

A meeting of **HUNTINGDONSHIRE DISTRICT COUNCIL** will be held in the **CIVIC SUITE, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **WEDNESDAY, 24 JULY 2019** 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 Pastors Simeon and Joyce of the International Prayer Palace Church will open the meeting with prayer.	
APOLOGIES	
1. MINUTES (Pages 7 - 18)	2 Minutes.
To approve as a correct record the Minutes of the meeting of the Council and the Extraordinary Meeting of the Council held on 15th May 2019.	
2. MEMBERS INTERESTS'	
To receive from Members declarations as to disclosable pecuniary or non statutory disclosable interests in relation to any Agenda item. See Notes below.	
3. CHAIRMAN'S ENGAGEMENTS AND ANNOUNCEMENTS (Pages 19 - 20)	5 Minutes.
To note the Chairman's engagements since the last Council meeting.	
4. PETITION	25 Minutes.
Ms M Edwards will present a petition on behalf of 836 signatories regarding the closure of St Neots Customer Services Centre. The Petition statement is as follows:	
"Keep St Neots Customer Service Centre open.	
Many residents of St Neots will have no easy access to local benefits, council tax and housing queries.	
Without a local District Council Office anyone who has no transport, has mobility difficulties, no access to the internet or simply can't afford the bus fare to Huntingdon will be unable to contact the District Council in a timely and convenient manner.	
Huntingdon District Council have in the past said they will keep the office open. Now they have reneged on their decision.	
Please sign to let them know how important this facility is to the town."	

***[Presentation of Petition – 5 Minutes
Questions to Petitioner – 5 Minutes
Ensuing Debate – No longer than 15 Minutes].***

5. **MOTION ON NOTICE** **5 Minutes.**
- Councillor T D Sanderson to move –
- “This Council expresses its concern at the lack of foresight in projecting a £190,000 profit for One Leisure for the 2018/19 financial year which instead has seen a loss of £279,000 a variance of £469,000 or 176.7%. This Council calls for more realistic projections for the duration of the Medium Term Financial Strategy approved by Council in February.”
- [No speech may exceed 5 minutes in length without the consent of the Chairman***
- A Member may only speak once except in the circumstances outlined in Section 11.6 of the Council’s Procedure Rules.]***
6. **STATE OF THE DISTRICT 2019 (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.
- [In the ensuing debate, a Member may speak once and no speech may exceed 5 minutes in length without the consent of the Chairman.]***
7. **CORPORATE PLAN - REFRESH 2019/20** (Pages 21 - 28) **15 Minutes.**
- The Executive Leader, Councillor G J Bull to present for approval the revised key actions and performance indicators for inclusion in the Corporate Plan for 2019/20.
- (A verbal update on the deliberations of the Cabinet at their meeting on 18th July 2019 will be provided at the meeting).*
8. **THE ROLE OF THE THIRD SECTOR** **20 Minutes**
- Ms Julie Farrow, Chief Executive of Hunts Forum to present on the Role of the Third Sector.
- [Presentation 10 Minutes
Questions 10 Minutes.]***
9. **QUESTIONS TO MEMBERS OF THE CABINET** **10 Minutes.**
- Questions to Members of the Cabinet.

10. REVIEW OF THE CODE OF PROCUREMENT (Pages 29 - 50) 5 Minutes.

The Chairman of the Corporate Governance Committee, Councillor L W McGuire to present a report on the outcome of the annual review of the District Council's Code of Procurement.

(At their meeting on 27th March 2019, the Corporate Governance Committee recommended that that the proposed amendments be approved).

11. ANNUAL REPORT OF THE CORPORATE GOVERNANCE COMMITTEE 2018/19 (Pages 51 - 64) 5 Minutes.

Councillor L W McGuire to present the Annual Report of the Corporate Governance Committee for 2018/19.

(The report was approved for submission to the Council by the Corporate Governance Committee at their meeting on 12th June 2019).

12. CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY - UPDATE (Pages 65 - 108) 20 Minutes.

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

Councillors D B Dew and Mrs S J Conboy to provide an update on the Cambridgeshire and Peterborough Combined Authority Overview and Scrutiny Committee.

Councillor L W McGuire to provide an update on the Cambridgeshire and Peterborough Combined Authority Audit and Governance Committee.

Decision summaries for recent meetings of the Cambridgeshire and Peterborough Combined Authority Overview and Scrutiny Committee, Audit and Governance Committee and Board are attached to the Agenda for information. Details of meetings held earlier this week will be provided verbally.

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.

13. OUTCOMES FROM COMMITTEES AND PANELS (Pages 109 - 110) 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.

14. USE OF SPECIAL URGENCY PROVISIONS 2018/19 (Pages 111 - 116) **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.

15. 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 16th day of July 2019



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.

Please contact Mrs Lisa Jablonska, Elections and Democratic Services Manager, Tel No. 01480 388004/e-mail Lisa.Jablonska@huntingdonshire.gov.uk if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Committee/Panel.

Specific enquiries with regard to items on the Agenda should be directed towards the Contact Officer.

Members of the public are welcome to attend this meeting as observers except during consideration of confidential or exempt items of business.

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.

Si vous voulez une traduction de ce document, veuillez nous contacter au 01480 388388 et nous ferons de notre mieux pour satisfaire à vos besoins.

Jeigu norite gauti šio dokumento išverstą kopiją arba atspausdintą stambiu šriftu, prašau kreiptis į mus telefonu 01480 388388 ir mes pasistengsime jums padėti.

Jeśli chcieliby Państwo otrzymać tłumaczenie tego dokumentu, wersję dużym drukiem lub wersję audio, prosimy skontaktować się z nami pod numerem 01480 388388, a my postaramy się uwzględnić Państwa potrzeby.

Se quiser uma tradução desse documento, por favor, contate o número 01480 388388 e tentaremos acomodar as suas necessidades.

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, 15 May 2019.

PRESENT: Councillor R J West – Chairman.

Councillors J D Ablewhite, T D Alban,
B S Banks, 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, 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, M J Humphrey, Dr N Johnson,
P Kadewere, D N Keane, C J Maslen,
H V Masson, L W McGuire, D J Mead,
J P Morris, J Neish, J M Palmer, K I Prentice,
T D Sanderson, Mrs P E Shrapnel,
Mrs S Smith, Mrs J Tavener, D Terry,
R G Tuplin, D M Tysoe, D R Underwood and
S Wakeford.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors R E Bellamy, L A Besley, K P Gulson, Mrs P A Jordan and D J Wells.

1. PRAYER

The Archdeacon of Huntingdon and Wisbech, Hugh McCurdy opened the meeting with Prayer.

2. ELECTION OF CHAIRMAN

It was proposed by Councillor G J Bull, seconded by Councillor R Fuller and

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 the Managing Director, Elections and Democratic Services Manager, Corporate Directors, Senior Leadership Team and Member Support Assistant for their tremendous support.

Councillor R J West in the Chair.

3. MINUTES

Having been proposed by Councillor Dr N Johnson and seconded by Councillor S Wakeford that the final sentence of the seventh paragraph of Minute No. 65 of the Minutes of the last meeting be amended to read "In response, Councillor Dr Johnson confirmed that he had been interviewed following the announcement of the 2019/20 Local Government Financial Settlement and highlighted that the ITV team had also requested a spokesperson for the Council to be interviewed but that offer had not been taken up. He acknowledged that the interview may have raised some concerns and apologised that if during the interview and in his role of scrutinising the Local Government Financial settlement there had been any confusion for local residents. Chair of Council, Councillor Richard West, rebuked Councillor Johnson saying 'he was exceptionally disappointed in him' and stating 'it does you no favours , it does us no favours , it does us politicians no favours, if we start red herrings running and people feel they cannot trust us'".

Upon being put the vote the amendment by Councillor Johnson was declared to be LOST.

Having been proposed by Councillor S Wakeford and seconded by Councillor P Kadewere that the tenth paragraph of Minute No. 65 of the Minutes of the last meeting be amended to read "Councillor Tysoe responded to a question from Councillor S Wakeford on the terms and conditions of employment of staff at the Council and lack of recognition by the authority of a trade union representing staff, and resultant lack of protections for those apparently undertaking collective bargaining as referred to in the pay policy statement, and undertook provide a full response on the issue after the meeting".

Upon being put the vote the amendment by Councillor Wakeford was declared to be LOST.

Having been proposed by Councillor B S Chapman and seconded by Councillor D A Giles that the word "refuted" be replaced with "disagreed with" in the penultimate line of the eleventh paragraph of Minute No. 65 of the Minutes of the last meeting and upon being put to the vote the amendment was declared to be LOST.

The Minutes of the meeting of the Council held on the 27th February 2019 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 G J Bull, seconded by Councillor R Fuller and

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.

6. APPOINTMENT OF CABINET AND CABINET ASSISTANTS

The Executive Leader, Councillor G J Bull, announced that he had appointed Councillors Ms M L Beuttell, R Fuller, J A Gray, J M Palmer and D M Tysoe 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 2019/20 Municipal Year:-

Councillor Ms M L Beuttell	Operations and Regulation
Councillor R Fuller	Housing, Planning and Economic Development
Councillor J A Gray	Strategic Resources
Councillor J M Palmer	Partnerships and Well-being
Councillor D M Tysoe	Digital and Customers

Councillor Bull further confirmed the appointments of Councillors D N Keane and J Neish as Cabinet Assistants.

7. REPRESENTATION OF POLITICAL GROUPS ON DISTRICT COUNCIL COMMITTEES AND PANELS 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.

8. OVERVIEW AND SCRUTINY PANELS

RESOLVED

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

<i>Overview and Scrutiny Panel (Customers and Partnerships)</i>	<i>Overview and Scrutiny Panel (Performance and Growth)</i>
T D Alban	B S Chapman
B S Banks	J C Cooper-Marsh
R E Bellamy	S Corney

S Bywater	J W Davies
S J Criswell	D B Dew
Ms A Diaz	Ms A Dickinson
Ms A Dickinson	P L R Gaskin
D A Giles	M Grice
K I Prentice	J M Morris
Ms S Smith	S Wakeford
Ms J Tavener	D J Wells
D R Underwood	J White

9. 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 S M Burton, E R Butler, P L R Gaskin, D A Giles, P Kadewere, D N Keane, H Masson, L W McGuire, J P Morris, D R Underwood, D J Wells and J White.

Development Management Committee (16)

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

Employment Committee (8)

Councillors Ms A Dickinson, Mrs P A Jordan, D N Keane, T D Sanderson, Mrs 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 J Criswell, Ms A Diaz, Ms A Dickinson, Mrs S A Giles, Mrs P A Jordan, L W McGuire, D J Mead, Ms P E Shrapnel, R J West and the Executive Councillor Member with appropriate portfolio responsibilities in an ex officio capacity.

Licensing Committee (12)

Councillors B S Banks, J Clarke, S J Criswell, Ms A Diaz, Ms A Dickinson, Mrs S A Giles, Mrs P A Jordan, L W McGuire, D J Mead, Ms P E Shrapnel, R J West 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 Elections and Democratic Services 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 A Giles, P Kadewere, H Masson, D J Mead, Ms S Smith and R G Tuplin.

10. HUNTINGDONSHIRE DISTRICT COUNCIL VENTURES LTD - SHAREHOLDER REPRESENTATIVES AND REFERENCE GROUP

RESOLVED

- (a) that Councillor J A Gray be appointed as a Shareholder Representative to act on behalf of the Council as Shareholder of the Council's Local Authority Trading Company; and
- (b) that Councillors S J Corney, K I Prentice, T D Sanderson and D R Underwood be appointed to the HDC Ventures Shareholder Reference Group for the ensuing Municipal Year.

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

With the assistance of a report by the Elections and Democratic Services Manager (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 2019/20 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 Mrs S J Conboy be nominated to the Overview and Scrutiny Committee, with Councillors S Corney and M Grice 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.

The meeting ended at 6.40pm.

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, 15 May 2019.

PRESENT: Councillor R J West – Chairman.

Councillors J D Ablewhite, T D Alban,
B S Banks, 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, 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, M J Humphrey, Dr N Johnson,
P Kadewere, D N Keane, C J Maslen,
H V Masson, L W McGuire, D J Mead,
J P Morris, J Neish, J M Palmer, K I Prentice,
T D Sanderson, Mrs P E Shrapnel,
Mrs S Smith, Mrs J Tavener, D Terry,
R G Tuplin, D M Tysoe, D R Underwood,
S Wakeford and J E White.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors R E Bellamy, L A Besley, K P Gulson, Mrs P A Jordan and D J Wells.

12. MEMBERS' INTERESTS

Councillor D J Mead declared a non-statutory disclosable interest in Minute No. 14 by virtue of his employment, remained in the meeting and took no part in the discussion and voting on the item.

Councillor S J Criswell declared a disclosable interest in Minute No. 14 by virtue of family ownership of a site identified in the proposed Local Plan and left the meeting for the duration of the discussion and voting on the item.

13. PETITION

The Chairman invited Mr J Dewis to present a petition submitted on behalf of 158 signatories regarding the proposed closure of St Ives Squash Courts.

Mr Dewis opened his address by introducing himself as Chairman of St Ivo Squash Club and provided an outline to Members of the history of the Club with the current facility at One Leisure St Ives Outdoor Centre an active sports facility used by the Club that was unique by virtue of the availability of four identical courts with a viewing balcony. The Club was an active user of the facility and together with school usage contributed to the overall attendance at the facility. He further explained that many other centres had a smaller number of attendees

in comparison.

Mr Dewis outlined the Clubs' devastation and disappointment at the proposed closure of the squash courts following the receipt of an email on 22nd March 2019 informing them of the proposals to repurpose the squash courts to create a 'Training Shed' facility. Members further noted their concern that there had been no consultation with the users affected by the proposal and they had not had sight of a Business Plan to support this approach following a refusal of a Freedom of Information request.

Members were appraised with the potential funding required to improve the current squash courts and Mr Dewis also provided background to previous funding, including a grant that had contributed to the upkeep of the venue over the years. Despite the drop in usage over the last few years, Members were advised that the Club had 320 current squash users and suggested that an easy solution to improve the facility to increase participation was to replace the flooring in the venue.

Mr Dewis concluded his remarks by outlining their willingness to work with the Council and One Leisure to support the continuance of provision of such a facility that was vital to the diversity of sports, as well as being vital for the health and well-being of residents.

Councillor J M Palmer, Executive Councillor for Partnerships and Well-Being, thanked Mr Dewis for his submission and recommended that he be invited to present his proposal to the Overview and Scrutiny Panel (Customers and Partnerships) with comments forwarded onto the Cabinet for a final decision on the re-purposing of the squash courts, whereby the points raised in his submission would be given full consideration.

Councillor T D Alban, Chairman of the Overview and Scrutiny Panel (Customers and Partnerships) invited Mr Dewis to make a presentation to their Panel at their meeting on 13th June 2019.

14. ADOPTION OF HUNTINGDONSHIRE LOCAL PLAN TO 2036

(See Minute No. 12 for Members' interests).

The Council considered a report and separate Appendices by the Planning Service Manager (Growth) on the adoption of the Huntingdonshire Local Plan to 2036 (a copy of which is appended in the Minute Book), this included main modifications and the Huntingdonshire Local Plan Policies Map.

With the aid of a PowerPoint presentation (a copy of which is appended in the Minute Book) Councillor R Fuller, Executive Councillor for Housing, Planning and Economic Development, acquainted Members with the background to the preparation of a Local Plan being at the heart of the planning system. The Local Plan provided a framework for development of housing, the economy, community facilities and infrastructure up to 2036, as well as a basis for conserving and enhancing the natural and historic environment and adapting to climate change.

Members noted that an estimated 250K new homes were needed across the country every year to meet the unmet housing need, which has seen an increase as a result of increased levels of overcrowding, affordability issues, impaired labour mobility and increased levels of homelessness.

It was explained that the Huntingdonshire Local Plan to 2036 was tailored to meet the needs of the District and although aspirational, was realistic in terms of meeting the development and infrastructure needs over the life of the Plan. Members were acquainted with the differences between the existing Development Plan, encompassing a larger suite of documents with a number of policies many years old and out of date that would all be replaced by the new Local Plan to 2036.

The Council were acquainted with the process of production of the Local Plan that commenced in 2011, including the statutory consultations and engagement strategies with communities of Huntingdonshire prior to the submission of the Local Plan to the Planning Inspector. Members were reminded that all interested parties across the District had an opportunity to put forward modifications during the Examination in Public by the Planning Inspector and the Inspector's Report highlighted few issues with the Plan, as well as singling out several of the proposed policies for their strength and quality.

A comparison was made with several neighbouring authorities and the delay in the examination of their Local Plans, compared with the swift progress made at Huntingdonshire from submission to examination. With that in mind, Councillor Fuller paid tribute to his Portfolio predecessors, former Councillors N J Guyatt and R Harrison and Councillors D B Dew and G J Bull who had all assisted in shaping and guiding the Plan over the years. He also placed on record his thanks to Mr A Moffat, Ms C Kerr, Ms C Bond and their Teams and referred to their dedication in delivering such an important document that they should be proud of what they have delivered for the people of Huntingdonshire. He reported that it had been a pleasure to work with such a dedicated, knowledgeable and inspirational team of Officers in their efforts to get the Plan completed.

