the Shareholder role should not fall to any of the Council's existing Member forums. It is common for Councils that have established Local Authority Trading Companies to form a separate Shareholder decision-making mechanism and, indeed, it is considered to be best practice.
- 5.2 Trowers and Hamlins, together with the Council's external advisor, also have advised on the arrangements and Terms of Reference. These are standard terms and are common amongst other councils that have Local Authority Trading Companies.

6. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION

- 6.1 If changes are required to the Constitution following a decision on this matter, these will be submitted to the next meeting of the Council following a recommendation by the Corporate Governance Committee.
- 6.2 Political Group Leaders will be asked to nominate representatives to set on the Shareholder Reference Group. A programme of meetings will be established. Ad hoc meetings also may be convened as and when necessary.
- 6.3 A review will be undertaken of the necessity to amend the Constitution. Any changes will be referred to the Corporate Governance Committee and submitted to the Council for approval.

7. REASONS FOR THE RECOMMENDED DECISIONS

- 7.1 A mechanism is required for decisions to be taken on behalf of the Council as the Shareholder of its Local Authority Trading Company. Legal advice and nationally recognised best practice indicate that separate arrangements should be established to exercise the Shareholder role and the appointment of a Shareholder Representative together with a Shareholder reference Group will achieve what is required in a way that best serves the circumstances of the Council.

LIST OF APPENDICES INCLUDED

Appendix – Shareholder Representative – Arrangements and Terms of Reference

BACKGROUND PAPERS

None

CONTACT OFFICER

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SHAREHOLDER REPRESENTATIVE - ARRANGEMENTS AND TERMS OF REFERENCE

Overview

The Shareholder Representative will exercise the Council's role as shareholder in any company, limited by shares wholly or partly owned by the Council for the purposes of service provision and/or trading activities. The Representative will be appointed by the Cabinet and acts with delegated authority ensure the performance of any such company is satisfactory.

Any reference in these terms of reference to "Company" is defined as a company in which the Council holds shares.

Purpose

The Shareholder Representative will have the power to approve:

1. Any minor change in the nature of the Business or the jurisdiction in which it is managed and controlled.
2. The issue or allotment of any shares in the capital of the Company or any Subsidiary Undertaking of the Company or the creation of any security or the grant of any option or rights to subscribe in respect thereof or to convert any instrument into such shares.
3. The reduction of the share capital or variation of the rights attaching to any class of shares in the capital of the Company or any Subsidiary Undertaking of the Company or any redemption, purchase or other acquisition by the Company of any shares or other securities of the Company or any Subsidiary Undertaking of the Company; the sale, transfer or disposal of the whole or a substantial part of the Business, or any dilution of the Company's interest in any Subsidiary Undertaking.
4. The formation of any Subsidiary Undertaking or the acquisition of or investment in any other company or business.
5. The approval and/or adoption of any Business Plan or annual budget or any variation of the Business Plan; or annual budget from time to time.
6. The entering into any purchase, sale, lease or licence of any freehold or leasehold property (other than in accordance with the Business Plan).
7. The disposal of any assets of the Company or any Subsidiary Undertaking.
8. Any changes to the Articles of the Company or any Subsidiary Undertaking of the Company.
9. Entering into any arrangement, contract or transaction between the Company or any Subsidiary Undertaking of the Company and any third party which has an annual contract value in excess of £150,000 (or the equivalent amount in any other currency).
10. Any change of the Company's name, auditors, bankers, accounting reference date; entering into an agreement to do any of the foregoing.
11. The appointment and removal of Company Directors.
12. The exercise of any reserved powers in the Articles of a Company.
13. The distribution of any surplus or the issue of any dividends from a Company.
14. Any recommendation from Company Directors to cease trading.
15. Reports to the Council annually on trading activity.
16. Reviews of the risks associated with trading activities.

The Shareholder Representative will not have operational control over Companies. All decisions regarding the day to day operation of each Company, its business development and commercial opportunities, staff terms and conditions and the development and implementation of its internal procedures, rest with the Directors of each Company.

Operation

The Cabinet has delegated to the Shareholder Representative the authority to take decisions in respect of the Council's shareholding in any Company. The Shareholder Representative will exercise the powers defined in the previous section.

The Shareholder Representative, in fulfilling the role, will have regard to the views of the Shareholder Reference Group.

The Managing Director, Section 151 Officer, Monitoring Officer and Corporate Director - Services, acting in their capacity as Officers of the Council, will be advisors to the Shareholder Representative to provide open and strong technical advice. Additional advisors may be invited to attend the Board as required.

