

# EAST CAMBRIDGESHIRE DISTRICT COUNCIL



## REPRESENTATION ON OUTSIDE BODIES 2014 - 2015

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## **ECDC GUIDANCE FOR ELECTED COUNCILLORS APPOINTED TO JOINT/ OUTSIDE BODIES**

### **1. Introduction**

This guidance is solely intended for the purpose of providing general advice on the duties, obligations and liabilities that a Councillor will have if they are appointed to an outside or joint body. Councillors are asked to bear this in mind when exercising their judgement / trying to balancing their respective responsibilities as a Councillor and a nominated representative. The guidance cannot provide a detailed answer for all circumstances and consequently, if in doubt, a Councillor should seek further advice from the Council's Monitoring Officer.

### **2. General**

In some cases, the Councillors appointed will be the Council representative and they will be expected to bring knowledge and expertise of the Council's Services (where appropriate), to represent the Council's views at meetings, or will be expected to look after those particular bodies' interests and to further their aims, not the District Councils.

In all cases Councillors should: -

- Operate within the rules, and/or constitution of the outside body;
- Report back, where appropriate, to the Council or relevant Committee;
- Behave ethically and follow, as far as applicable, the Members code of conduct;
- Take an active and informed role in the affairs of the outside body.

Councillors are not on an outside body to: -

- Represent their political party.

There are a number of types of outside bodies in which Councillors may become involved, either independently or, as a representative nominated by the Council to be appointed as:

- Directors;
- Trustee;
- Representative/Member of an unincorporated Association.

Some of the most common examples of outside bodies are:

- Charitable Trusts;
- Company limited by shares;
- Company limited by guarantee;
- Unincorporated association (like a Panel, or Board).

The structure of each type of organisation, the management and the rules that govern them will vary. However, there are a number of duties that will apply to the bodies concerned and these are listed below.

In carrying out their duties as a Director, Trustee or Representative/Member, Councillors must take decisions without being influenced by the fact that they are a Councillor. Their primary duty in acting as a representative making decisions for the outside body is to make these decisions in the interests of the organisation. However, Councillors should always ensure that their fellow Directors /Trustees are aware of the fact that they are Councillors.

### **3. The Members' Code of Conduct**

These guidelines should be read in conjunction with the East Cambridgeshire District Council Member Code of Conduct that was adopted on 26 July 2012. The Code and the ECDC Code of Conduct Guide<sup>1</sup> indicates that when a Member acts as a representative of the Authority on any other body, he must, when acting for that other body comply with the Authority's Code of Conduct. That body's Code of Conduct may also bind the Councillor.

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<sup>1</sup>March 2013

A Councillor will have Personal Interest in matters relating to the outside body (if they are a member of that body or in a position of management/ control – eg if a Director) and when engaged on Council business/ meetings must declare this interest. If that applies, the Member can then (where relevant) still vote on an item, unless this relates to a financial or regulatory matter AND the reasonable person would, with knowledge of the relevant facts, regard this interest as so significant that it is likely to prejudice the Councillor's judgement (in which case the Councillor will have a Prejudicial Interest, which has to be declared and as a general rule the Councillor will have to leave the meeting for that item – unless they are exercising a Speaking Right under the Code of Conduct). In addition to considering these issues, the Members should ensure that, if they intend to vote (or take advantage of the Speaking Right) – they are not breaching any other duties that they owe to the outside/joint body/ nor be accused of being biased or having pre-determined a matter.

The Council's Code of Conduct requires Councillors to register their involvement in various organisations, and Members should ensure this is listed on their Register of interests form that Members send to the Monitoring Officer.

#### Registering Interests:

Under the Council's Code of Conduct, Councillors are required to register their financial interests and other interests in the Council's Register of Interests within 28 days of their election or appointment. They must also notify the Council's Monitoring Officer, in writing, of changes to these details within 28 days of any such change.

**NOTE: Some outside bodies may require the Councillor to treat the body's business as confidential. This may sometimes create a dilemma for the Councillor and may seem contrary to the idea of assisting public accountability. However, Councillors will have to bear this confidentiality requirement in mind and consider how that fits in with the duties detailed below.**

## **4. The Duties of a Director**

### Background

#### Compliance with the Companies Acts/ other legislation:

The Companies Act 2006 introduced a partial codification and framework for Directors' general duties. Most of the duties listed below, however, were applicable before this was enacted (with the exception of "duty to promote the success of the company"). These duties apply to both Executive and Non-Executive Directors. In the main if a Member is a Director, they will be a nominee Director, and must ensure compliance with companies legislation, and acting in the interests of the shareholder, as failure to do so could lead to personal liability (fines, disqualification as a Director or prosecution).

#### Independent judgement:

The Director is under a duty to exercise independent judgement i.e. they should not fetter their discretion by simply voting in accordance with a Council mandate. It is possible, nevertheless, to take into account the interests of a third party body – so long as this is disclosed and the company's Articles of Association allows the Councillor to do so.