As the local planning authority, the District Council had been through a significant process to engage with communities and stakeholders in discussions about the future of the District and the Plan had been found sound by the Planning Inspector. It was therefore suggested that the Council should proceed quickly with adopting a Plan that had been found sound and in his concluding remarks Councillor Fuller commended the Plan to the Council and moved the recommendations which were duly seconded by the Executive Leader, Councillor G J Bull.

Councillor J Neish, Cabinet Assistant, further added to the congratulations to the Planning Team and Councillor Fuller as Executive Councillor for their work on production of a clear and agreed Local Plan. Councillor E R Butler also thanked Officers and referred to his role as Chairman of the Development Plan Policy Advisory Group over the past few years working closely with Ms C Kerr and Ms C Bond to a tight schedule that had resulted in a

fantastic achievement in the final production of the Local Plan for the residents of Huntingdonshire and as Chairman of the Development Management Committee was delighted to see the removal of the 'tilted balance' on its implementation.

Councillor B S Chapman referred to the large amount of work that had been involved in development of the Plan but remained concerned with the affordability of houses, availability of jobs and community facilities and jobs not being delivered at the same rate as houses making the houses unaffordable. He also raised the Community Infrastructure Levy allocation and suggested that it should be reviewed to reflect the changes in the plans and delivery. The Council were reminded by the Managing Director that Members were not making a judgement on the whether the Local Plan was sound or not, this was the responsibility of the Planning Inspector.

Councillor J D Ablewhite reminded Members that work had been ongoing since 2011 with ample opportunity to comment upon the Local Plan. He welcomed the Local Plan and its ability to push away speculative development to ensure that the Council provides sustainable development. He also commended the Council on its delivery of the Plan compared with experiences of other neighbouring authorities and welcomed the consideration by the Planning Inspector to remove additional sites that has confirmed that the Council has the ability to deliver on housing, sustainability and growth.

Councillor D B Dew referred to his involvement at the start of the review of the Local Plan and with many planning policies out of date, the Council had been pushed to receive unwelcome development over the years. With the removal of the 'tilted balance', the Local Plan would bring certainty for the residents of the District and a collaborative approach to development. He also reminded Members of the large amount of consultation that had been undertaken, including Parish Councils and community groups, and outlined his support for the Plan.

Having referred to the length of time taken to bring this Plan to its conclusion, Councillor Mrs S J Conboy commended the Planning Inspector on a well-run process and thanked Officers and Members for their tremendous work. She also welcomed the clarity that this would bring to decision making based on policies.

Councillor T D Sanderson thanked Councillor Fuller and Officers for their work but intimated that he would be voting against the Plan as the communities that he represented, including Alconbury Weald, had been scaled back in its vision as a freestanding new settlement and felt that the Master Plan for Alconbury Weald should be reviewed to look at alternative locations for the Enterprise Zone that may impact upon the availability of housing in that location.

Councillor P Kadewere, Leader of the Labour Group, explained that the Local Plan would not appear as it would if a Labour administration had crafted it in and reminded Members of their belief that this Council should be more ambitious and set a 50% minimum for affordable housing. He further commended the Plan on the basis of the hard work involved in the production of the Plan, rather than leaving the rules tilted in favour of developers, thereby going against

democracy would not be an option.

Councillor D A Giles referred to his length of service on the Council, together with the Vice-Chairman of the Council, had seen the Local Plans and policies evolve over many years. He welcomed the Local Plan and congratulated the staff on their efforts in its production, as well as the removal of two sites that had not been included but requested consideration be given to increasing the number of shops with dwellings above in St Neots.

In referring to his dual role as a County Councillor, Councillor S Bywater explained that the Local Plan brought certainty to assist colleagues at Cambridgeshire County Council in planning for school numbers and thanked Councillor Fuller for his determination in its completion.

Councillor Bull, echoed the sentiments of fellow Members and reiterated the conclusion as a positive outcome for the residents of Huntingdonshire. Despite his disappointment of some Members focus on site specific issues, the Local Plan provided certainty for the District and thanked Officers for a remarkable job and urged Members to support the Plan. The Chairman, Councillor R J West, confirmed his support for the Plan and commended the staff involved with production of the document.

It having been previously moved and seconded, upon being put to the vote it was further

RESOLVED

that a recorded vote be taken on this item.

Whereupon, the Council

RESOLVED

- (a) that the Inspector's Report containing the Inspector's main modifications to be the submitted Huntingdonshire Local Plan to 2036 in order for it to be found sound as detailed in Appendix 1 to the report now submitted be noted;
- (b) that the schedule of Main Modifications to the Huntingdonshire Local Plan to 2036 as detailed in Appendix 2 to the report now submitted be noted;
- (c) that the Huntingdonshire Local Plan to 2036, including main modifications and additional modifications relating to presentational improvements, factual updates, grammatical and typographical corrections as detailed in Appendix 3 to the report now submitted be adopted;
- (d) that the Huntingdonshire Local Plan Policies Map be adopted;
and
- (e) that a copy of the Final Sustainability Appraisal report, including a Sustainability Appraisal Post-Adoption Statement, be made available for inspection alongside the Local Plan.

The following Members voted for, against or abstained from the Motion -

For the Motion – Ablewhite, Alban, Beuttell, Bull, Butler, Bywater, Clarke, Conboy, Corney, Davies, Dew, Diaz, Dickinson, Fuller, Gaskin, Gray, Grice, Humphrey, Johnson, Kadewere, Keane, Maslen, Masson, McGuire, Morris, Neish, Palmer, Prentice, Shrapnel, Tavener, Tuplin, Tysoe, Underwood, Wakeford, West and White.

Against the Motion – Sanderson

Abstentions – Banks, Burton, Chapman, Cooper-Marsh, D A Giles, S A Giles, Smith and Terry.

The meeting ended at 7.47pm.

Chairman

CHAIRMAN'S ENGAGEMENTS

Date	Venue/Event
May	
Monday 27	Madingley 482 nd Bomb Group Memorial Day Service - Chairman
Wednesday 29	High Sheriff's Reception, Stamford – Vice Chairman
June	
Thursday 6	D-Day 75 th Anniversary Flag Raising and Wreath laying - Both
Sunday 9	Launch of Roundabout Buckden Walk - Chairman
Tuesday 11	icare Awards – Vice-Chairman
Sunday 16	St Ives Civic Service – Vice-Chairman
Saturday 22	St Neots Armed Forces Gala - Chairman
Friday 28	Armed Forces Day, Pathfinder House - Both
Saturday 29	St Neots Choral Society Concert – Chairman
July	
Wednesday 3	Independence Day Celebrations, RAF Alconbury - Both
Friday 12	St John's Ambulance Event, Peterborough – Both
Saturday 13	Unity in the community event, Huntingdon – Chairman
Sunday 14	Sea Sunday service, Huntingdon – Chairman
Tuesday 16	Huntingdonshire Volunteer Centre AGM – Chairman
Thursday 18	Mayor of Kettering's Jazz in the gallery evening, Kettering - Both
Tuesday 23	Wing Commander change of command ceremony, RAF Alconbury - Both

This page is intentionally left blank

Public
Key Decision – Yes

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Corporate Plan Refresh 2019/20
Meeting/Date: Council, 24 July 2019
Executive Portfolio: Councillor Graham Bull, Executive Leader
Report by: Business Intelligence and Performance Manager
Ward(s) affected: All Wards

Executive Summary:

The purpose of this report is to provide an update on the refresh of the Corporate Plan for 2019/20. This was considered by the Cabinet at their meeting on 18th July 2019.

The Council's Corporate Plan was adopted in 2018, comprising of a four year plan outlining the Vision, Strategic Priorities and Objectives for Huntingdonshire District Council. The Plan sets out what the Council aims to achieve in addition to core statutory services.

A 'light touch' review of the Plan has taken place which has allowed us to identify whether the 2018/19 key actions and performance indicators are still fit for purpose (i.e. which have been achieved and can be removed) and to include new or alternative actions and indicators that better reflect the Council's current direction.

RECOMMENDATION:

The Council is

RECOMMENDED

to approve the revised key actions and performance indicators for inclusion in the Corporate Plan for 2019/20.

1. PURPOSE OF THE REPORT

- 1.1 This report seeks approval of the proposed key actions and performance indicators (PIs) for the Corporate Plan for 2019/20.

2. WHY IS THIS REPORT NECESSARY/BACKGROUND

- 2.1 The Council needs a clear vision with strategic priorities, setting out its objectives and how these will be achieved. The Council's Corporate Plan was reviewed in 2018 and comprises of a four year plan outlining the Vision, Strategic Priorities and Objectives for Huntingdonshire District Council.

- 2.2 The purpose of the refresh is not about creating a new Corporate Plan but providing an opportunity to reflect on any changes needed to the key actions and performance indicators for 2019/20. This review provided an opportunity to consider whether any actions or measures have been achieved and should therefore be removed and whether any new actions or measures should be included. It was also an opportunity to consider whether the actions and measures continue to be the right ones. The review took account of whether any changes due to new challenges or ambitions were necessary.

3. OPTIONS CONSIDERED/ANALYSIS

- 3.1 Quarterly performance reporting throughout the year has highlighted areas where actions and PIs could be improved. We have taken into account feedback throughout the year from Heads of Service, Officers who provide data and both Overview & Scrutiny and Cabinet Members.

- 3.2 All actions and PIs supporting the three Strategic Priorities (People, Place and Providing Value for Money Services) were examined; proposed changes considered included removal of, or amendments to, actions or PIs as well as the addition of some new actions or PIs. The list of proposed key actions and PIs for 2019/20 is attached at Appendix A.

- 3.3 This review has followed the development of Service Plans which allows us to more closely align the actions or performance indicators proposed for inclusion in the Corporate Plan with those in Service Plans for 2019/20. Where the same actions and PIs have been used, services will be clearly focussed on delivering the same outcomes and measuring these in the same way. The Corporate Plan provides the highest level in the "golden thread" running from the Plan through Service Plans to individual objectives set in Staff Appraisals.

- 3.4 Services will continue to monitor progress on their Service Plan aims and Members will continue to receive reports on progress made against key activities and PIs in the Corporate Plan on a quarterly basis.

- 3.5 The proposed list of key actions and PIs at Appendix A will be submitted for approval by Council at their meeting on 24 July 2019.

4. COMMENTS OF OVERVIEW & SCRUTINY

- 4.1 The Panel received the Corporate Plan Refresh 2019/20 at its meeting on 9th July 2019.

- 4.2 A Member welcomed the report and stated that they thought it was clear, succinct and to the point.

4.3 The terminology 'Prospectuses for Growth' in addition to 'Masterplan' was raised as an area for potential confusion. It was explained that, as Masterplan had planning connotations, it was decided to rebrand the next versions as Prospectuses for Growth. Members were reassured that their production will follow similar processes and aim to deliver similar outcomes to masterplans.

4.4 A Member highlighted their concern that the Corporate Plan does not measure the amount of recycling refused due to contamination, however they were reassured that this is an issue measured at service plan level and that Officers are closely monitoring it. Actions are being taken to improve performance.

5. KEY IMPACTS/RISKS

5.1 The key impact is that everyone in the Council will be clear about the actions and PIs to be used to measure progress made in delivering the Council's Vision and Strategic Priorities.

- Officers will be clear about what is important and their role as identified through individual objectives
- Financial Planning will be more clearly linked to corporate planning
- Service Plans will be more clearly linked to corporate planning
- Members will know what information they will get and when
- Portfolio Holders will be able to hold Officers to account
- Overview and Scrutiny will have the information they need to hold Portfolio Holders to account

6. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION

6.1 Following Cabinet, the proposed key actions and PIs will be submitted for approval by Council. Once approved, an updated version of the Corporate Plan will be made available to all employees through the Intranet and published on the Council's website. Progress in delivering our key actions and results for PIs in the Corporate Plan will be reported to Overview and Scrutiny and Cabinet every quarter as part of an integrated report, incorporating financial performance and progress in delivering corporate projects.

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

7.1 No changes are proposed to the Corporate Plan Vision or Strategic Priorities. The actions and PIs proposed will be used to measure progress in 2019/20.

8. CONSULTATION

8.1 The Council's Senior Leadership Team and their teams have been involved in the refresh of the Corporate Plan, in consultation with relevant Portfolio Holders. The views of Overview and Scrutiny Members are to be included in section 4.

9. LEGAL IMPLICATIONS

9.1 Not applicable for this report.

10. RESOURCE IMPLICATIONS

10.1 The Council's 2019/20 Budget and Medium Term Financial Strategy to 2023/24 was approved by Council in February 2019. The proposed 2019/20

Corporate Plan actions and indicators have been informed by the approved service budgets and savings and growth proposals. It is therefore anticipated that there will be no additional resource implications as a result of adopting these actions and indicators or as a result of efforts made to achieve key milestones and to deliver expected levels of performance.

11. OTHER IMPLICATIONS

11.1 No equality implications have been identified as a result of the refresh of the Corporate Plan.

12. REASONS FOR THE RECOMMENDED DECISIONS

12.1 The Corporate Plan provides a clear direction for what we are doing, why we are doing it and what impact it is having. The refreshed Corporate Plan will continue to guide the work of services responsible for delivery of the Council's ambitions, with actions and PIs to be used to monitor progress in 2019/20.

10. LIST OF APPENDICES INCLUDED

Appendix A – Proposed key actions and performance indicators for inclusion in the Corporate Plan for 2019/20

BACKGROUND PAPERS

None

CONTACT OFFICER

Daniel Buckridge, Business Intelligence and Performance Manager
☎ (01480) 388065

Corporate Plan 2019/20 - proposed key actions and performance indicators by Strategic Priority

The refresh of the Corporate Plan has allowed us to identify whether the 2018/19 key actions and performance indicators are still fit for purpose (i.e. which have been achieved and can be removed) and to include new or alternative actions and indicators that will better reflect the Council's current direction. Details of previous actions and indicators can be found in our 2018/19 Corporate Plan here: www.huntingdonshire.gov.uk/media/1390/corporate-plan.pdf

People – we want to make Huntingdonshire a better place to live, to improve health and well-being and support people to be the best they can be

Key Actions:

- Ensure that the principles of earlier interventions aimed at preventing homelessness are embedded within public sector organisations and other stakeholder partners
- Provide financial assistance to people on low incomes to pay their rent and Council Tax
- Support community planning including working with parishes to complete Neighbourhood and Parish Plans
- Manage the Community Chest funding pot and voluntary sector funding to encourage and support projects to build and support community development
- Support and encourage community action on litter and waste
- Adopt a new Homelessness Strategy and a new Lettings Policy
- Identify and implement solutions to eradicate the need to place homeless families in B&Bs
- Work in partnership to provide greater leisure and health opportunities to enable more people to be more active, more often

Performance Indicators:

- Number of days of volunteering to support HDC service delivery
- Average number of days to process new claims for Housing Benefit and Council Tax Support
- Average number of days to process changes of circumstances for Housing Benefit and Council Tax Support
- Number of homelessness preventions achieved
- More people taking part in sport and physical activity: Number of individual One Card holders using One Leisure Facilities services over the last 12 months
- More people taking part in sport and physical activity: Number of individual One Leisure Active Lifestyles service users over the last 12 months
- Providing more opportunities for people to be more active: Number of sessions delivered at and by One Leisure Facilities
- Providing more opportunities for people to be more active: Number of sessions delivered by One Leisure Active Lifestyles
- People participating more often: Number of One Leisure Facilities admissions – swimming, Impressions, fitness classes, sports hall, pitches, bowling and Burgess Hall (excluding school admissions)
- People participating more often: People participating more often: One Leisure Active Lifestyles throughput

Place – we want to make Huntingdonshire a better place to work and invest and we want to deliver new and appropriate housing

Key Actions

- Maintain our existing green open spaces to high standards, ensuring community involvement and encouraging greater active use, and maintain Green Flag statuses
- Build upon and use sector analysis and industrial clusters research to help inform priorities across Services
- Engage and communicate with local businesses through the Better Business For All initiative
- Implement measures to grow Business Rates
- Deliver the actions resulting from the Council's Off Street Car Parking Strategy
- Continue to work with partners and influence the Combined Authority (CA) and secure support and resources to facilitate delivery of new housing, drive economic growth and provide any critical infrastructure
- Prepare 'Prospectuses for Growth' for St Ives, Huntingdon and Ramsey and continue to support the delivery of the St Neots Masterplan
- Continue to provide active input into the delivery stage of the A14 and the design stage of the A428, and lobby for a northern route for East-West Rail and the local road network to deliver the specific requirements of the Council
- Facilitate delivery of new housing and appropriate infrastructure
- Maintain a five year housing land supply (5YHLS) and ensure that the Housing Delivery Test in the National Planning Policy Framework is met
- Adopt and implement Housing Strategy annual Action Plan
- Review air pollution activities to reflect new national Clean Air Strategy
- Prepare options reports for the redevelopment of the Bus Station Quarters in St Ives and Huntingdon
- Set out timetable for preparation of an updated Section 106 Supplementary Planning Document and Community Infrastructure Levy charging schedule and implement
- Reduce incidences of littering through targeting of enforcement work
- Deliver capital/community projects to provide more leisure and health facilities in the district

Performance Indicators:

- Percentage of sampled areas which are clean or predominantly clean of litter, detritus, graffiti, flyposting, or weed accumulations
- Percentage of street cleansing service requests resolved in five working days
- Percentage of grounds maintenance service requests resolved in five working days
- Percentage of successful environmental crime enforcements
- Percentage of household waste recycled/reused/composted
- Percentage of food premises scoring 3 or above on the Food Hygiene Rating Scheme
- Number of complaints about food premises
- Percentage of grounds maintenance works inspected which pass the Council's agreed service specification
- Number of missed bins per 1,000 households
- Net growth in number of commercial properties liable for Business Rates
- The percentage of Community Infrastructure Levy (CIL) collected when due
- Percentage of planning applications processed on target – major (within 13 weeks or agreed extended period)

- Percentage of planning applications processed on target – minor (within 8 weeks or agreed extended period)
- Percentage of planning applications processed on target – household extensions (within 8 weeks or agreed extended period)
- Number of new affordable homes delivered in 2019/2020
- Net growth in number of homes with a Council Tax banding
- Total number of appeals allowed as a percentage of total number of applications refused
- Number of costs awards against the Council where the application was refused at Development Management Committee contrary to the officer recommendation

Providing Value for Money services – we want to become a more Efficient and Effective Council and become a more Customer Focussed Organisation

Key Actions

- Actively manage Council owned non-operational assets and, where possible, ensure such assets are generating a market return for the Council
- Develop our Customer Portal to offer improved online and out of hours access to our services and work with partners to deliver better multi-agency customer services
- Develop the Council's Business Change function and create a culture of change management throughout the organisation
- Develop the Council's approach to performance management and business intelligence
- Deliver the Council Anywhere project to introduce new digital technology and ways of working remotely to improve productivity and flexibility for our staff
- Introduce a new electronic pre-application planning advice service

Performance Indicators

- Total amount of energy used in Council buildings
- Percentage of Business Rates collected in year
- Percentage of Council Tax collected in year
- Percentage of invoices from suppliers paid within 30 days
- Staff sickness days lost per full time employee (FTE)
- Number of Staff Council (employee group) representatives – to be reported at Q1 only
- Percentage response rate to the Staff Survey – to be reported at Q2 only
- Percentage of Staff Survey results improved – to be reported at Q3 only
- Percentage of Staff Survey Action Plan on track – to be reported at Q4 only
- Call Centre telephone satisfaction rate
- Customer Service Centre satisfaction rate
- Percentage of Stage 1 complaints resolved within time
- Percentage of Stage 2 complaints resolved within time
- Percentage of calls to Call Centre answered
- Percentage reduction in avoidable contacts
- Percentage of households with customer accounts generated
- Net expenditure against approved budget
- Income generated from Commercial Estate Rental & Property Fund Income

Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter:	Review of Code of Procurement
Meeting/Date:	Council – 24 July 2019
Executive Portfolio:	Cllr J Gray, Executive Member for Resources
Report by:	Procurement Manager
Ward(s) affected:	All

Executive Summary:

The Code of Procurement is regularly reviewed to ensure that they reflect current legislation and the changing needs of the Council. Both Codes provide the necessary regulatory framework as well as basic guidance on “Best Practice”.

The changes to the Code of Procurement are proposed to ensure social value is considered and sought in all invitations to tender for services and works. Improving the delivery of social value should bring wider benefits, such as employment, community or environment benefits, to the District

The Code of Procurement underpins governance of procurement in the Council and is an annex to the Council’s constitution.

The Corporate Governance Committee reviewed the report at their meeting on 27 March 2019 and

RECOMMEND

that the Council be recommended to approve the proposed amendments to the Code of Procurement as set out in the Appendices to the report.

1. PURPOSE OF THE REPORT

- 1.1 To approve the updated Code of Procurement.

2. BACKGROUND

- 2.1 The roles and responsibilities of Members and Officers are set out within the Council's Constitution. The purpose of the Code of Procurement is a framework of guidance for Officers in compliance with Public Procurement Regulations and prevailing best practice.

3. THE CODE OF PROCUREMENT

- 3.1 The Code has been revised to include Social Value (SV) following approval of a SV policy by Cabinet on 14th February. Although introduced in 2013, the Social Value Act only applied to above EU threshold competitions for services resulting little benefit delivered. The policy extends the scope to all tenders (>£100k) for services and works. SV deliverables, such as employment, community or environment benefits have to be delivered within the District and have to be relevant to the subject of the contract.
- 3.2 There are other minor changes, including removal of references to the e-marketplace which has been replaced by the TechOne Financial Management System.

4. KEY IMPACTS

- 4.1 Lost opportunity to deliver additional social value benefits within the District.

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

- 5.1 The Code of Procurement supports the Council's objective of efficient use of resources by seeking Value for Money through best practice and appropriate regulation.

6. CONSULTATION

- 6.1 None

7. LEGAL IMPLICATIONS

- 7.1 None.

8. RESOURCE IMPLICATIONS

- 8.1 None

9. REASONS FOR THE RECOMMENDED DECISIONS

- 9.1 The Code of Procurement supports the internal governance framework of the Council, it also forms part of the Council's constitution. This annual review seeks to ensure that it continues to be relevant and up-to-date, reflecting any new statutory regulations of changes in local management and practice.

10. LIST OF APPENDICES INCLUDED

Appendix 1 – Proposed changes to the Code of Procurement

Appendix 2 - Draft amended Code of Procurement

11. BACKGROUND PAPERS

None

12. CONTACT OFFICER

Nigel Arkle, Procurement Manager

Tel No: 01480 388104

Email: nigel.arkle@huntingdonshire.gov.uk

PROPOSED AMENDMENTS TO THE CODE OF PROCUREMENT

1. This briefing note provides an explanation of the proposed changes to the Code of Procurement.

Social Value

2. A new paragraph 9.5 has been added to ensure incorporation of social value requirements into future invitations to tender requests in line with the policy approved by Cabinet on 14th February. Application of social value requirements to invitations to tender seeks to enhance the delivery of benefits from contracts beyond the traditional Best Value approach of compliance with the specification and cost.
3. The aim is to increase the delivery of wider benefits such as employment opportunities and training, support for community and voluntary organisations or environment measures. The benefits offered by potential contractors have to be delivered within the District in order to be considered in the overall scoring. This potentially creates a competitive advantage for local businesses, especially if supported by training co-ordinated through local business organisations such as the local Chamber of Commerce and Federation of Small Businesses.

Minor Changes

5. Paragraph 2.1 has been amended to clarify the reporting of new requirements. In practice, the scrutiny by the Finance & Procurement Governance Board provides early warning of new requirements.
6. Paragraph 9.4 has been amended to clarify and distinguish between mandatory and desirable evaluation criteria.
7. References to the now defunct e-Marketplace have been deleted. Access to corporate framework contracts is now available through the TechOne Financial Management System.

Huntingdonshire District Council

**CODE OF
PROCUREMENT**

March 2019

CODE OF PROCUREMENT

1. INTRODUCTION

- 1.1 The Code of Procurement defines the regulatory and legal framework for procurement. It has been adopted in accordance with the requirements of Section 135 (2) of the Local Government Act 1972.
- 1.2 Throughout the Code, reference to Manager shall mean Managing Director, Corporate Director, Head of Service or Budget Manager as appropriate. A Manager shall be responsible for procuring all goods and services that require the quotation or tender procedures as set out in this Code to be followed.
- 1.3 No **Officer** shall procure any goods or services valued at £5,000 or more unless they have attended training provided by the Procurement Manager and consider themselves to have such detailed knowledge and understanding of this Code and how it shall be applied in respect of the total value of the procurement being considered.
- 1.4 This Code applies to the procurement, commissioning, hire, rental or lease of -
 - ◆ land and buildings, roads or other infrastructure;
 - ◆ vehicles or plant;
 - ◆ equipment, furniture and fittings;
 - ◆ construction and engineering works;
 - ◆ information and communication technology - hardware and software;
 - ◆ goods, materials and services;
 - ◆ repairs and maintenance;
 - ◆ consultants, agents and professional services.
- 1.5 This Code does not apply to purchases made from internal management units or 3Cs partners.
- 1.6 The Code also applies to the disposal of assets and goods by the Council. Where the appropriate Manager estimates that the assets or goods to be worth less than £1,000, then the goods or assets may be donated to a recognised Charity. If disposal to Officers is proposed, then the goods or assets shall be advertised internally to all Officers and sealed bids sought. Where the value is estimated as exceeding £1,000, fair market value must be sought.
- 1.7 The Council includes the Cabinet, Panels, Committees or other body or person(s) acting in accordance with delegated authority on behalf of the Council.
- 1.8 All procurements or sales made by or on behalf of the Council shall comply with this Code, subject to any overriding requirements of the Council's Rules of Procedure or Code of Financial Management or British or European Union law or regulation or [applicable](#) Crown Commercial Services' Procurement Policy Notices.
- 1.9 Throughout the Code, reference to contractor(s) or sub-contractor(s) shall mean any person, company or supplier who has -

- (a) requested to be on an approved or ad-hoc approved list of tenderers; or
- (b) been approached to provide a quotation or tender; or
- (c) provided a quotation or tender; or
- (d) been awarded a contract in accordance with the provisions of this Code.

1.10 The Corporate Director (Services) shall annually review all the financial values contained in the Code to take account of the impact of inflation. The Corporate Director (Services) shall inform all Managers of any amendments to the values prior to the 1st April from which they shall be operative.

2. REPORTING AND ADVERTISING

2.1 Heads of Service shall provide the Procurement Manager details of new or additional requirements likely to meet or exceed £100,000 as they arise.

2.2 The Public Procurement Regulations 2015 (Statutory Instrument no. 102 2015) requires that contracts above EU threshold are advised in the Official Journal of the European Union and that any contract opportunity above £25,000 is advertised in the Cabinet Office’s portal “Contracts Finder”. For requirements estimated as above £5,000 Managers shall advertise in the Contracts Register where needed to stimulate competition and obtain best value. There is no requirement to advertise competitions run using frameworks or approved lists.

Media	Threshold		
	Supplies and Services	Works and Concessions	Light Touch Regime Services
Contracts Register	£5,000	£5,000	£5,000
Contracts Finder	£ 25,000	£ 25,000	£25,000
Official Journal of the European Union (OJEU)	£ 181,302	£ 4,551,413	£615,278

(1 January 2018)

3. ‘BEST VALUE’ AND SOURCING POLICY

3.1 The Council seeks ‘Best Value’ in all procurement activity. ‘Best Value’ being:

- ◆ The opportunity to obtain leverage (better prices and) for volume.
- ◆ Transparent and efficient procurement processes.
- ◆ Appropriate social, environmental and equality outcomes
- ◆ Regulatory compliance.
- ◆ Minimum procurement overhead.

3.2 Achieving ‘Best Value’ needs valid competition and valid competition is dependent on the existence of an ‘open’ market with the selected contractors having the interest, capability and capacity for the work or business being offered.

Wherever possible a minimum of three competitive tenders or quotations shall be sought. In selecting contractors to provide a tender or quotation Managers shall ensure that wherever possible -

- (a) the selection process used is fair and equitable, and that no favouritism is shown to any one contractor (e.g. the requirement is not an extract of a contractor's product specification).
- (b) checks are made to ensure that contractors are interested in this type of business;
- (c) repeat or 'automatic' invitations to the 'same' contractor or group of contractors are avoided, particularly where previously invited to bid and had failed to do so;
- (d) 'new' contractors are sought and invited to tender or quote;
- (e) the geographic area of the search for potential contractors is widened; and
- (f) 'no-bids' are checked for the reasons for a contractor's failure to bid.

3.3 Sourcing policy is determined by the needs of 'Best Value' and in order of preference is:

- (a) Adopted catalogues or framework contracts. An adopted catalogue or framework is the preferred contract for the Council's business within a defined category (a type or group of goods or service). The Procurement Manager shall make available adopted catalogues or framework contracts on the [TechOne FMS e-marketplace](#) or publish details of the contract or framework in Procurement Protocols & Guidelines. Managers shall ensure that orders for such categories are placed through the [TechOne FMS e-marketplace](#) using appropriate 'adopted' catalogue or framework contract. The Procurement Manager shall keep under review the continued suitability of any such catalogues, contracts or framework agreements.
- (b) Collaborative procurements with other public bodies or authorities.
- (c) Council let corporate contracts.

3.4 Some categories are managed corporately by specialist areas. The Procurement Manager shall provide a list of specialist categories and Managers shall ensure all requirements for such categories are referred to the relevant specialist.

Market Sounding

3.5 Market engagement is encouraged to help achieve Best Value though trying to understanding the market, the suppliers, their business models and their costs

3.6 Supplier Meetings/Briefings. To avoid the risk of unfair competitive advantage, any such meeting should be structured as an open event; all questions and answers recorded and with a minimum of 2 officers present. If pre-competition a minimum of 3 suppliers shall be invited and during a competition, all participating contractors shall be invited.

4. METHODS OF ORDERING

4.1 All orders shall be placed through one of the following recognised methods:

- ◆ A purchase order raised on the TechOne Financial Management System (FMS).
- ◆ ~~An order raised on the e-marketplace.~~

- ◆ A procurement card order.
- ◆ A manual purchase order.

4.2 Where there is an exception requirement and the relevant Corporate Director or Head of Service considers that the work is of an emergency nature necessary to enable the service to continue and none of the ordering methods are suitable, the relevant Corporate Director or Head of Service shall record the details of the exceptional requirement and the action taken for future audit.

5. CONTRACTS REGISTER

5.1 In compliance with the Local Government Transparency Code 2013, Managers shall keep a record using the Contracts Register, for all tenders and quotes greater than £5,000 (and subsequent contract extensions); of:

- ◆ the reasons (if appropriate) for not advertising on the Council's 'Latest Opportunities' internet site;
- ◆ all those contractors that were requested to quote or tender;
- ◆ the reasons why those particular contractors were selected to quote or tender;
- ◆ if applicable, the reasons why less than three contractors were selected to quote or tender;
- ◆ if the selected contractor is a Small or Medium Enterprise, voluntary or third sector organisation or charity;
- ◆ if the selected contractor is VAT registered;
- ◆ contract renewal date (if appropriate);
- ◆ summary details of a single tender/quote (if appropriate), and
- ◆ file or other reference to the contract and location of the documents and contract.

5.2 Any procurement estimated to exceed £100,000, which is not covered by the exceptions in paragraph 6 below, must be referred to the Procurement Manager before the procurement process is commenced. If a Manager does not wish to accept the Procurement Manager's advice on any significant aspect the matter will be determined by the relevant Corporate Director. The discussion will cover:

- ◆ Scope and objectives of the procurement;
- ◆ Budget and costing;
- ◆ Tender methods;
- ◆ Product and market information;
- ◆ Timescales; and
- ◆ Deliverables.

5.3 Where there is no adopted contract or framework, Managers shall, wherever practicable, seek to maximise contract values with other Managers to secure lower costs. The Council nevertheless wishes to balance the effort of going to the market with the effort and efficiency of the procurement process. Managers after determining the proposed contract's total value shall then follow one of the

procurement procedures detailed below. These procedures shall be used in all procurements or sales bar those exceptions at paragraph 6.

	Procedure	Estimated Total Value of Procurement	Requirement
(a)	Estimate	Up to £5,000	At least 1 written estimate or offer (e-marketplace , email, web or paper) shall be sought and recorded.
(b)	Request for Price (Informal Quote)	£5,000 up to £25,000	At least 3 written estimates or offer (e-marketplace , e-tendering, email or headed paperwork) shall be sought.
(c)	Request for Quote (Formal Quote)	£25,000 to £100,000	Formal quotations sought from all contractors expressing interest following advertisement in accordance with paragraph 2.2. A formal written contract prepared in accordance with paragraph 13.1(f) if justified by potential risk or specialist subject matter.
(d)	Tender	£100,000 to EU Procurement Threshold	Competitive tenders shall be obtained using one of the tendering options in this Code, and a formal written contract prepared in accordance with paragraph 13.1(f).
(e)	EU tender	The EU Threshold and above	The appropriate EU procurement directive shall be complied with.

5.4 Total value is the cost of all elements of the procurement (e.g. installation, testing, training, maintenance, etc). The Manager shall ensure that a procurement is not split or otherwise disaggregated and may choose to competitively tender requirements less than £100,000.

5.5 A Manager shall not invite quotations or tenders from any contractor or sub-contractor who has participated in the preparation of documentation or were involved in other preparatory work for the contract, unless they have, in writing, explained to the Monitoring Officer why this does not constitute an unfair competitive advantage or a conflict of interest and obtained agreement, in writing, that the contractor/sub-contractor may compete in the quote/tender process.

6. TENDER AND REQUEST FOR QUOTATION PROCEDURES

6.1 **Exceptions.** Nothing in this Code shall require tenders/quotes to be sought: -

- (a) for purchases made from a Public Purchasing Body (ESPO, PRO5, Crown Commercial Service) where:
 - ◆ there is a single supplier 'call-off contract' or catalogue created with fixed prices, or
 - ◆ the contract is created to our requirements;
- (b) for purchases through local authority, government body or agency, police, health or other similar public authority, where the procurement rules of that organisation have been approved by the Procurement Manager and the contract is created in co-operation, agreed joint requirements or partnership;
- (c) for purchases made at public auction.

6.2 Provided that a compliant procurement process is underway a contract may be extended to complete procurement and contract negotiations by up to 3 months subject to agreement of the Procurement Manager.

6.3 **Single Tenders/Quotes.** All single tenders/quotes shall be reported to and recorded by the Procurement Manager in a register kept for that purpose.