Any decisions made by the Shareholder Representative must be notified to the Company's directors and the Shareholder Reference Group as soon as reasonably practicable following such decision being taken.

In cases of urgency, a decision may be made by the Shareholder Representative after consultation with the Managing Director. Any urgent decisions made by the Shareholder Representative must also be notified to the Shareholder Reference Group as soon as reasonably practicable following such decision being taken.

The Shareholder Representative will review the Terms of Reference annually.

Relationship to Overview and Scrutiny Committee

The Council's relevant Overview and Scrutiny Committee will retain its scrutiny function in relation to the Shareholder Representative. Overview and Scrutiny will be able to call the Representative to account for progress in relation to any Company for which the Council is a shareholder and any returns it is making.

Scope

In respect of Teckal-compliant companies The Shareholder Representative will:

1. Monitor Teckal compliance at least annually.
2. Ensure the Business Plan of a Teckal compliant Company is aligned to the corporate objectives of the Council.

In respect of non Teckal-compliant wholly Council-owned companies The Shareholder Representative will also:

1. Seek to optimise returns on investment from trading activities.
2. Ensure trading activities are conducted in accordance with the values of the Council.

In respect of any shareholding and/or joint ventures The Shareholder Representative will:

1. Evaluate the return and benefits of the shareholding against the values of the Council.
2. Where appropriate, exercise influence over the company and /or joint ventures in accordance with the values of the Council.

Operation of the Shareholder Reference Group

1. The Shareholder Reference Group will comprise four Members and will be politically balanced.
2. The Shareholder Reference Group will meet with the Shareholder Representative quarterly, or as required.
3. No substitutes will be permitted.
4. All information received by Members arising from participation in the Shareholder Reference Group shall be deemed confidential.
5. Anthony Roberts will act as Secretary to the Shareholder Reference Group.

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Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Use of Special Urgency Provisions 2017/2018
Meeting/Date: Council – 25 July 2018
Executive Portfolio: Executive Leader
Report by: Executive Leader
Ward(s) affected: All

Executive Summary:

It is a requirement within the Council's Constitution that executive decisions taken as a matter of special urgency be reported annually to the Council by the Executive Leader.

Since the Council last received the annual report there have been three key decisions taken using the special urgency provisions, which are detailed in Appendix 1 of the submitted report.

Recommendation:

The Council is invited to comment and note the information report.

1. PURPOSE OF THE REPORT

- 1.1 To notify the Council of any key decisions taken throughout the year not included in the Notice of Executive Decisions.

2. WHY IS THIS REPORT NECESSARY/BACKGROUND

- 2.1 The definition of a key decision is contained within the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 and is a decision which is likely:

- i. to result in the authority incurring expenditure which is, or the making of savings which are, significant having regard to the authority's budget for the service or function to which the decision relates; or
- ii. to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the authority.

- 2.2 In determining the meaning of 'significant' the authority must have regard to any guidance issued by the Secretary of State and a 'significant' decision is included within the Council's Constitution as any decision which would, if implemented, fall in any of the following categories:

- it is not in accordance with a policy, plan or strategy which forms part of the policy framework approved by the Council;
- it may result in the adoption of any additional policy, plan or strategy by the Council;
- it is not in accordance with the budget approved by the Council;
- it may increase financial commitments in future years above existing budgetary approvals;
- it will result in any of the following:
 - the appointment of additional permanent staff for which there is no budget provision;
 - the acquisition or disposal of land or property with a value in excess of £2,000,000;
 - any budgetary virement in excess of the limits set out in the Code of Financial Management in Part 4 of the Council's Constitution;
 - any statutory order or scheme if it requires, either directly or as a result of objections, the approval of a Minister of the Crown;
 - the initiation of local legislation or byelaws;
 - it is likely to be of significance in the opinion of the decision taker .
- Any decision to incur expenditure or savings or realignment of expenditure in excess of £200,000 shall be treated as significant.