#### Promote the success of the company:

When acting as a Director, the Councillor owes a "fiduciary" duty to the company (which means loyalty to the company and a duty of care to act in its best interests, having regard to the interests of the members, shareholders, employees and creditors). The Director must consider what would promote the success of the company and have regard to the likely consequences of any decision in the long term. This replaces and expands upon the previous duty of "acting in good faith".

#### Reasonable care, diligence and skill:

A general duty of care and skill and diligence is imposed. But, when acting in this capacity, a Councillor is expected to act within their own knowledge/ skill and seek expert advice when necessary (i.e. due diligence).

Conflicts of Interest/ Declare interests in proposed transactions or arrangements:

There may be actual or potential conflicts between the interests of the Council and the interests of the company. In such circumstances it would be inappropriate for the Councillor to take part in discussions upon such topics both as a Councillor and as a Director. If the conflict is a serious one or repeatedly presents itself then it may be appropriate for the Councillor to resign as a Director of the company. Equally if the Member has an interest in the proposed transactions, a declaration must be made of the nature and extent of such an interest. This will cover both the Councillors own interests as well as those where there is a conflict with the Council.

Directors are not allowed to make a private profit from their position. They must not allow personal interests to conflict with those of the organisation. They must therefore disclose any interests they or their family have in relation to the company's contracts. Whether they are then allowed to vote will depend upon the Articles of Association of the company.

To act within their powers:

Directors are under a duty to see that they do not act beyond the powers of the organisation. They must ensure that they do not exceed the powers conferred on them by the Memorandum or Articles, if they do so, they will be acting illegally.

Financial Responsibility:

Directors have a duty to ensure that the company operates within the limits of its financial resources, actual and expected. Even if a company has limited liability, Directors can incur personal liability for its debts and obligations in certain circumstances. Directors can also be held personally liable if they have allowed a company to operate, or continue to operate, where there was no reasonable prospect that it could pay its debts, and these are left unpaid after the liquidation of the company. It follows that Directors must pay scrupulous attention to their company's present and future liquidity, and ensure that their concerns and actions are minuted.

Guidance on the Companies Act 2006 and responsibilities can be found on the Companies House website (<http://www.companieshouse.gov.uk/companiesAct/publications.shtml> ).

## **5. Charitable Trustees/ Trustees**

Those who are responsible for the control and administration of a charity are referred to as Trustees, even where the organisation is a company limited by guarantee and they are not strictly Trustees. If the organisation is a company, then a Councillor will also be bound to act in accordance with the principles in 4 above.

In addition a Trustee must:

- act in accordance with the Trust deed and to protect the charity's assets. They are also responsible for compliance with the Charities Acts<sup>1</sup> and the Trustee Act 2000.
- not make a private profit from their position.
- perform their duty with the standard of care, which an ordinary, prudent business person would show. Higher standards are required of professionals and in relation to investment matters.
- ensure (if they are a Charitable Trustee) that the information relating to the Trust and Trustees is registered with the Charity Commissioners and that annual accounts and returns are completed and sent.
- ensure compliance with all relevant legislation for example in relation to tax and health and safety.

A number of useful publications are available on the Charity Commissioners website: [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk).

## **6. Unincorporated Associations**

Groups, which are neither limited companies nor charitable trusts, may be “unincorporated associations” which have no separate identity from their members. The rules governing the Members duties and liabilities will (or should) be set out in the organisation’s constitution, which is simply an agreement between members as to how the organisation will operate.

Usually the organisation’s constitution will provide for a management committee to be responsible for the everyday running of the organisation. Management Committee members must act within the organisation’s constitution and must take reasonable care when exercising their powers.

## **7. Liability issues (Insurance and Indemnity):**

In cases where Councillors and Officers act in a decision-making capacity specifically in connection with the business of the outside body, as opposed to merely exercising their role as a representative of the Council, then they will be regarded as serving the particular body rather than the Council. In that case, Members should only actively participate in the business of that body, if insurance is provided.

The Council's insurance cover will extend to Councillors and Council officials assisting outside organisations as advisers or observers, either facilitating exchanges of views or information as an extension of their Council duties or otherwise representing the Council, but the Council's insurance cover does not extend to indemnify Councillors and officials who serve in an executive capacity on an outside body.

For further/ specific guidance, please contact the Council's Monitoring Officer.

<sup>1</sup> Different sections of the Companies Act have come into force since 2006, most recently the duties detailed above, since 1.10.2007

<sup>ii</sup> Guidance is available on the Charity Commission website:  
[http://www.charity-commission.gov.uk/Charity\\_requirements\\_guidance/ccpubs3.aspx#pub](http://www.charity-commission.gov.uk/Charity_requirements_guidance/ccpubs3.aspx#pub)

## TRAVELLING EXPENSES

It is the Council's policy that elected Member representatives on outside organisations may claim from East Cambridgeshire District Council travelling allowances, where such allowances are not payable by the organisation concerned. The entries for each organisation in this booklet indicate whether or not they will pay expenses.

It is important that, where allowances are payable by the organisations, representatives submit any claims to them accordingly.