6.4 **Head of Service Approval.** A Head of Service can approve a single tender/quote:

- (a) if the Head of Service considers that the work is of an emergency nature or is necessary to enable the service to continue and is reported to the next meeting of Cabinet.
- (b) for ongoing maintenance of propriety IT systems or where work to be executed or goods, services or materials to be supplied consist of repairs to or the supply of parts of existing proprietary machinery, equipment, hardware or plant and the repairs or the supply of parts cannot be carried out practicably by alternative contractors provided:
 - ◆ there is evidence that it is a propriety system;
 - ◆ the initial contract award was compliant with this Code;
 - ◆ the renewal is for a period not greater than 4 years (this is the time interval the EU uses to calculate contract value for ongoing contracts);
 - ◆ the total ongoing value does not exceed the EU threshold.
- (c) where a single expression of interest is received for a competition run in accordance with the quote procedures (paragraphs 5.3 (a) & (b)) provided that:
 - ◆ a clear description of the requirement has been advertised (paragraph 2.2) for an adequate period;
 - ◆ the sole prospective supplier is kept unaware of their status;
 - ◆ the process for seeking the quote is compliant.

- (d) where a new extension is proposed to a contract awarded under quote procedures (paragraphs 5.3 (a) & (b)) provided:
 - ◆ the value of the proposed and all previous extensions to the contract are:
 - a. not greater than 10% of the advertised requirement for goods and services, or
 - b. or not greater than 15% of the advertised requirement for works;
 - ◆ the extension does not materially change the nature of the contract;
 - ◆ the initial contract award was compliant with this Code.
 - ◆ the extension is recorded in the Contracts Register.

- (e) where the HoS considers a single quote is in the Council's best interest and:
 - ◆ the total value is less than £25,000; and
 - ◆ the details and justification are reported to the next quarterly Corporate Governance Committee.

6.5 **Monitoring Officer Approval.** A Head of Service after consulting the Monitoring Officer may obtain a single tender or quotation when no satisfactory alternative is available:

- (a) Prices are wholly controlled by trade organisations or government order and no reasonably satisfactory alternative is available.
- (b) Specialist consultants, agents or professional advisers are required and
 - ◆ here is no satisfactory alternative; or
 - ◆ evidence indicates that there is likely to be no genuine competition; or
 - ◆ it is in the Council's best interest to engage a particular consultant, agent or adviser.
- (c) Products are sold at a fixed price, and market conditions make genuine competition impossible.
- (d) With the Monitoring Officer's agreement, considers that it is in the Council's best interest in negotiating a further contract for works, supplies or services of a similar nature with a contractor who is currently undertaking such work and is reported to the next meeting of cabinet.
- (e) For reasons of interoperability/interchangeability or substantial duplication of costs.

6.6 If the single quote/tender option is used, the Manager shall:

- (a) seek approval of the Monitoring Officer; and
- (b) retain records that demonstrate that the best price or value for money has been obtained from the negotiations with the contractor.

7. LIST OF APPROVED TENDERERS

7.1 Tenders shall be invited from at least three contractors selected from an approved list established in accordance with this paragraph of the Code. Vetting is not normally required as the contractor was vetted to join the list.

7.2 The Council uses 2 types of list of approved contractors:

(a) Third party vetted lists of contractors that are compiled and maintained by an external organisation. Only external organisations approved by the Procurement Manager, after consultation with other relevant Manager(s) shall be adopted. The Procurement Manager shall ensure that the external organisation and approved list of contractors is detailed in Procurement Protocols & Guidelines.

(b) Ad-hoc list of approved tenderers. If a Manager believes that the approved list of tenders does not allow him to obtain sufficient competition for 'Best Value', the Manager shall write to the Procurement Manager seeking approval to source additional contractors or create an ad-hoc list of approved tenderers.

7.3 Subject to approval as required in paragraph 7.2(b) the Manager shall:

(a) issue a public notice inviting applications for inclusion on a specific approved list for the supply of goods, services or materials.

(b) vet (as detailed at paragraph 9.1) all contractors replying to the public notice or who have requested within the previous 12 months to be considered for work of a similar nature;

(c) only include contractors satisfactorily completing the checks;

(d) tell all potential suppliers how the approved list operates

(e) ensure the ad-hoc list shall only be used for seeking tenders for the supply of goods, services or materials specifically detailed within the original public notice;

7.4 The Procurement Manager in conjunction with the relevant Managers shall review the continued suitability of any List of Approved Tenderers periodically and at least prior to the third anniversary of its initial or further adoption.

8. FRAMEWORKS

8.1 All contractors on the framework (or lot if split into lots) shall be invited to submit a tender or quotation unless:

(a) the framework explicitly permits direct award;

(b) the proposed award is less than the tender threshold (£100,000); and

(c) the Head of Service can show both objective reasons for the selection of a supplier and evidence of best value.

8.2 No public notice is required and general Terms & Conditions are set in the original framework contract but additional Terms & Conditions specific to the requirement may be permitted. Vetting is not normally required as the contractor was vetted as part of the original framework competition.

- 8.3 When advertising any contract or framework, Managers shall name any wholly publicly owned Local Authority Trading Company (LATC) (eg: "Huntingdonshire Ventures").

9. COMPETITION

9.1 Shortlisting and Restricted Tenders

- (a) Restricted (shortlisting) tenders are not permitted for competitions below the EU threshold.
- (b) Where allowed, the Manager shall undertake sufficient vetting to ensure that all contractors:
- ◆ comply with minimum standards of Insurance;
 - ◆ have the necessary Health & Safety policy and performance and (where applicable) membership of the Contractor's Health and Safety Scheme or equivalent health and safety standard;
 - ◆ are financially viable based on a risk based assessment;
 - ◆ have an appropriate environmental policy;
 - ◆ comply with equalities legislation and policy; and
 - ◆ possess the experience and capacity required.
- (c) The Procurement Manager shall provide an appropriate questionnaire for the purpose of vetting contractors.

9.2 Open Tenders/Quotes

- (a) Provided the Manager complies with paragraph 2.2 and is satisfied that Expressions of Interest received represent contractors with genuine interest and capacity, then no further public notice is required. Otherwise public notice may be given in one or more newspapers and/or in an appropriate trade journal. The notice shall state the nature and purpose of the contract, where further information and documentation can be obtained, and state the closing date for the process.
- (b) An Invitation to Tender (ITT) or Request to Quote (RFQ) shall be sent to all contractors expressing an interest. ITTs and RFQs may include an appropriate suitability questionnaire. The Procurement Manager shall provide a suitable questionnaire.

9.3 Invitations to Tenders (ITT) and Requests for Quotations (RFQ)

Managers shall ensure that all ITTs and RFQs include;

- (a) approved contract terms in accordance with paragraph 13.1 of this Code;
- (b) a clear statement that explains if the bid is to be evaluated on the basis of the most economically advantageous tender (best value).

9.4 Evaluation Criteria

Except where the Cabinet decides otherwise, all formal quotations or tenders that are being sought shall:

- (a) state explicitly all essential/mandatory/minimum requirements or award criteria. Any single failure or non-compliance with these requirements or criteria will result in rejection of the tender;
- (b) list all desirable award criteria together with specific weightings applied to each; and
- (c) if appropriate, include a requirement for a performance bond and liquidated damages.

9.5 Social Value

All tenders that are being sought for services or works shall include a relevant social value requirement, such as:

- (a) employment measures:
 - ◆ new work opportunities including work experience, training and apprenticeships,
 - ◆ back-to-work support (interviews skills, CV advice, and careers guidance),
 - ◆ employment of disadvantaged groups (care leavers or ex-military or ex-offenders).
- (b) community measures (including assisting community, voluntary and third-sector groups) by:
 - ◆ contributing practical business support (eg: financial, legal, HR advice, etc).
 - ◆ providing access to facilities and premises
 - ◆ supporting the creation of new volunteering opportunities
- (c) promoting environmental sustainability:
 - ◆ improved environmental performance including low energy and water
 - ◆ reducing the amount of waste generated
 - ◆ the elimination (or reduced consumption) of substances hazardous to health,

5% of the marks available to any tender shall be for social value, provided the social value benefit is relevant to the subject matter of the contract and delivered within the District.

9.6 Non-Traditional Procurement

If a Manager believes that by following one of the procurement procedures detailed in paragraph 9 above that the procurement process will not provide him with the most appropriate method of delivery, the most competitive prices, allow for continuous improvements in delivery, or stifle innovation, then they may suggest alternative procurement strategies.

The Manager shall produce in accordance with guidance issued by the Procurement Manager and prior to proceeding with the procurement, a written acquisition strategy that shall be approved by the Monitoring Officer and the Cabinet.

10. SUB-CONTRACTS AND NOMINATED SUPPLIERS

- 10.1 Quotations or tenders for sub-contracts to be performed or for goods, services or materials to be supplied by nominated sub-contractors shall be invited in accordance with this Code.
- 10.2 The relevant Manager is authorised to nominate to a main contractor a sub-contractor whose quotation or tender has been obtained in full accordance with this Code.

11. RECEIPT AND OPENING OF TENDERS AND QUOTATIONS

- 11.1 Contractors shall be notified that tenders or formal quotations are invited in accordance with this Code. No tender or formal quotation will be considered unless -
- (a) it has been received via the e-tendering ~~or e-marketplace~~ 'sealed quote' facility; or
 - (b) it is contained in a plain envelope/packet which shall be securely sealed and shall bear the word "Tender" or "Quotation", the Unique Reference Number (URN) from the Contracts Register; and the envelope shall not bear any distinguishing matter or mark intended to indicate the identity of the sender. Such envelope shall be addressed
 - ◆ impersonally to the 3Cs Head of Legal Practice if it contains a "Tender", or
 - ◆ the appropriate Manager if it contains a "Quotation"; or
 - (c) RFQs (Formal Quotations) may be sent electronically to a specific e-mail address, which the appropriate Manager shall obtain from the IMD Service Manager. The IMD Service Manager shall ensure that the e-mail address is secure.
- 11.2 All Officers shall comply with the procedure note 'Procedure for the Receipt of Tenders and Formal Quotations' which can be found on the Procurement internet pages.
- 11.3 All tenders or quotations upon opening shall be recorded in writing on either a tender or quotation opening record unless the [e-tendering system](#) or Contracts Register is being completed contemporaneously. The format of the opening record shall have been previously agreed with the Monitoring Officer and 3Cs Head of Legal Practice.
- 11.4 Any tenders or quotations received after the specified time may in exceptional circumstances be accepted by 3Cs Head of Legal Practice, otherwise they shall be returned promptly to the contractor by the 3Cs Head of Legal Practice or his nominated officer in respect of tenders, or by the appropriate Manager or his nominated officer in respect of a formal quotation.
- 11.5 Late tenders shall be rejected once any other tender/quotation has been opened. The tender or quotation may be opened to ascertain the name of the contractor but no details of the tender or quotation shall be disclosed.

12. ACCEPTANCE OF TENDERS AND QUOTATIONS

12.1 The appropriate Manager shall evaluate all the tenders or quotations received in accordance with the award criteria set out in the bid documentation and shall accept, subject to the provisos set out in this paragraph, the most economically advantageous tender or quotation, as evaluated against the award criteria.

12.2 Tenders or quotations exceeding the approved estimate may only be accepted once approval to further expenditure is obtained.

12.3 If the most economically advantageous quotation exceeds £100,000 but -

- (a) is within 15% of the original estimate and budget, the appropriate Head of Service may accept the quotation without seeking further competition; or
- (b) is in excess of 15% of the original estimate then the Head of Service shall consult the Procurement Manager and obtain the approval of the Monitoring Officer that the quotation can be accepted otherwise a competitive tender exercise in accordance with paragraph 9.1 above shall be carried out.

12.4 A tender or quotation shall not be accepted -

- (a) where payment is to be made by the Council and it is not the most economically advantageous tender or quotation in accordance with the award criteria set out in the tender or quotation documentation; or
- (b) if payment is to be received by the Council and the tender or quotation is not the highest price or value;
- (c) unless –
 - ◆ the Cabinet have considered a written report from the appropriate Head of Service/Service Manager, or
 - ◆ in cases of urgency, the Monitoring Officer has consulted and obtained the approval of the relevant executive councillor. Tenders or quotations accepted in this way shall be reported by the appropriate Manager to the next meeting of the Cabinet.

12.6 Arithmetical Errors and Post-Tender Negotiations

(a) Contractors can alter their tenders or quotations after the date specified for their receipt but before the acceptance of the tender or quotation, where examination of the tender or quotation documents reveals arithmetical errors or discrepancies which affect the tender or quotation figure. The contractor shall be given details of all such errors or discrepancies and afforded an opportunity of confirming, amending or withdrawing his offer.

(b) Post-tender negotiations shall not be used to degrade the original specification unless:

- ◆ the capital or revenue budget is exceeded; or
- ◆ other special circumstances exist;
- ◆ in which case the Monitoring Officer and Procurement Manager shall decide which of those contractors who originally submitted a tender or quotation shall be given the opportunity to submit a further bid based upon a degraded specification. This decision shall be recorded in writing.

- (c) In evaluating tenders, the appropriate Manager may invite one or more contractors who have submitted a tender to submit a revised offer following post-tender negotiations.
- (d) All post-tender negotiations shall:
 - ◆ only be undertaken where permitted by law and where the appropriate Manager and Monitoring Officer and 3Cs Head of Legal Practice consider additional financial or other benefits may be obtained which over the period of the contract shall exceed the cost of the post-tender negotiation process;
 - ◆ be conducted by a team of officers approved in writing by the Monitoring Officer and 3Cs Head of Legal Practice;
 - ◆ be conducted in accordance with guidance issued by the 3Cs Head of Legal Practice; and
 - ◆ not disclose commercially sensitive information supplied by other bidders for the contract.
- (e) The appropriate Manager shall ensure that all post-tender negotiation meetings are properly minuted with all savings and benefits offered clearly costed. Following negotiations but before the letting of the contract, amendments to the original tender submitted shall be put in writing by the contractor(s) and shall be signed by him.

13. TERMS OF BUSINESS AND THE FORM OF CONTRACTS

- 13.1 All orders less £100,000 placed by the Council shall be on the Council's Standard Terms and Conditions (T&Cs) except for:-
- (a) Any purchase at a public auction.
 - (b) Any framework or contract formally adopted by the Council.
 - (c) Purchasing Agency (e.g. ESPO, Crown Commercial Service) arranged contracts and orders.
 - (d) Orders of a total value of less than £ 25,000 where the goods or service are purchased on a 'retail' basis on terms available to the general public.
 - (e) Orders for software where the licence is for a 'standard' product but not where any form of modification, customisation, development or on-site service is required for the 'standard' product.
 - (f) Where agreed by the Procurement Manager that there is potential detriment to performance, cost or delivery; or the procurement relates to a specialist category (eg: works, IT, professional services, concessions).
- 13.2 Any contract where the estimated total value exceeds £100,000 shall be in writing in a form agreed by the 3Cs Head of Legal Practice. Managers shall ensure that advice of the 3Cs Head of Legal Practice is sought at a stage as early as practicable (normally before the issue of an Invitation to Tender).
- 13.3 Managers shall not use Contractor's documentation to order, acknowledge, instruct to proceed or make any other commitment where the documentation makes any reference to the Contractor's T&Cs. Except where permitted at

paragraph 13.1, if a contractor formally insists on trading on T&Cs other than the Council's T&Cs, the Procurement Manager shall be informed.

- 13.4 In the case of any contract likely to exceed £100,000 for the execution of works or for the supply of goods, services or materials, the Manager after consulting with the Procurement Manager and the Monitoring Officer shall consider whether the Council should require security for its due performance and shall either certify that no such security is necessary or shall specify in the specification of tender the nature and amount of the security to be given. In the latter event, the Council shall require and take a bond or other sufficient security for the due performance of the contract.
- 13.5 Managers shall produce the final version of all contracts in 2 copies. Where the total value of a contract exceeds £100,000 both copies shall be presented to the Head of Resources for signature. Once signed by the contractor, the signed contract, all original documents, including specifications, drawings, tender documents and correspondence relating to shall be forwarded by the 3Cs Head of Legal Practice. Where the total value of the contract is less than £100,000 the relevant Manager shall make arrangements for the retention of all the original documentation.
- 13.6 Managers shall maintain a record (in the form detailed in the Procurement Protocols & Guidance) for their area of each contract or agreement (both written and verbal agreements).
- 13.7 Managers shall include one of the specific T&Cs listed in the Procurement Home Page in all contracts. Where a Manager considers a term or condition inappropriate they shall seek advice of the 3Cs Head of Legal Practice on the modification or deletion of the term or condition.

14. LETTERS OF INTENT

- 14.1 Letters of intent provide a contractor with the authority to proceed prior to the award of a contract. However, letters of intent have two main disadvantages:-
- (a) if the contract is not awarded the contractor is entitled to payment regardless as to whether the work was actually needed;
 - (b) the Council's negotiating position is weakened as the contractor may believe actual award of contract is a formality and therefore, the contractor may refuse to accept conditions that are seen as disadvantageous.
- 14.2 Managers shall ensure that:-
- (a) all letters of intent are in a form approved by the 3Cs Head of Legal Practice; and
 - (b) all letters of intent are signed by the appropriate Budget Manger with sufficient authority for either the value of the intended contract or the estimated value of any 'extension' period defined in the letter of intent if below £100,000 , otherwise by the Head of Resources.