- 2.3 Key decisions should be recorded and published in the Notice of Executive Decisions 28 clear days' before the matter is considered.
- 2.4 However, where the publication of the intention to make a key decision is impracticable, Rule 15 (General Exception) of the Council's Constitution, may apply:
- If the Head of Paid Service has given notice in writing to the Chairman of the relevant Overview and Scrutiny Panel, or if there is no such person, each member of that Panel in writing, of the matter to which the decision is to be made;
 - A Notice in the prescribed form is available for inspection by the public which provides details of the decision to be made and the reasons why compliance with providing 28 days' notice was impractical; and
 - The Notice is published on the Council's website.
- 2.5 If by virtue of the date by which a decision must be taken Rule 15 (General Exception) cannot be followed, subject to Rule 16 (Special Urgency) of the Council's Constitution, the decision may be taken:
- If the Chairman of the relevant Overview and Scrutiny Panel is in agreement that taking the decision cannot reasonably be deferred;
 - A Notice in the prescribed form is made available at the offices providing details as to the reasons why the meeting is urgent and cannot reasonably be deferred; and
 - The Notice is published on the Council's website.
- 2.6 As per the Council's Constitution any decisions taken as a matter of urgency must be reported to the next available meeting of the relevant Overview and Scrutiny Panel, together with the reasons for urgency and reported annually to the Council by the Executive Leader.
- 2.7 In addition to the Council's Constitution, under 100b (4)(b) of the Local Government Act 1972 an item of business may not be considered at a meeting unless by reason of special circumstances, which shall be specified in the minutes, the Chairman of the meeting is of the opinion that the item should be considered at the meeting as a matter of urgency.
- 2.8 By way of background information, as the decisions taken under special urgency grounds relate to the Commercial Investment Strategy, the Cabinet in 2015 approved the Disposal and Acquisition Policy which provides the framework for the purchase and sale of land and property assets; the Commercial Investment Strategy (CIS) which is the framework for investing in a wide portfolio of commercial type properties to provide a long-term revenue stream for the Council; and the CIS Business Plan, which is the blueprint for how the Council plans to meet the objectives of the CIS.

3. REASONS FOR THE RECOMMENDED DECISIONS

- 3.1 It is a requirement within the Council's Constitution that executive decisions taken as a matter of special urgency be reported annually to the Council by the Executive Leader.

4. LIST OF APPENDICES INCLUDED

- 4.1 None.

BACKGROUND PAPERS

EXEMPT REPORT Agenda Item No.8 – Commercial Investment Strategy – Approval to Purchase CIS Investment – 22 June 2017:

<http://applications.huntingdonshire.gov.uk/moderngov/ieListDocuments.aspx?CId=256&MId=7230&Ver=4>

EXEMPT REPORT Agenda Item No.6 - Commercial Investment Strategy - Asset – Cabinet Meeting – 31 August 2017:

<http://applications.huntingdonshire.gov.uk/moderngov/ieListDocuments.aspx?CId=256&MId=7357&Ver=4>

EXEMPT REPORT Agenda Item No.6 - Commercial Investment Strategy Asset – Cabinet Meeting – 19 April 2018:

<http://applications.huntingdonshire.gov.uk/moderngov/ieListDocuments.aspx?CId=256&MId=7239&Ver=4>

CONTACT OFFICER

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Executive Decisions Taken Under Special Urgency Provision – Annual Report

Date of Decision	Decision Maker	Agenda Item	Decision Made	Reason for urgency
22 June 2017	Cabinet	Commercial Investment Strategy Asset – Approval to Purchase CIS Investment: Alpha Park, St Neots, Cambridgeshire, PE19 8JJ	Cabinet approved the purchase of a distribution facility, currently occupied by Cath Kidston and Hotel Chocolat, at Alpha Park, St Neots, Cambridgeshire, PE19 8JJ. NB. Subsequently the acquisition of these premises was unsuccessful.	<ul style="list-style-type: none"> The Council will only have limited time, if successful following the second bid round, to agree the acquisition. The vendor will require an urgent conclusion to the deal.
31 August 2017	Cabinet	Commercial Investment Strategy – Approval to Purchase CIS Investment: 1400 & 1500 Parkway, Solent Business Park, Fareham PO15 7AF	Cabinet approved the purchase of two office buildings (1400 & 1500) on a single site, currently both occupied by Matchtech Group (UK) Ltd at Parkway, Solent Business Park, Fareham, PO15 7AF	If the Council wished to progress with the purchase, because of the timescales the Vendor had set out, the report had to be urgently considered by the Cabinet.
19 April 2018	Cabinet	Commercial Investment Strategy – Approval to Purchase CIS Investment: St Neots	Cabinet approved the purchase of a premises in St Neots. The details of which are currently commercially sensitive and are unable to be disclosed.	<ul style="list-style-type: none"> Developments on the matter had recently emerged which required an imminent Cabinet decision. If the Council wished to progress with the purchase, because of the timescales the Vendor had set out, the report had to be urgently considered by the Cabinet. An imminent decision was required as any delay would be detrimental to the item of business

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

MAY 2018

DATE MEETING AND BUSINESS CONSIDERED

23 CABINET

- ❖ Appointment of Executive Councillors
- ❖ Appointments to Groups
- ❖ Constituent Council Consent for Business Rates Supplement Order and Devolution of Adult Education Powers for the Cambridgeshire and Peterborough Combined Authority