15. POST-COMPETITION DEBRIEFS

- 15.1 For all contracts greater than £25,000, Managers shall maintain records of selection and evaluation scoring and where requested by participating suppliers, provide a suitable post-tender debrief in writing. For contracts greater than

£100,000 , unsuccessful tenderers shall be advised in writing of the winning supplier, the value of the contract awarded and the strengths and weaknesses of their tender and the advice of the Procurement Manager shall be sought on the format and scope of the debrief.

16. PUBLISHING CONTRACT AWARDS

16.1 Contract Award Notices shall be published within 90 days of contract award in the appropriate online system:

- ◆ Contracts Register if greater than £5,000, and.
- ◆ Contracts Finder if greater than £25,000 (including awards under mini-competition using a framework) or if advertised in Contracts Finder, and
- ◆ The Official Journal of the European Union if greater than the promulgated EU threshold.

17. LOCAL GOVERNMENT ACT – COMMUNITY RIGHT TO CHALLENGE

The Local Government Act permits relevant bodies (charities, community bodies, town & parish councils and staff) to submit Expressions of Interest to provide Council services. The Procurement Manager shall maintain and publish a timetable for the submission of Expressions of Interest. All Expressions of Interest received from relevant bodies should be forwarded to the Policy, Performance and Transformation Manager (Scrutiny).

18. RETENTION OF DOCUMENTS

18.1 Managers shall ensure that every contract or quotation is assigned the Unique Reference Number (URN) from the Contract Register, which is to be used in all correspondence. Any Division or reference may be included in addition to the URN shall comprise abbreviation for the Division and year. Formal amendments to a contract or order should also be given unique numbers showing the order in which the amendments were made.

18.2 Documentation retention periods are dictated by the Statute of Limitations and (where applicable) EU requirements. The following rules apply:-

- (a) retention for 12 years from the date of completion of the contract for contracts made under deed;
- (b) retention for 6 years from the date of completion of the contract:-
 - ◆ Contract Documents
 - ◆ Hire/Rental Agreements
 - ◆ Successful Tenders
 - ◆ Summary of Tender Opening
 - ◆ Disposal Board papers
 - ◆ All selection and evaluation scoring and reports
 - ◆ Goods Received Notes
 - ◆ HM Customs and Excise Import documentation

- ◆ Invitations to Tender/Quotation Requests
 - ◆ Maintenance/Software licence agreements
 - ◆ Specifications
 - ◆ Successful Quotations
 - ◆ Suppliers' Advice Notes;
- (c) retention for 3 years after the last entry:-
- ◆ Stock and Purchase Record Cards or Registers
- (d) retention for 2 years after the financial year to which the document relates:-
- ◆ Unsuccessful Quotations.
 - ◆ Unsuccessful Tenders.

19. FREEDOM OF INFORMATION ACT 2000 (FOIA)

Managers shall ensure that the handling of requests for procurement information complies with the detailed guidance published as Procurement Protocols & Procedures and the general FOIA guidance published by the Council's Freedom of Information Officer.

20. CONFLICTS OF INTEREST

20.1 Where a potential conflict is declared by an officer or otherwise recognised, the HoS shall ensure the relevant company and businesses areas are identified. Other business areas are exempt from the procedure.

20.2 The following procedure is applied according to value:

- (a) Low value (less than £100,000)
- ◆ HoS shall arrange for specifications/evaluation criteria written by the affected officer to be independently vetted;
 - ◆ HoS shall appoint 2 independent officers to evaluations were the relevant company participates; and
 - ◆ HoS shall ensure independent vetting of evaluations were the relevant company becomes the preferred bidder.
- (b) High Value (greater than £100,000). Where the relevant company bids or is considered likely to bid the HoS shall ensure participation by the affected officer is limited to providing specialist advice.

20.3 If a conflict of interest becomes apparent once a procurement is underway but before contract award the HoS shall seek the advice of the Procurement Manager and 3Cs Head of Legal Practice on how to proceed. If discovered after contract award, the HoS shall refer the matter to the Monitoring Officer.

21. Interims, Consultants and Contractors

21.1 The Manager responsible for appointing any Interim, Consultant or Contractor (ICC) shall:

- (a) if engaged through an agency, provide the agency with any information requested about the role.

- (b) if engaged directly, use the HMRC's online employment status tool to check the ICC's tax status and record the outcome. If the ICC is deemed an employee then HR shall be provided with the details of the engagement.

22.2 If the ICC will be responsible to the Council for the management or supervision of a contract on its behalf, then the Manager shall provide the ICC with a copy of this Code and ensure that it shall be a condition of the engagement that the ICC shall:

- (a) comply with this Code; and
- (b) at any time during the carrying out of the contract produce to the appropriate Manager, on request, all the records maintained in relation to the contract; and
- (c) on completion of the contract transfer all records produced or received that relate to the contract to the appropriate Manager.

22. PROCUREMENT TRAINING

22.1 The Procurement Manger shall create, maintain and arrange the delivery of training for Officers undertaking procurement duties.

22.2 Managers shall ensure that all Officers routinely undertaking purchasing or procurement duties where the gross value of the procurement is £5,000 or more shall have undertaken appropriate training.

Public
Key Decision – No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title: Annual Report of the Corporate Governance Committee
Meeting/Date: Council – 24 July 2019
Executive Portfolio: Strategic Resources: Councillor J A Gray
Report by: Head of Resources
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 2018/19 report is attached. It summarises the work undertaken by the Committee during 2018/19. 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.

The report will be uploaded onto the Council's website once it has been approved.

Recommendation:

It is RECOMMENDED that the Council receive and note the Corporate Governance Committee's 2018/19 annual report.

CONTACT OFFICER

Clive Mason, Head of Resources
Tel No: 01480 388157
Email: clive.mason@huntingdonshire.gov.uk

Corporate Governance Committee

Chairman's Annual Report to Council

for the year ending 31 March 2019

DRAFT



Introduction by the Chairman of the Corporate Governance Committee

This report summarises both the Committee's activities undertaken during 2018/19 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.

Last year's report was my first as Chairman of the Committee. In my introduction to that report I set out five issues that I wanted the Committee to focus upon. I'm pleased to assure Council that the Committee maintained its awareness of the issues relating to the 2017/18 annual governance statement and that there was an increase in the number of internal audit actions introduced on time. However, the Committee did not make as much progress as I wished in respect of the replacement of the financial management system and the lessons that can be learnt for the future; ensuring that business continuity plans are in place, especially in respect of the Council's commercialisation agenda and to review the controls in place to rebut a cyber-security attack. We hope to address these in the forthcoming year.

Finally I'd like to thank all the Members who served on the Committee during the 2018/19 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.

Councillor M. McGuire
Chairman, Corporate Governance Committee

June 2019

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

No training has been provided to the Committee since it was appointed by Council in May 2018.

A skills and training needs assessment form was circulated to all Committee members but was completed by only three Members. This was insufficient to allow training needs to be identified.

Similarly the Committee has not completed a self-assessment during the year to consider its own effectiveness or identify areas for improvement.

Matters considered

The table below groups into six categories the significant issues considered by the Committee during 2018/19. A brief summary of the issues considered within each of the categories is included on the following pages.

	2018			2019	
	June	July	Oct	Jan	Mar
1 Constitution					
Recommend to Council:					
Process for appointing Assistant Cabinet Members		■			
A mechanism for decisions to be taken by the Council as Shareholder of its Local Authority Trading Company, HDC Ventures Limited.		■			
Changes to Code of Procurement					■
2 Governance issues					
Local Code of Corporate Governance & annual governance statement (AGS)	■	■		■	
Governance Board effectiveness reviews			■		
Annual reports: Complaints			■		
: Freedom of Information				■	
3 External Audit (EA) & financial reporting					
Approve 2017/18 annual financial report and AGS		■			
Receive EA annual audit letter & grant certification 2017/18			■		■
Review EA 2018/19 audit plan				■	
4 Internal Audit					
Annual report 2017/18	■				
Approve 2018/19 audit plan & review progress to date		■	■	■	
Implementation of agreed actions		■			
Approve 2019/20 audit plan					■
5 Standards					
Member code of conduct / register of pecuniary interests / complaints	■		■	■	■
6 Fraud					
Fraud Investigation Activity 2017/18	■				
Approved whistleblowing policy & noted concerns received	■				
Risk Based Verification policy	■				
Review of Regulation of Investigatory Powers Act Policy	■				

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.

The Cabinet at their meeting on 21st June 2018 approved the creation of Assistant Cabinet Members who would to be appointed as non-executive members to support Cabinet Members in carrying out their role. After debate, the Committee resolved to recommend to Council that the necessary variation be made to the Constitution.

The Council is the sole shareholder of HDC Ventures Ltd. The day-to-day operation of the company is the responsibility of its Directors. To provide a link between the Directors and the Council, the Council has appointed a Shareholder Representative. The Constitution required amending to reflect this change and terms of reference for the Shareholder Representative were considered by the Committee. Amendments were proposed in two areas, both of which were approved by Council.

Governance of the Council

Approving the Local Code of Corporate Governance.

At the June 2018 meeting the Committee approved the Local Code of Corporate Governance. The Local Code sets out the processes and procedures which taken together support the Council's governance processes.

Approving the Annual Governance Statement on behalf of the Council.

At the July 2018 meeting, the Committee approved the 2017/18 [Annual Governance Statement](#) (AGS). The AGS has traditionally been inward looking, focussed on improvements to governance arrangements that had been identified from the review of the Local Code.

Five significant themes included in 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 themes 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 received a detailed update on the progress that had been made against each theme at its January 2019 meeting.

Governance Boards

A series of Officer led Governance Boards were established by the Managing Director in 2015 to review internal governance across all Council services. Boards have been both established and dissolved since that date as governance needs have changed. Four Boards were in place at the time of the review, October 2018. The Head of Resources having reviewed their operation considered the current Boards were effectively challenging the Council's process and practices, although not explicitly tackling the themes identified in the 2017/18 Annual Governance Statement. Committee expressed concerns about this, specifically the Finance & Procurement Boards oversight of the commercial investment strategy, and requested an update report, which is still awaited.

Complaints

The Committee receives an annual report on the outcome of any complaints referred to the Local Government Ombudsman as well as complaints that had been dealt with under the Council's own procedures. After discussing the benefits of providing more details within the report of individual complaints, it was decided that Members should contact the Corporate Team Manager if they required further information. It was agreed the future reports should include any key lessons learnt from complaint resolutions as well as a summary of complaint themes.

External Audit matters

Approving the 2017/18 annual financial report.

The 2017/18 financial report was externally audited and approved prior to the statutory deadline of 31 July 2018. The external auditors issued both an unqualified value for money and financial statement opinion.

Housing Benefit grant certification

The Council received over £32.8m of Housing Benefit grant during 2017/18 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 (£169) which were not material in the context of the overall grant.

Internal audit

Adequate assurance opinion.

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

The Committee noted that the 2017/18 adequate assurance opinion was unchanged from 2016/17.

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 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.

Approving the internal audit work plan and Internal Audit Charter.

The internal audit plan has historically been approved prior to the start of the financial year. The Internal Audit & Risk Manager discussed proposals with the Committee to move away from annual plans and instead introduce quarterly plans. This change was intended to allow internal audit to respond quickly to changing needs, and so ensure the plan stays focused on current or future risks and consider their impact on the delivery of Corporate and Service Plan aims and objectives. The Committee agreed to this approach being trialled in 2018/19.

As a consequence of the Committee receiving information on the audit plan on a more frequent basis, they also gained better oversight as to its delivery, progress made and findings from individual audit reports.

In January 2019 when considering the approach to be followed for 2019/20 the Committee agreed with the Internal Audit & Risk Manager that quarterly planning was not providing the advantages that were envisaged and agreed that the 2019/20 plan should be prepared on a half year basis.

Whilst not consulted directly, the Committee were informed that as a result of the Resources restructure, additional resource was to be allocated to the internal audit service. Responsibility for insurance and risk management services was also to be transferred away from internal audit and so make further time available for internal audit delivery. This is welcomed.

Standards

Ensuring good standards are maintained throughout the District.

The Committee has received four 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) 2017/18 annual report

The Committee remain strong supporters of the CFT and were pleased to see that they had identified over £270k of fraud across a number of service areas. The CFT had also successfully used for the first time the Proceeds of Crime Act to obtain a confiscation order against one fraudster.

Review of Regulation of Investigatory Powers Act Policy (RIPA)

The Committee approved updates to the RIPA policy. The policy was amended as a result of recommendations contained within a report issued by the Investigatory Powers Commissioner's office in January 2018 that examined the Council's use of RIPA. The Committee amended the policy so that all future updates would require its approval.

--- \\ ---

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:

- 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.
- Considering the progress made by managers to introduce agreed internal audit actions on time.
- Recommending to Council changes to the Code of Procurement.

Committee membership & attendance

		2018			2019		
		June	July	Oct	Jan	Mar	
Chairman	Cllr M McGuire	■	■	■	■	■	
Vice-Chairman	Cllr P L R Gaskin,	■	--	■	■	■	
	Cllr Mrs M L Beutell	■					
	Cllr E R Butler	--	■	--	■	■	
	Cllr J W Davies	--					
	Cllr D Giles	■	■	■	■	■	
	Cllr P Kadewere	■	--	■	■	--	
	Cllr H V Masson	■	■	■	■	■	
	Cllr J P Mead,	--	■	■	--	■	
	Cllr J P Morris	--	--	■	--	--	
	Cllr Mrs S Smith	■	--	■	--	■	
	Cllr D R Underwood	■	■	--	■	■	
	Cllr D J Wells			■	--	■	
	Cllr J White			■	■	--	
Key:		■ attended	-- absent				Not a Cttee Member

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

23 May 2018 Councillors Mrs M L Beutell, E R Butler, J W Davies, P L R Gaskin, D A Giles, P Kadewere, H V Masson, M McGuire, J P Mead, J P Morris, Mrs S Smith and D R Underwood.

27 June 2018 Councillors DJ Wells, J White appointed in place of Councillors Mrs M L Beutell and J W Davies.

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.

DRAFT

This page is intentionally left blank



Agenda Item: 12

Cambridgeshire & Peterborough Combined Authority

Reports from Constituent Council Representatives on the Combined Authority

Meeting	Dates of Meeting	Representative
Overview and Scrutiny	31st May 2019 24th June 2019	Councillors D B Dew and Mrs S J Conboy.
Combined Authority Board	29th May 2019 26th June 2019	Councillor G J Bull, Executive Leader.
Audit and Governance	31st May 2019	Councillor L W McGuire.

Overview and Scrutiny Committee – Friday 31st May and Monday 24th June 2019

The Overview and Scrutiny Committee met on 31st May and 24th June, the Decision Summaries are attached at **Appendix 1 and 2.**

Combined Authority Board – Wednesday 29th May and Wednesday 26th June 2019

The Combined Authority Board met on 29th March and 26th June, the Decision Summaries are attached at **Appendix 3 and 4.**

Audit and Governance Committee - Friday 31st May 2019

The Audit and Governance Committee met on 31st May, the Decision Summary is attached as **Appendix 5.**

The Agendas and Minutes of these meetings are available on the Combined Authority's website. Links to which are available in the appendices.



Overview and Scrutiny Committee - Decision Summary

Meeting: 31 May 2019

Agenda/Minutes: [Overview and Scrutiny Committee: 31st May 2019](#)

Chair: Cllr Lorna Dupre

Summary of decisions taken at this meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1.	Appointment of Chair and Vice Chair	<p>Councillor Murphy proposed, and Councillor Whitehead seconded that Councillor Price be Chair of the Overview and Scrutiny Committee for the ensuing year.</p> <p>Councillor Fane proposed and Councillor Chamberlain seconded that Councillor Dupre be Chair of the Overview and Scrutiny Committee for the ensuing year</p> <p>Upon a vote, the Committee elected Councillor Dupre as the Chair.</p> <p>Upon a vote, the Committee elected Councillor Price as Vice-Chair</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
2.	Co-optees to the Overview and Scrutiny Committee	<p>The Interim Monitoring Officer submitted a report and elaborated thereon. It was noted that the Board had recognised that a lot of independents had been elected in some constituent Councils and had delegated authority to the Overview and Scrutiny Committee to co-opt an independent member.</p> <p>Councillor Murphy proposed, and Councillor Dew seconded that the Committee do not co-opt an independent person.</p> <p>Upon a vote, it was agreed that the Overview and Scrutiny Committee would not co-opt an independent person.</p>
3.	Apologies	<p>Apologies received from:</p> <p>Cllr Gehring, substituted by Cllr Summerbell</p> <p>Cllr Heylings, substituted by Cllr Fane</p>
4.	Declaration of Interests	There were no declarations of interest.
5.	Minutes	The minutes of the meeting held on the 25 th March 2019 were agreed as a correct record
6.	Public Questions	There were no public questions received.
7.	University of Peterborough	<p>The Project Strategy Manager elaborated on her report and explained that it was a key feature of the devolution deal agreed with central Government and as a devolved funded priority, the Combined authority continued to support the establishment of a new University in Peterborough (UoP). It was explained that the University would offer technical qualifications to meet the needs of local business with an emphasis on vocational courses driven by local employer demand for skills in both the public and private sectors.</p> <p>Concerns were raised about the feasibility of the creation of the University as comparisons were made with former polytechnics and it was suggested that the Authority should be</p>

Item	Topic	Decision [<i>None of the decisions below are key decisions</i>]
		<p>building on the existing Universities within the area. That Committee noted the contents of the report.</p>
8.	Budget Monitoring Update	<p>The Chief Finance Officer submitted a report which had been previously requested by the Committee and had been presented to the Board on 29th May 2019. It was explained that the report provided a provisional outturn position for the Combined Authority for the year end 31st March 2019. Members questioned how additional costs for the year included subsidies paid by the Mayor to maintain local bus routes when some members commented that they had witnessed cuts to bus subsidies in some constituent council wards.</p> <p>The Chief Finance Officer reported that a number of the variances between the predicted revenue outturn position and the annual budget could be attributed to the uncertainty of expenditure profiles that delivery partners had provided the Authority which formed the basis for the original budget. It was explained that the Authority had a balanced budget and that approval by the Board had been sought for the current year to carry forward underspends to the new financial year to support ongoing planned delivery. Revised budget profiles would be reflected in the mid-year review.</p> <p>The Committee noted the updates contained within the report.</p>
9.	Mayor for the Combined Authority	<p>In response to a question from the Vice Chair with regards to employment practices, the Mayor confirmed that a member of the Board had resigned from their position and had been offered a significant role on the Board but that this had not been accepted. He confirmed that the positions of the Chief Executives of the Combined Authority were sound and that the working partnership worked extremely well and noted that both Mr Hill and Ms Sawyer were fulfilling their roles exceptionally well.</p> <p>Responding to further questions asked regarding a perceived bias in favour of East Cambs Council, the Mayor commented that the Combined Authority utilised staff from across all of the constituent Councils and that there was no bias or preference of one Council over another. He further explained that the work of the current Chief Executives had proved to be a success; a re-structure of the organisation had been successfully undertaken with a £1.8 million saving.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>The Mayor further confirmed that the Combined Authority relied upon housing programme requests received from constituent Councils and were considered equally when in receipt of them.</p> <p>The Mayor also confirmed that consideration had been given to modular homes but that there had been instances where modular home providers and manufacturers had an expectation that the Authority would provide the land for free for them to develop. Without this, modular homes had not proven to be a viable alternative to more traditional housing.</p> <p>In response to further questions, the Mayor stated that he supported, in principle, the planning application for an Agri-tech site in Cambridge as it would serve the rural farming area well.</p> <p>In reference to the CAM, he reported that a significant amount of partnership working had been undertaken, specifically with bus and rail companies and noted that the expense of bringing forward a CAM was significantly more affordable than improving the road system and therefore was a good short term investment which would decrease the number of cars on the road. This would subsequently decrease pollution and improve air quality around the significant areas affected.</p> <p>The Chair thanked the Mayor for attending the meeting</p>
10.	Project Register	<p>The Director of Delivery and Strategy introduced his report and noted that the Committee had previously agreed to receive updates quarterly, but it had also been requested that officers' monthly project highlight reports be presented to every Overview and Scrutiny Committee. It was reported that the information contained within the Board performance report would be published prior to the publication of the Overview and Scrutiny agenda and noted that due to high levels of commercially sensitive information contained within officers' monthly highlight reports, Board members did not consider it appropriate for the Committee to receive such detailed and sensitive information in its public reports.</p> <p>In response to questions asked, the Director of Delivery and Strategy explained there were</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>some projects that were shown as closed which represented a stage of a larger project and that subsequent stages would be reported in future updates. He confirmed that if required updates requested by Committee members on Councils on projects in their ward could be provided.</p> <p>The Committee noted the performance reporting process proposed for future meetings.</p>
11.	Member Update on Activity of Combined Authority	No updates were received from members
12.	Review of Combined Authority Agenda	There was no review of the Combined Authority Agenda.
13.	Combined Authority Forward Plan	The Committee considered the Combined Authority Forward Plan and discussed items that they may choose to scrutinise further. The Committee discussed their role and noted the distinction between reviewing and scrutinising decisions of the Combined Authority and making reports or recommendations to the Board or the Mayor including through forming working groups.
14.	Overview and Scrutiny Work Programme Report	<p>The Committee received the report which outlined the work programme for the committee for the municipal year 2019/20.</p> <p>Members were asked to consider their role, specifically with regards to the proposed changes in the Governance Review which could see the delegation of authority to Executive Committees. The Committee were requested to pay due regard to the resources available to them.</p> <p>In their discussion of the role of the Committee questions were raised about whether a 'light touch' approach was an appropriate description of their role. It was explained that the Committee needed to consider the best way to add value to the delivery of decisions and noted that the Authority was a strategic organisation and unlike constituent council, they did not have responsibility to deliver services. The Committee agreed to receive a report at their next meeting on the role of Scrutiny within a Combined Authority.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>The Committee agreed that the agenda include the following items:</p> <ul style="list-style-type: none"> • Transport brief • Affordable housing update
15.	Date of Next Meeting	The Committee agreed that the next meeting would be held at Cambridge City Council with a start time of 11am and a pre-meeting starting at 10am on the 24 th June 2019.



Overview and Scrutiny Committee - Decision Summary

Meeting: 24 June 2019

Agenda/Minutes: [Overview and Scrutiny Committee: 24th June 2019](#)

Chair: Cllr Lorna Dupre

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 Price, substituted by Cllr Davey Cllr Heylings, substituted by Cllr Fane Cllr Chamberlain, substituted by Cllr Topping. Cllr Jones
2.	Declaration of Interests	Cllr Davey declared a personal, non-pecuniary interest in Item 6 – Affordable Housing update as his wife was employed as an Assistant Director at Cambridgeshire County Council and Peterborough City Council with responsibility for Housing needs in Peterborough.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
3.	Minutes	<p>The minutes of the meeting held on the 31st May 2019 were agreed and signed by the Chair with the following amendments:</p> <ul style="list-style-type: none"> 1) Apologies were sent by Councillors Conboy, Connor and Hay. 7) Mayor for the Combined Authority – the Mayor confirmed that in response to questions asked by the Committee about Agri-tech, he supported it in a personal capacity. 7) Mayor for the Combined Authority – with reference to the CAM, the Committee requested that there be a continuation and recognition of the work carried out by the previous Vice-Chair with regards to the scrutiny of transport.
4.	Public Questions	There were no public questions received.
5.	Transport Briefing	<p>The Transport Programme Manager elaborated on his presentation and explained the CPCA (as the Local Transport Authority) had four main transport functional areas:</p> <ul style="list-style-type: none"> a) Passenger transport - Bus service provision, light rail, tram and variations thereof b) Strategic transport schemes - Which are considered to have a major impact on mobility, and that typically require substantial capital funding c) Transport planning - Developing strategies and plans that have broad, geographical coverage and require integrated transport solutions d) Engagement with national and regional bodies - Such as the Department for Transport, National Infrastructure Commission, the strategic road and rail authorities, and sub-national transport bodies. <p>It was noted that Transport powers were transferred to the Combined Authority, while highway authority powers under the Highway Act 1980 remain with Cambridgeshire County Council and Peterborough City Council.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>It was confirmed that there are a number of existing funding streams including Central government funding, Devolution Deal and transport levy. These monies are reviewed through the CPCA assurance framework and allocated to relevant areas (highways Authority, Partner authorities or internal Transport delivery teams).</p> <p>Each potential project is reviewed by the CPCA under creation and development of a Project Initiation Document (initial business case) to establish merit of proceeding. This review would consider best delivery mechanism through funding agreement, Commissioner role or CPCA direct delivery.</p> <p>In response to questions asked, the Transport Programme Manager reported that a series of consultation events had been announced across Cambridgeshire and Peterborough for members of the public to have their say on the future of the area's Local Transport Plan to 2050 and that once the consultation had concluded, a report would be brought to the Board in the latter part of 2019. This would propose a long-term delivery plan for transport including proposed assessments mechanisms for future schemes.</p> <p>A question was also raised as to the allocation and use of the Transport levy going forward and how this relates to bus subsidies. The programme manager identified that as part of the January CA Board approvals a Bus reform task group was established with relevant officer's from CPCA, Cambridgeshire County Council and Peterborough City Council to review and propose the bus subsidy strategy for future years and agree the allocation of transport levy in the future this is an ongoing piece of work. This January paper also confirmed that the current situation for managing buses would continue to March 2020</p> <p>It was explained that a report would also be submitted to the Board in July or September 2019 updating the progress from the Bus reform task group</p> <p>Members of the Committee asked for further information on the following in relation to transport delivery:</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<ul style="list-style-type: none"> • Where can members access the Letters of Intent or the Memorandum of Understanding (MoU) of the delivery instruments to see what had been commissioned by the Combined Authority • How many funding agreements and Letters of Intent were the transport team in receipt of • Could the authority acquire capital for delivery and control through partnership working • Could there be clarification on whether the work that is being undertaken on transport by the internal legal officers or by consultants. <p>The Transport Programme Manager informed the Committee that Letters of Intent and MoU's were held on an internal project delivery system. He was unable to clarify the exact number that was held, but that he could report back the figure at a later date and noted that the legal negotiations were being worked on in- house. It was confirmed that the Authority was engaging with other Combined Authorities across England as part of the development of the business case.</p> <p>The transport programme manager confirmed that legal discussions between CPCA and other parties in regard to MoU's and Funding agreements etc were being led directly by CPCA.</p> <p>The Committee noted the report.</p> <p>The Chair thanked the Transport Programme Manager for his attendance at the meeting.</p>
6.	Affordable Housing Update	<p>The Director of Housing and Development and the Programme Manager Affordable Housing gave a presentation to the Committee and updated members on the £170m Affordable Housing Programme. Of the £170 million, £70 million is ring fenced for new build Council rent homes in Cambridge City, leaving £100m allocated to deliver 2,000 new affordable homes across Cambridgeshire and Peterborough. Main tenures of</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>housing are affordable rent, social rent and shared ownership. Further information was provided which highlighted key milestones which included the first CPCA funded scheme to be completed in Soham in August 2018 and in March 2019 the approval of the creation of a Development Company. In all, 777 units had approval by CA Board to date.</p> <p>In response to questions asked, the Director of Housing and Development explained that there was ongoing dialogue with housing teams across the other local authorities. The £100m allocated to deliver 2,000 new affordable homes across Cambridgeshire and Peterborough had been split 60/40 between grants for affordable housing and a revolving loan fund. It was reported that the Combined Authority would consider applications for funding to deliver new affordable homes across all tenures, provided the scheme has the support of the local planning authority. The team consults with LA Housing Strategy and Planning teams as part of the appraisal process.</p> <p>It was explained that risk assessments had been carried out on all proposed development and loan arrangements with an additional £31 million approved to projects as loan investment which would be repaid to the programme and would establish a recycling fund to go beyond the lifetime of the current programme (March 2022). The Committee discussed the timeline of the housing development and noted that they would be interested in receiving information about the proposed housing delivery timeline and that they were informed of all projects in the 'pipeline'. Committee members were reminded that the Housing and New Communities Committee receive programme performance updates on a roughly quarterly basis and that these are published on the CPCA website, and O&S members would be very welcome to attend these meetings.</p> <p>RESOLVED:</p> <p>That the Committee receive a trajectory of the delivery of housing projects and updated information on housing development at regular intervals, with the next being November 2019</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
7.	Member Update on Activity of Combined Authority	No updates were received from members
8.	Review of Combined Authority Agenda	<p>The Committee reviewed the agenda due to come to Board on Wednesday 26th June 2019.</p> <p>The Committee agreed to raise the following questions to the Board:</p> <p>Item 1.5 Forward Plan</p> <ol style="list-style-type: none"> 1) The Committee expressed concern at the late publication of the Board Forward Plan and asked for an assurance that in future this would be published in time to be considered by the Overview & Scrutiny Committee before the Board meeting. <p>Item 1.6 Appointment to Executive Committees</p> <p>The Combined Authority is currently reviewing its Constitution and governance arrangements which may have an impact on the functions and membership of the committees</p> <ol style="list-style-type: none"> 2) Can the Committee be provided with a comprehensive list of appointed senior officers at the Combined Authority? 3) What were the reasons for the amendments to the allocations to Executive Committees for 2019/20 specifically the revised Cabinet representation? 4) Can the Board ensure that frequent governance changes do not get in the way of the Authority achieving its strategic objectives; and note that governance changes also affect how Overview & Scrutiny works <p>Item 2.1 - Budget Monitoring Update</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>5) Can the Committee be provided with more clarity on schemes and associated funding? Can the finance team provide a clear correspondence between lines in the budget and decisions by the Authority?</p> <p>Item 3.1(i) £100m Affordable Housing Programme – Scheme Approvals – Alexander House, Ely</p> <p>6) Can the Board confirm the Combined Authority is authorised to, and in a position to give commercial loans?</p> <p>How is the loan being secured and how does the interest rate compare to the market? Could a revised condition to increase the percentage of (16%) affordable housing units (to be provided from the total of 25 units) be approved</p>
9.	Combined Authority Forward Plan	Committee expressed concern at the late publication of the Board Forward Plan and discussed the need for members of the Overview and Scrutiny Committee to access confidential Board papers and appendices in order to carry out their duties.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
10.	Overview and Scrutiny Work Programme Report	<p>The Committee received the report which outlined the work programme for the committee for the municipal year 2019/20.</p> <p>The Committee requested that an Affordable Housing Update report be brought to the November 2019 meeting.</p> <p>The Committee requested that a Budget Update report be presented to the meeting in October 2019.</p> <p>The Committee asked that the previous Vice-Chair of the Committee be invited to the next Overview and Scrutiny Committee pre-meet to update members on the work that he had accomplished in relation to the CAM metro.</p> <p>The Committee AGREED to establishing 2 working groups, membership as below: CAM Metro – Councillors Gehring, Sharp, Price, Heylings and Whitehead (Cllr Conboy subject to availability)</p> <p>CAM Bus Review: Councillors Hay, Dew, Connor and Chamberlain (Cllr Murphy as a substitute member)</p>
11.	Date of Next Meeting	<p>The Committee agreed that the next meeting would be held at Fenland District Council (Council Chamber) with a start time of 11am on the 29th July 2019.</p> <p>The pre-meeting on the 29th July 2019 would be held at 10am in Room 38, Fenland Hall, March.</p>



CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY BOARD - Decision Summary

Meeting: 29 May 2019

Agenda/Minutes: [Cambridgeshire & Peterborough Combined Authority Board: 29th May 2019](#)

81

Item	Topic	Decision
	Part 1 – Governance Items	
1.1	Announcements, Apologies and Declarations of Interest	<p>Apologies were received from J Bawden, Councillor S Count (substituted by Councillor R Hickford) and Councillor D Over.</p> <p>Declarations of non-pecuniary interest were made during the course of the meeting by Councillor J Holdich in relation to Item 4.2: Greater Peterborough Inward Investment Pilot and Item 5.2: Creation of Cambridgeshire and Peterborough Employment and Skills Board, Incorporating Skills Advisory Panel and Adult Education Budget Governance Arrangements as a member of the Opportunity Peterborough Board. A declaration on non-pecuniary interest was made by Councillor Herbert in relation to Item 5.3: University of Peterborough – Outcome of Review and Reflect Leading to the Progression of an Outline Business Case as he was until recently an employee of Anglia Ruskin University.</p>

1.2	Minutes – 27 March 2019	<p>It was resolved to:</p> <p style="text-align: center;">Approve the minutes of the meeting of 27 March 2019 as an accurate record.</p>
1.3	Petitions	None received.
1.4	Public Questions	None received.
1.5	Forward Plan	It was resolved to note the Forward Plan.
1.6	Membership of the Combined Authority	<p>The Board reviewed the membership of the Combined Authority Board for the 2019/20 municipal year.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Note the Members and substitute Members appointed by constituent councils to the Combined Authority for the municipal 2019/2020 (tabled). b) Appoint the Business Board’s nominations as Member and substitute Member to represent them on the Combined Authority for the municipal year 2019/20 c) Confirm that the following bodies be given co-opted member status for the municipal year 2019/20: <ul style="list-style-type: none"> i) The Police and Crime Commissioner for Cambridgeshire; ii) Cambridgeshire and Peterborough Fire Authority iii) Cambridgeshire and Peterborough Clinical Commissioning Group d) Note the named representative and substitute representative for each organisation as set out in the report e) Agree that the late notifications of appointments to the Monitoring Officer shall take immediate effect

		<p>f) Delegate authority to both the Audit and Governance Committee and the Overview and Scrutiny Committee the power to appoint a single co-opted member (and substitute) to each Committee to represent the number of independent members elected across constituent councils.</p>
1.7	Appointments to Executive Committees, appointment of Chairs and Portfolio Holders	<p>The Board reviewed portfolio holder responsibilities and committee membership for the 2019/20 municipal year.</p> <p>It was resolved to:</p> <p>a) Note and agree the Mayor's nominations to Portfolio Holder responsibilities and the membership of the committees including the Chairs of committees for 2019/20 or until such time as the revised governance arrangements are approved, as set out in Appendix 1 (tabled).</p>
1.8	Appointment of the Overview and Scrutiny Committee	<p>The Board reviewed the membership of the Overview and Scrutiny Committee for the 2019/20 municipal year.</p> <p>It was resolved to:</p> <p>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 2019/2020;</p> <p>b) Approve the amended political party representation on the Overview and Scrutiny Committee;</p> <p>c) Confirm the appointment of the Member and substitute Member nominated by constituent councils to the Overview and Scrutiny Committee for the municipal year 2019/2020 as set out in Appendix 2 of the Addendum report (tabled);</p> <p>d) To agree that the Overview and Scrutiny Committee consider the co-option of an independent member from a Constituent Council</p>

1.9	Appointment of the Audit and Governance Committee	<p>The Board reviewed the membership of the Audit and Governance Committee for the 2019/20 municipal year.</p> <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 eight members; one member and one substitute from each Constituent Council and one independent person for the municipal year 2019/2020; b) To 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 Committee for the municipal year 2019/2020 as set out in Appendix 2 (tabled); d) Appoint a Chair and Vice Chair of the Audit and Governance Committee for the municipal year 2018/2019; e) To agree that the Audit and Governance Committee consider the co-option of an independent member from a Constituent Council.
1.10	Management of the Cambridgeshire and Peterborough Combined Authority	<p>The Board reviewed the arrangements of the appointment of joint Chief Executives and the Section 73 Chief Finance Officer.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Approve the appointment of John Hill and Kim Sawyer as Joint Chief Executive of the CPCA with immediate effect b) Review these arrangements by 31 May 2021 c) Appoint Jon Alsop as the Section 73 Chief Finance Officer to the CPCA; d) Approve the appointment of Dermot Pearson as the Interim Monitoring Officer.