29 DEVELOPMENT MANAGEMENT COMMITTEE

- ❖ 3 Other Applications
- ❖ 1 Section 106 Agreement
- ❖ 9 Applications requiring Reference to Development Management Committee
- ❖ 1 Policy Matter
- ❖ Appeal Decisions

JUNE 2018

6 OVERVIEW AND SCRUTINY (CUSTOMERS AND PARTNERSHIPS)

- ❖ Huntingdonshire Community Safety Partnership Annual Review 2017/18
- ❖ Forward Work Programme – Agreeing the Agenda

13 CORPORATE GOVERNANCE COMMITTEE

- ❖ Update on Code of Conduct and Register of Disclosable Pecuniary Interests
- ❖ Code of Conduct Complaints - Update
- ❖ Annual Review of Benefits Risk Based Verification Policy (Exempt)
- ❖ Review of Fraud Investigation Activity
- ❖ Review of Regulation of Investigation Powers Act (RIPA) Policy
- ❖ Local Code of Corporate Governance
- ❖ Whistleblowing Policy, Guidance and Concerns Received
- ❖ Internal Audit Service: Annual Report 2017/18
- ❖ Annual Report of the Committee

14 OVERVIEW AND SCRUTINY (PERFORMANCE AND GROWTH)

- ❖ Authorisation of Modifications to the Huntingdonshire Local Plan to 2036
- ❖ Integrated Performance Report 2017/18 – Quarter 4
- ❖ Treasury Management Annual Report 2017-18
- ❖ Forward Work Programme – Agreeing the Agenda

18 DEVELOPMENT MANAGEMENT COMMITTEE

- ❖ 1 Other Application
- ❖ 1 Deferred Item
- ❖ 2 Section 106 Agreements
- ❖ 6 Applications requiring Reference to Development Management Committee
- ❖ Appeal Decisions

20 LICENSING AND PROTECTION COMMITTEE

- ❖ Service Plan got Food Law Enforcement 2018-19
- ❖ Service Plan for Health and Safety Regulation 2018-19
- ❖ Update on Consultation on Draft Hackney Carriage and Private Hire Licensing Policy
- ❖ The Environmental Offences (Fixed Penalties) (England) Regulations 2017
- ❖ The Littering from Vehicles outside London (Keepers: Civil Penalties) Regulations 2018
- ❖ Representation on External Organisations
- ❖ Licensing and Protection Sub Committee
- ❖ Suspension and Revocation of Private Hire and Hackney Carriage Vehicle and Drivers Licences under Delegated Powers.

20 LICENSING AND PROTECTION COMMITTEE

- ❖ Gambling Act 2005: Statement of Principles Review

21 CABINET

- ❖ Replacement of Executive Councillor
- ❖ Authorisation of Modifications to the Huntingdonshire Local Plan to 2036
- ❖ Integrated Performance Report 2017/18 – Quarter 4
- ❖ Treasury Management Annual Report 2017/18
- ❖ Assistant Cabinet Members
- ❖ Huntingdonshire District Council Ventures Ltd – Shareholder Representatives and Reference Group
- ❖ Representation of Organisations

27 COUNCIL

- ❖ Authorisation of Modifications to the Huntingdonshire Local Plan to 2036
- ❖ Replacement Cabinet Member
- ❖ Variations to Membership of Committees and Panels

27 EMPLOYMENT COMMITTEE

- ❖ Workforce Information Report (Quarter 4)
- ❖ Employee Survey 2017 Action Plan Progress Report
- ❖ Disclosure and Barring Service Checks
- ❖ Staff Council

JULY 2018

5 OVERVIEW AND SCRUTINY (PERFORMANCE AND GROWTH)

- ❖ Shared Services' 2017/18 Annual Report
- ❖ The Avenue, Godmanchester (Exempt)

12 OVERVIEW AND SCRUTINY (CUSTOMERS AND PARTNERSHIPS)

- ❖ Great Fen Project - Discussion
- ❖ One Leisure Active Lifestyles Annual Report 2017/18
- ❖ Tree Strategy Working Group Update

16 DEVELOPMENT MANAGEMENT COMMITTEE

- ❖ 2 Other Applications
- ❖ 1 Deferred Item
- ❖ 6 Applications Requiring Reference to Development Management Committee
- ❖ Appeal Decisions

19 CABINET

- ❖ Shared Services' 2017/18 Annual Report
- ❖ The Avenue, Godmanchester (Exempt)

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