1.11	Calendar of Meetings 2019/20	<p>The Board reviewed the proposed Calendar of Meetings for the 2019/20 municipal year.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Approve the Calendar of Meetings for 2019/2020 subject to the outcome of the review of the Constitution to be report in June 2-19 (Appendix 1)
1.12	Members' Allowances Scheme	<p>The Board reviewed the Combined Authorities allowances schemes.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Review the Members' Allowances Scheme (Mayor's and other Allowances) b) Agree the scheme for the Mayoral allowance as set out in Appendix 1 and summarised in para 2.6 (a) to (c); c) Agree the scheme for the allowances/expenses to those appointed to any independent commissions set up by the Combined Authority Commission as set out in Appendix 1 and summarised in para 2.7 (a) to (d); d) Agree: <ul style="list-style-type: none"> (i) That the Combined Authority make representations to Central Government for the role of Mayor to be regarded as fixed-term contract employment that is pensionable. (ii) That the Constituent Authorities IRPs be requested to consider the payment of allowances to their Members serving on the Combined Authority, due to the statutory prohibition on the Combined Authority to pay such allowances. e) Consider the payment of allowances/expenses to those appointed to any independent commissions

1.13	Quarterly Performance Reporting	<p>The Board reviewed the May Delivery Dashboard.</p> <p>It was resolved to:</p> <p style="padding-left: 40px;">Note the May Delivery Dashboard</p>
	Part 2- Finance	
2.1	Budget: Provisional Outturn	<p>The Board received an update report on the provisional outturn position of the Combined Authority for the year ended 31 March 2019.</p> <p>It was resolved to:</p> <p style="padding-left: 40px;">a) Note the provisional outturn position against budget for the year to 31 March 2019.</p> <p style="padding-left: 40px;">b) i. Approve the carry forward of £616,400 of revenue budget underspends to increase the 2019/20 budget and deliver the outcomes identified;</p> <p style="padding-left: 80px;">ii. Approve the carry forward of capital underspends identified in paragraphs 2.8 to 2.16</p> <p style="padding-left: 40px;">c) Note progress being made in the preparation and audit of the draft Statement of Accounts for 2018/19.</p>
	Part 3- Combined Authority Decisions	
3.1	£100m Affordable Housing Programme- Scheme Approvals: May 2019 - Belle Vue, Stanground, Peterborough	<p>The Board received a report presenting a scheme seeking approval of grant funding in the context of the overall investment pipeline for the Combined Authority's £100m programme.</p> <p>It was resolved to:</p>

		<p>a) Commit grant funding of £735,000 from the £100m Affordable Housing programme to support conversion of 21 new homes from Open Market sale to Affordable Rent at Belle Vue, Stanground, Peterborough.</p>
3.2	£70m Cambridge City Council Affordable Housing Programme- 2019/20 Budget	<p>The Board received a report seeking approval to carry forward the underspend from the 2018/19 budget into the new financial year and of the 2019/20 budget figure for the £70 million Cambridge City programme.</p> <p>It was resolved to:</p> <p>a) Note the revised expenditure profile in respect of the £70 million Affordable Housing Programme led by Cambridge City Council, as part of the £170 million Affordable Housing Programme</p> <p>b) Approve a carry forward of £1,505,274 from the approved 2018/19 budget into the 2019/20 financial year</p> <p>c) Approve 2019/20 budget provision of £19,102,771, giving a total budget of £20,608,045 once the carry forward from 2019/20 is included to enable the programme to continue.</p>

3.3	Local Highways Maintenance Capital Grant Allocation 2019/20	<p>The Board received a report seeking consultation regarding the capital funding allocations towards local transport for the 2019/20 financial year.</p> <p>It was resolved to:</p> <p>a) The Combined Authority Board was consulted regarding the Mayor's intention to allocate grants totalling £23,541,459 to Cambridgeshire County Council and Peterborough City Council in line with the Department for Transport formula as set out in the table below.</p> <p>b) The Mayor approved the allocation of grants as set below:</p> <table border="1" data-bbox="826 580 1765 802"> <thead> <tr> <th data-bbox="837 580 1294 627">Constituent Council</th> <th data-bbox="1301 580 1765 627">Allocation /£</th> </tr> </thead> <tbody> <tr> <td data-bbox="837 632 1294 678">Peterborough City Council</td> <td data-bbox="1301 632 1765 678">4,958,107</td> </tr> <tr> <td data-bbox="837 683 1294 754">Cambridgeshire County Council</td> <td data-bbox="1301 683 1765 754">18,583,352</td> </tr> <tr> <td data-bbox="837 759 1294 802">Total</td> <td data-bbox="1301 759 1765 802">£23,541,459</td> </tr> </tbody> </table>	Constituent Council	Allocation /£	Peterborough City Council	4,958,107	Cambridgeshire County Council	18,583,352	Total	£23,541,459
Constituent Council	Allocation /£									
Peterborough City Council	4,958,107									
Cambridgeshire County Council	18,583,352									
Total	£23,541,459									
3.4	Delegation of Passenger Transport Powers	<p>The Board received a report seeking approval to delegate the role of Travel Concessionaire Authorities and other powers to Cambridgeshire County Council and Peterborough City Council for the 2019/2020 financial year.</p> <p>It was resolved to:</p> <p>a) Agree the delegation of transport powers to Cambridgeshire County Council and Peterborough City Council for the 2019/2020 financial year as set out in paragraph 2.7 (a).</p>								
3.5	Public Consultation on the Draft Local Transport Plan	<p>The Board received a report seeking approval to proceed to public Consultation of the draft of the first Cambridgeshire and Peterborough Combined Authority Local Transport Plan/</p> <p>It was resolved to:</p>								

		<p>a) Note the draft Local Transport Plan for the Cambridgeshire and Peterborough Combined Authority and approve consultation on the basis of the draft.</p> <p>b) Delegate authority to the Chief Executive, in consultation with the Chair of the Transport Committee, to allocate funding for public consultation from the 2019/20 Local Transport Plan Budget allocation and make non-material drafting improvements in line with Board Members' views to the draft Local Transport Plan before public consultation.</p>
3.6	Non-Statutory Strategic Spatial Framework Phase 2 – Public Consultation	The report was withdrawn.
3.7	Connecting Cambridgeshire	<p>The Board received a report providing an update on the Digital Connectivity Programme over the last year and to seek endorsement for a new stretch target for full fibre coverage and the incorporation of fibre ducting in future transport schemes.</p> <p>It was resolved to:</p> <p>a) Note the progress of the Digital Connectivity Programme during 2018/19 and outline objectives for 2019/20.</p> <p>b) Endorse the proposal to include provision of fibre ducting in all future CPCA area transport schemes as part of the forthcoming Local Transport Plan.</p> <p>c) Endorse the proposed increase to the full fibre coverage target to over 30% coverage by 2022 within the existing programme budget.</p>

	Part 4- Recommendations from the Business Board	
4.1	<p>For approval as Accountable Body:</p> <ul style="list-style-type: none"> i. Growth Deal Project Proposals May 2019 (Key Decision) ii. Growth Programme Budget Monitor iii. Annual Delivery Plan 	<p>The Board received a report requesting that they consider and approve the following Business Board recommendations.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> 1. Growth Deal Project Proposals May 2019 <ul style="list-style-type: none"> a) Approve those schemes recommended by the Business Board at its meeting on 28 May 2019. 2. Growth Programme Budget Monitor <ul style="list-style-type: none"> a) Agree the submission of the Growth Deal monitoring report to Government to end Q4 2018/19. b) Agree the launch and to note the spec of call for next round of Local Growth Fund (LGF) projects. 3. Annual Delivery Plan <ul style="list-style-type: none"> a) Note the final Annual Delivery Plan for 2019-20.
4.2	Greater Peterborough Inward Investment Pilot	<p>The Board received a report requesting ratification to consider and approve the arrangements for a one-year contract on Inward Investment support activity.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Consider the proposal for a pilot one-year inward investment service for Greater Peterborough area; and b) Approve the one-year contract funds to Peterborough City.

4.3	Growth Company Strategic Outline Business Case	<p>The Board received a report presenting the Strategic Outline Business Case for the Growth Company. It was also seeking comment and a steer to develop the next stage Business Case and working towards a mobilisation of the Growth Company at the beginning of 2020.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Approve the development of an Outline Business Case for September 2019; b) Authorise Officers to form a Company Limited by Guarantee in June 2019; c) Agree the funding strategy for the services and authorise Officers to: <ul style="list-style-type: none"> i) Submit proposals for external funding to Local Growth Fund, Growing Places Fund, European social Fund and European Regional Development Fund ii) Submit, through the subsequent Outline Business Case proposals for internal funding from within the already agreed Medium Term Financial Plan of the Business Board and its Enterprise Zone receipts.
4.4	Assurance Framework	<p>The Board received a report presenting the update Assurance Framework.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Agree the revised single Assurance Framework (tabled), which is in line with the Ministry of Housing, Communities & Local Government's revised National Local Growth Assurance Framework for Mayoral Combined Authorities with a Single Pot and Local Enterprise Partnerships.

	Part 5 – Recommendations from the Skills Committee	
5.1	Creation of Cambridgeshire & Peterborough Employment & Board Incorporating Skills Advisory Panel and Adult Education Budget Governance Arrangements.	<p>The Board received a report seeking approval of the creation of a Cambridgeshire and Peterborough Employment & Skills Board and the proposed Terms of Reference for the Cambridgeshire and Peterborough Employment & Skills Board.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Agree to the creation of a Cambridgeshire & Peterborough Employment & Skills Board b) Agree to the proposed Cambridgeshire & Peterborough Employment & Skills Board Terms of Reference c) Approve the proposed Terms of Reference and Governance.
5.2	Skills Brokerage Contract and Future of the Careers and Enterprise Company Contract for Cambridgeshire and Peterborough	<p>The Board received a report providing an update on the Skills Brokerage Contract and progress of the Careers & Enterprise Company (CEC) contract for Cambridgeshire and Peterborough.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Agree to the grant of £272,500 for Skills Brokerage to Peterborough City Council as accountable body for Opportunity Peterborough for the delivery of the Skills Contract. b) Agree to a revised contract with CEC to August 2020 and linking the match funding provided to Peterborough City Council for Opportunity Peterborough. c) Agree to the grant of £37,500 to Form the Future, funded via the revised CEC contract, to provide 50% funding for 1.5 Full Time Equivalents for Cambridge and South Cambridgeshire skills brokerage delivery.

5.3	University of Peterborough- Outcomes of Review and Reflect leading to the progression of an outline Business Case	<p>The Board received a report seeking approval to move into the next stage of the University of Peterborough project.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Note the findings of the reviews that recommend the way forward for the University of Peterborough to be developed to meet the outcomes of the Cambridgeshire and Peterborough Independent Economic Review, Local Industrial and Skill Strategy; b) Approve: <ul style="list-style-type: none"> i. Running an academic partner review, comparison and selection process that includes PRC, ARU and others. ii. Release £300,000 of capital funding identified in the 2019/20 Capital Programme to deliver items 3 and 5 of the programme outlined in Table B in the report and power is delegated to the Chief Executive, in consultation with the Chairman of the Skills Committee, to approve/agree Officer Decision Notices to maintain the momentum in project delivery for items 3 of Table B – Timescales for commitment and spend of funding. Progress will be reported back to the Skills Committee in July 2019. iii. The release of £235,000 from the non-transport feasibility funding in the revenue budget for 2019/20 to deliver items 1, 2, 4 and 6 in Table B in the report and power is delegated to the Chief Executive, in consultation with the Chairman of the Skills Committee, to approve/ agree Officer Decision Notices to maintain the momentum in project delivery for items 1, 2 and 4 of table B – Timescale for commitment and spend of funding. Progress will be reported back to the Skills Committee in July; iv. The Action plan and Timescales set out, noting they both enable meeting the original objective of 2000 students on the Embankment site by 2022. v. Officers procuring expert consultants to support the execution of that
-----	---	--

		<p>Action plan to these timescales;</p> <p>vi. A review, through the Outline Business Case Process, of the current assumptions regarding:</p> <p style="padding-left: 40px;">a) The level of CPCA capital investment in the build; and</p> <p style="padding-left: 40px;">b) The Governance Process of the University Programme.</p> <p>c) Delegate authority to the Chief Executive to enter into the contractual relationships following the procurement of the external consultants required to undertake the activities specified.</p> <p>d) The definition of the University as set out in 2.5 of the report.</p>
5.4	Skills Strategy	<p>The Board received a report requesting that they approve and adopt the Skills Strategy.</p> <p>It was resolved to:</p> <p style="padding-left: 40px;">Approve and adopt the Skills Strategy at Appendix A of the Business Board report.</p>
	Part 6 – Date of Next Meeting	
6.1	Wednesday 26 June 2019 at 10.30am, Kreis Viersen Room, Shire Hall, Cambridge, CB3 0AP	



CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY BOARD - Decision Summary

Meeting: 26 June 2019

Agenda/Minutes: [Cambridgeshire & Peterborough Combined Authority Board: 26th June 2019](#)

95

Item	Topic	Decision
	Part 1 – Governance Items	
1.1	Announcements, Apologies and Declarations of Interest	Apologies were received from J Ablewhite, Councillor S Count (substituted by Councillor R Hickford) and A Khalid (substituted by Professor A Neely). A declaration of non-pecuniary interest was made by Professor A Neely in relation to Item 3.4: Local Industrial Strategy Update in relation to his involvement with Project Spring.
1.2	Minutes – 29 May 2019	The minutes of the meeting on 29 March 2019 were confirmed as an accurate record and signed by the Mayor.
1.3	Petitions	None received.
1.4	Public Questions	None received.
1.5	Combined Authority Forward Plan	It was resolved to note and comment on the Forward Plan.

1.6	Appointments to Executive Committees	<p>The Board received a report providing an update on the committee membership of the Combined Authority.</p> <p>It was resolved to note and agree the updates to the membership of the committees for 2019/20 or until such time as the revised governance arrangements are approved, as set out in the revised Appendix 1 which was tabled at the meeting and in accordance with further verbal updates from Board members.</p>
Part 2 – Finance Items		
2.1	Budget Monitor Update	<p>The Board received a report providing an update on the 2019-20 budget position reflecting the Board’s decision in May to authorise the carry forward of identified revenue and capital balances from the year ended 31st March 2019.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Note the updated financial position of the Combined Authority for the year. b) Note the status of the Statement of Accounts for 2018/19.

	Part 3- Combined Authority Decisions	
3.1	£100m Affordable Housing Programme Scheme Approvals: June 2019	
3.1.1	Alexander House Ely	<p>The Board received a report seeking approval for the provision of a 21 month repayable commercial loan facility capped at £4.84m to Laragh House Developments LTD to create housing units by converting an office building</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Approve the provision of a commercial loan facility of £4.84m to Laragh House Developments Ltd for a scheme of 25 units based on the heads of terms detailed in the exempt Appendix 1. b) Authorise the Director of Housing and Development, in consultation with Legal Counsel and the Portfolio Holder for Investment and Finance, to conclude any necessary legal documentation to secure the loan, to include taking a charge upon the land.
3.1.2	£100m Luminus, Huntingdonshire	<p>The Board received a report seeking the approval of grant funding in the context of the overall investment pipeline for the Combined Authority's £100m programme.</p> <p>It was resolved to commit grant funding of £618,800 from the £100m Affordable Housing programme to deliver 14 new affordable homes for Social Rent at seven sites in Huntingdonshire.</p>
3.1.3	MOD Site Ely – Application for Affordable Housing	The report was withdrawn.
3.2	£100m Affordable Housing Programme – Proposed Acquisition	The Board received a report seeking approval for the Acquisition of a 5.1 acre development site in Cambridgeshire and Peterborough for a price of 1.225m, to be prepared for a future residential development scheme.

		<p>It was resolved to:</p> <ul style="list-style-type: none"> a) Approve the acquisition of a site in Cambridgeshire and Peterborough for the sum of £1.225m, based on the heads of terms detailed in the exempt Appendix 1. b) Approve the expenditure of £332,335 in costs on the acquisition (including stamp duty) and to prepare, submit and secure a planning consent for a residential development scheme on the site. c) Authorise the Director of Housing and Development, in consultation with Legal Counsel and the Portfolio Holder for Investment and Finance, to conclude any necessary legal documentation to secure the acquisition and planning permission.
3.3	Major Road Network and Large Local Majors	<p>The Board received a report presenting the proposed projects for submission to the Major Road Network investment programme and the Large Local Majors investment programme. The report also presented how these projects relate to the strategic objectives of the Combined Authority.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Approve the projects to be submitted for the Major Road Networks (MRN) and Large Local Majors (LLM) investment programmes. b) Agree to aim to secure a local or third-party contribution of at least 15% of the scheme costs for each project if approved. c) Authorise the Director of Delivery and Strategy, in consultation with the Chair of the Transport and Infrastructure Committee, to finalise the MRN/LLM submission and liaise with the England's Economic Heartland partnership.

3.4	Local Industrial Strategy – Update By Recommendation to the Combined Authority	The Board received a report providing an update on the final draft agreed with Government for the Cambridgeshire and Peterborough Local Industrial Strategy. It was resolved to: a) Note the final version of Cambridgeshire and Peterborough Local Industrial Strategy as agreed with Government. Note the final stages of national sign-off for the Local Industrial Strategy in the Department of Business, Energy and Industrial Strategy (BEIS) template style prior to publication.
	Part 4 – Recommendations from the Housing and Communities Committee	
4.1	Quality Charter for Growth	The Board received a report requesting approval of the following recommendations. It was resolved to: a) Adopt the Quality Charter for Growth principles (including additions in Appendix 1 of the attached Committee report) to guide it's work on new developments across Cambridgeshire and Peterborough; b) Adopt a strengthened set of principles on cohesion (as set out in Appendix 2 of the attached Committee report)
	Part 5 – Motion submitted under Committee Procedure Rule 14	
5.1	Motion from Councillor Lewis Herbert	On being put to the vote, the Motion was lost.
	Part 6 - Date of next meeting	
6.1		Wednesday 31 July 2019 at 10.30am, Council Chamber, Fenland Hall, County Road, March, PE15 8NQ

Appendix 5



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

101

AUDIT & GOVERNANCE COMMITTEE - Decision Summary

Meeting: 31 May 2019

Agenda/Minutes: [Audit & Governance Committee: 31st May 2019](#)

Chair: John Pye (Chair and Independent Person)

Summary of decisions taken at this meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1.	Apologies and Declarations of Interests	Apologies were received from Councillors Goldsack (substituted by Councillor Wells) Councillor Davey who was substituted by Councillor Price and Councillor Mason No declarations of interest were made.
2.	Chairs Announcement's	1. The Chair congratulated Jon Alsop into his new role as Chief Finance Officer/S73 Officer at the Authority and thanked the Interim S73 officer for his work.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>2. The Chair also thanked the Councillor who had served on the previous year's Audit and Governance Committee- Councillors Harrison, Morris, Hay, Seaton and Robertson.</p> <p>3. Due to the number of newly appointed members to the Audit and Governance Committee, the Chair asked that a 'Skills set' be circulated to all members of the Audit and Governance Committee to identify areas of training that members may benefit from.</p>
3.	Appointment of the Vice-Chair	<p>The Chair explained that at the Annual General meeting in May 2017, the Board appointed him as Chairman of the Committee and delegated the decision of a Vice-Chair to the Committee to decide at its first meeting of each year.</p> <p>Councillor Benney proposed and Councillor Wells seconded that Councillor McGuire be appointed as Vice- Chair.</p> <p>It was resolved:</p> <p>Upon a vote, it was agreed that Councillor McGuire be appointed as Vice -Chair of the Audit and Governance Committee for the ensuing year.</p>
4.	Co-optees to the Audit and Governance Committee	<p>The Interim Monitoring Officer submitted a report and elaborated thereon. It was noted that the Board had recognised that a lot of independents had been elected in some constituent Councils and had delegated authority to the Audit and Governance Committee to co-opt an independent member.</p> <p>Councillor Price proposed the co-option of an independent person.</p> <p>Councillors McGuire proposed, and Councillor Wells seconded that the Committee do not co-opt an independent person.</p> <p>Upon a vote, it was agreed that the Audit and Governance Committee would not co-</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		opt an independent person.
5.	Minutes of the meeting held on the 29 th March 2019	The minutes of the meeting held on the 29 th March 2019 were agreed and signed by the Chair.
6.	Corporate Risk Register	<p>The interim S73 officer elaborated on the report and explained that it was an updated report, from March) which had been requested by Members. It was noted that the register was reviewed monthly by the Directors.</p> <p>It was noted that there was a risk register in place for all projects undertaken by the Authority. Following the implementation of the mitigation measures, the top risks had been identified and outlined within the report. It was explained that there were several reasons some risks would remain, which included the lack of funding approval from Government and financial commitment secured from the Authority's private partners.</p> <p>The Interim S73 Officer reported that the Risk Register was reported and reviewed on a monthly basis by directors; it was a fluid document that was updated regularly to reflect any changes to the status of the risks and to record any new risks identified.</p> <p>It was resolved:</p> <p>That the Committee reviewed the Combined Authority Risk Register and requested that it be a standing item on the agenda and new risks included on the register be identified be highlighted at the next meeting.</p>
7.	Draft Accounts 2018/19	<p>The interim S73 officer explained that it was a legal requirement for the draft Statement of Accounts to be published on the Combined Authority's website for public inspection.</p> <p>It was noted that draft Statement of Accounts were unaudited and as such, had not been audited by Ernst and Young; the final audited version of the Statement of Accounts would need to be signed and published on the Authority's website by 31st July 2019.</p> <p>In response to questions asked by the Committee, it was noted that in previous years</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>there had been a simpler structure and therefore due to an increase in employment at the Authority, the figures had been consolidated. Furthermore, it was necessary for the figures to be reported in a different way which was due to the transfer of the LEP; there was only a need to highlight the figures of the LEP for the first year and not the subsequent years.</p> <p>In relation to senior officer staffing costs the figures had been included in the Audit Plan and the external auditors had confirmed the process followed and figures contained within the accounts were correct.</p> <p>It was confirmed that the Authority had no debt and that all funding came from grants and was not borrowed money.</p> <p>It was resolved:</p> <p>That the Committee received and reviewed the draft statement of accounts 2018/19</p> <p>That the Committee received and reviewed the Annual governance Statement 2018/19</p>
8.	Assurance Framework	<p>The Chief Executive submitted a report which asked the Committee to note the report and the revised single Assurance Framework for both the Business Board and the Combined Authority.</p> <p>It was explained that a Local Assurance Framework for the LEP be created to document practices and standards to provide Government and local partners with assurance that decisions over funding were robust, transparent and able to deliver value for money (VFM).</p> <p>The single Assurance Framework for both the Business Board and the Combined Authority was developed in line with the revised Government guidance, ensuring clarity, transparency and openness to the decision-making process of both Boards.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>It was resolved:</p> <p>That the single Assurance Framework for both the Business Board and the Cambridgeshire and Peterborough Combined Authority be noted</p>
9.	Internal Audit; Governance	<p>The Internal Auditor elaborated on his report and explained that the report provided an independent and objective opinion on the Combined Authority's effectiveness in managing risk management, governance and control environment. It was noted that with the amalgamation of the LEP into the Authority, the Audit Plan would review the LEPs governance arrangements as it was expected that this would closely mirror those of the Combined Authority.</p> <p>It was noted improvements had been made to the governance arrangements although an area identified as a risk was Human Resources: gaps had been identified however, plans had been put in place to address those and it was reported that a new HR Manager was now in post.</p> <p>The Chief Executive explained that 6 months in to the inception of the Combined Authority, they had asked the Internal Auditors to inspect their practices and identify any areas of concern. At the time, 19 issues had been highlighted, 8 of which had now been completed and the remaining ones being either worked on or were not currently possible to resolve.</p> <p>28 key policy documents around Human Resources had been identified and in the past 6 months, there had been no significant issues raised; having undertaken a restructure it was reported that staff employed at the Authority were happy and contented.</p> <p>It was resolved:</p> <p>That the outcomes from the reviews of corporate governance together with the proposed actions for management to address weaknesses identified was considered.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
10.	Combined Authority Board Update	<p>The Committee received a report which provided an update on the activities of the Cambridgeshire and Peterborough Combined Authority Board meetings of the previous 6 months.</p> <p>It was resolved:</p> <p>That the Committee note the updated contained within the report and appendices.</p>
11.	Business Board Governance Update	<p>At a previous meeting of the Audit and Governance Committee, members requested an update on the governance arrangements for the Business Board.</p> <p>It was explained that the Business Board would be subject to both internal and external reviews despite its legal status being that of an informal partnership. The Business Board did not have the ability to enter into contracts and would act through the Combined Authority as its Accountable Body.</p> <p>The Audit and Governance Committee asked for additional information on the Business Board Governance Arrangements on the Committee's role in reviewing the Board.</p> <p>It was resolved:</p> <p>That the Committee noted the update.</p> <p>That the interim Monitoring Officer present a briefing to Members of the Committee on the Business Board Governance Arrangements at the next Committee pre-meet.</p>
12.	Staffing Structure Update	<p>The Chief Executive explained that following her and John Hill's appointment as joint Interim Chief Executives of the Combined Authority, they were tasked to undertake a review of the staffing structure of the organisation. Subsequently, in February 2019, the Employment Committee considered the Chief Executives consultation paper for the restructuring of departments.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>It was noted that as part of the process, the staffing structures of other local authorities had been examined and considered. Comparably, Tees Valley Combined Authority had 94 staff members, meaning the CAPA had one of the leanest staffing structures of all the Combined Authorities.</p> <p>It was further explained that the CAPA had also amalgamated the LEP, Energy Hub, Adult Education Budget and Agri-tech. It was noted that there were 73 posts, 30 of which were vacant, but adverts were currently out to recruit to them.</p> <p>It was resolved:</p> <p>That the Committee noted the staffing structure approved by the Employment Committee for consultation on the 13th February 2019.</p>
13.	Work Programme	<p>The Committee received the report which provided the draft work programme for Audit and Governance Committee for the remainder of the 2019/20 municipal year.</p> <p>The Committee agreed to add the following to the work programme:</p> <ul style="list-style-type: none"> a) Chief Finance Officer to prepare a briefing note on the combined Authority's policy documents relating to the rules and regulations adhered to in the national policies, followed also by CIPFA. b) Transport Team be invited to a future meeting of the Committee to deliver a presentation on the accelerated delivery process including information on risk management. c) Statement report on Value for Money (VfM) to be considered, including 'benefit-cost-ratio' d) Assurance Framework – to be presented every 6 months.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		e) Business Board Governance Arrangements – brief presentation from the MO (at the next Committee pre-meet) to elaborate on the Committee’s role in reviewing the Business Board
14.	Date of Next Meeting	The Committee agreed that the next meeting be held on the 19 th July 2019 at Council Chamber, Fenland District Council at 10am.

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

MAY 2019

20. DEVELOPMENT MANAGEMENT COMMITTEE

- ❖ Huntingdonshire Local Plan to 2036 Position
- ❖ 1 Other Application
- ❖ 10 Applications Requiring Reference to Development Management Committee
- ❖ Development Management Committee Review Advisory Group
- ❖ Appeal Decisions

22. EMPLOYMENT COMMITTEE

- ❖ Mental Health First Aid
- ❖ ICare Value - Enterprising
- ❖ Employee Survey 2018 Action Plan Update
- ❖ Workforce Information Report (Quarter 4)
- ❖ Reward and Recognition
- ❖ Terms of Reference and Constitution of the Staff Council

JUNE 2019

4. OVERVIEW AND SCRUTINY (PERFORMANCE AND GROWTH)

- ❖ Integrated Performance Report 2018/19, Quarter 4
- ❖ Treasury Management Annual Report 2018/19
- ❖ Use of Special Urgency Provisions – Commercial Investment Strategy Asset

12. 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 Report)
- ❖ Review of Fraud Investigation Activity
- ❖ Whistleblowing Policy, Guidance and Concerns Received
- ❖ Internal Audit Service: Annual Report 2018/19
- ❖ Annual Report of the Committee
- ❖ Corporate Governance Committee Progress Report

13. OVERVIEW AND SCRUTINY (CUSTOMERS AND PARTNERSHIPS)

- ❖ Petition
- ❖ One Leisure St Ives Outdoor – Repurposing of Squash Courts into a Fitness Facility (Exempt)
- ❖ Annual Update on Voluntary Sector Grant Funding
- ❖ Citizens Advice Rural Cambridgeshire Annual Update

17. DEVELOPMENT MANAGEMENT COMMITTEE

- ❖ 1 Deferred Item
- ❖ 4 Applications Requiring Reference to Development Management Committee
- ❖ Appeal Decisions

19. LICENSING AND PROTECTION COMMITTEE

- ❖ Monitoring Report on the Delivery of the Food Law Enforcement and Health and Safety Service Plans
- ❖ Licensing and Protection Committee – Scheme of Delegation to Licensing and Protection Sub Committee
- ❖ Licensing and Protection Sub-Committee
- ❖ Suspension and Revocation of Private Hire and Hackney Carriage and Drivers Licences under Delegated Powers.

20. CABINET

(Questions to Cabinet Members should be raised under item Questions to Members of the Cabinet)

- ❖ Treasury Management Annual Report 2018/19
- ❖ Integrated Performance Report 2018/19 – Quarter 4
- ❖ One Leisure St Ives Outdoor - Repurposing of Squash Courts into a Fitness Facility (Exempt – Paragraph 3)

JULY 2019

4. OVERVIEW AND SCRUTINY (CUSTOMERS AND PARTNERSHIPS)

- ❖ One Leisure Facilities Annual Report 2018/19
- ❖ One Leisure Active Lifestyles Annual Report 2018/19
- ❖ Representatives on External Organisations – Annual Update Report 2018/19

9. OVERVIEW AND SCRUTINY (PERFORMANCE AND GROWTH)

- ❖ Corporate Plan Refresh 2019/20
- ❖ Shared Services 2018/19 Annual Report
- ❖ Huntingdon Neighbourhood Plan Examination Outcome and Progression to Referendum
- ❖ A428 Black Cat to Caxton Gibbet Improvements
- ❖ Approval of Housing Delivery Test Action Plan
- ❖ Community Infrastructure Levy Spend Allocation

15. DEVELOPMENT MANAGEMENT COMMITTEE

- ❖ 8 Applications requiring Reference to Development Management Committee
- ❖ Appeal Decisions

18 CABINET

(Questions to Cabinet Members should be raised under item Questions to Members of the Cabinet)

- ❖ Corporate Plan Refresh 2019/20
- ❖ Shared Services 2018/19 Annual Report
- ❖ Huntingdon Town Council Neighbourhood Plan Examination Outcome and Progression to Referendum
- ❖ Community Infrastructure Levy Spend Allocation
- ❖ Approval of Housing Delivery Test Action Plan
- ❖ A428 Black Cat to Caxton Gibbet Improvements
- ❖ Appointment to Transport Strategy Huntingdonshire Member Steering Group
- ❖ Transfer of Godmanchester Nursery to Godmanchester Town Council

23. GRANTS PANEL

- ❖ Community Chest Grant Aid Awards to Voluntary Organisations 2019/20

Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Use of Special Urgency Provisions 2018/19
Meeting/Date: Council – 24th July 2019
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, two of 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.7 – Business Rate Pilot – Cabinet Meeting 20th September 2018:

<http://applications.huntingdonshire.gov.uk/moderngov/ieListDocuments.aspx?CId=256&MId=7392&Ver=4>

EXEMPT REPORT Agenda Item No.3 - Commercial Investment Strategy Asset – Cabinet Meeting – 8th November 2018:

<http://applications.huntingdonshire.gov.uk/moderngov/ieListDocuments.aspx?CId=256&MId=7569&Ver=4>

EXEMPT REPORT Agenda Item No.7 - Commercial Investment Strategy – Approval to Purchase CIS Investment - Cabinet Meeting – 18th April 2019:

<http://applications.huntingdonshire.gov.uk/moderngov/ieListDocuments.aspx?CId=256&MId=7399&Ver=4>

CONTACT OFFICER

Habbiba Peacey, Democratic Services Officer



01480 388169



Habbiba.Peacey@huntingdonshire.gov.uk

Executive Decisions Taken Under Special Urgency Provision – Annual Report

Date of Decision	Decision Maker	Agenda Item	Decision Made	Reason for urgency
20th September 2018	Cabinet	Business Rate Pilot	Cabinet agreed the Council's participation in the 2019/20 Business Rate Pilot for the Peterborough and Cambridgeshire area on the proviso that the Cambridgeshire and Peterborough Combined Authority confirms that it will underwrite 'no detriment' for the Council. Delegated authority was also given to the Head of Resources to amend the District Council's response as necessary, in consultation with the Executive Leader.	All constituent authorities of the Cambridgeshire and Peterborough Combined Authority (CPCA) had been consulted on a proposed bid to the Government relating to a pilot scheme for the retention of Business Rates. This was considered by the CPCA on 26 September 2018.
8th November 2018	Cabinet	Commercial Investment Strategy – Approval to Purchase CIS Investment: Little End Road Industrial Estate, Eaton Socon, St Neots, PE19 8JH	Cabinet approved the purchase of Little End Road Industrial Estate, Eaton Socon, St Neots, PE19 8JH	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.
18th April 2019	Cabinet	Commercial Investment Strategy – Approval to Purchase CIS Investment	Cabinet approved the purchase of a premises outside of the District. 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.

This page is intentionally left blank