Non-Member representatives may only claim expenses where they are payable by the organisation concerned.

## PRIORITY CATEGORY OF OFFICER SUPPORT

- (1) Nominated officers to provide Members with regular support on a proactive basis, and attend meetings where appropriate (including those outside bodies where officers attend at present).
- (2) Nominated officers to provide ad hoc support on specific agenda issues and act as a contact for feedback and implementation of action points. The onus will be on the Member to contact the nominated officer to facilitate these arrangements.
- (3) Current arrangements to continue where Members should liaise directly with Committee Services section.

ORGANISATION	REPRESENTATIVES	LEAD OFFICER
Arts Development in East Cambridgeshire (ADeC)	Joshua Schumann	To be confirmed
Cambridge Airport Consultative Committee	Kevin Ellis	Katie Child
Cambridgeshire County Council Health Committee	To be confirmed	Liz Knox
Cambridgeshire Historic Churches Trust	Jeremy Friend-Smith	Lorraine Brown
Cambridgeshire Older People's Partnership Board	Sue Austen Lindsey Harris (Substitute)	Karen Freya
Cambridgeshire & Peterborough Joint Strategic Planning & Transport Member Group	Philip Read Gareth Wilson Vacancy	Katie Child
Cambridgeshire Police & Crime Panel	Tom Hunt Chris Morris (Substitute)	John Hill
Cambridgeshire Quality Charter for Growth Steering Group	Vacancy	Katie Child
Citizens Advice Bureau, Newmarket (Management Committee)	Tom Kerby	Julie Cornwell
City of Ely Perspective	Michael Allan Tom Hunt	Tracey Harding
Community Safety Partnership	Tom Kerby Joshua Schumann (Deputy) Hazel Williams, MBE Vacancy	Allison Conder
East Cambs & Fenland Children & Young People's Partnership	Hazel Williams, MBE	Allison Conder
East of England Local Government Association	James Palmer	John Hill
Ely City Centre Management Forum	Sheila Friend-Smith, MBE	Tracey Harding

Greater Cambridge Greater Peterborough Local Enterprise Partnership	Tom Kerby	Darren Hill
Health & Wellbeing Board	Kevin Ellis	Liz Knox
Local Government Association	Philip Read	John Hill
Local Government Association – District Councils’ Network	James Palmer	John Hill
Local Government Association – Rural Commission	Hazel Williams, MBE	John Hill
Making Assets Count	Bill Hunt	John Hill/Commercial Manager
Paradise Centre Management Committee, Ely	Tom Kerby	Allison Conder
RECAP Board (formerly Waste & Environment Forum, Cambridgeshire Councils Association)	Kevin Ellis	Liz Knox
Rural Cambs Citizens Advice Bureau	Sue Austen Bill Hunt	Julie Cornwell
Sanctuary Hereward – East Cambridgeshire Committee	Tom Kerby Chris Morris	Karen Freya
Soham and District Sports Association	Joshua Schumann James Palmer	Alistair Mckie/Allison Conder

INTERNAL DRAINAGE BOARDS	REPRESENTATIVES	LEAD OFFICER
Burnt Fen	Derrick Beckett Tony Parramint	Linda Grinnell
Cawdle Fen	Tony Cornell Jeremy Friend-Smith Lindsey Harris Tom Hunt Charles Roberts Mike Rouse Vacancy	Linda Grinnell
Haddenham Level	Bill Hunt Gareth Wilson	Linda Grinnell
Littleport and Downham	David Ambrose Smith Tony Goodge Mike Rouse Andy Wright Vacancy Vacancy	Linda Grinnell
Middle Fen and Mere	Derrick Beckett Colin Fordham James Palmer Tony Parramint Vacancy	Linda Grinnell
Padnal and Waterden	David Ambrose Smith Tony Cornell Sheila Friend-Smith, MBE Tony Goodge Elaine Griffin-Singh Philip Read Vacancy	Linda Grinnell
Swaffham	Allen Alderson Lavinia Edwards Robert Stevens Hazel Williams, MBE SCDC Councillor	Linda Grinnell
Waterbeach Level	Robert Stevens	Linda Grinnell

## ARTS DEVELOPMENT IN EAST CAMBRIDGESHIRE (ADeC)

### Aims & Activities

ADeC works in close partnership with the District Council to ensure that opportunities for the enjoyment of and participation in the arts are available to all residents of East Cambridgeshire.

This is achieved by:

- Promoting a full range of arts activities of the highest standard, ensuring their greatest impact in the community.
- Supporting local organisations, venues, promoters and producers to continue to build and maintain a sustainable arts infrastructure for East Cambridgeshire.
- Developing a network of arts facilities throughout the District, appropriate to the needs of local communities and local audiences.
- Continuing to attract new funding to the District by working in partnership with regional and national agencies.
- Encouraging and assisting people with special needs to take a full part in the creative and cultural life of the community.
- Addressing the needs of different groups in the community throughout the District, including elderly people, minority ethnic groups and young people.

In connection with the above, ADeC provides grants to local organisations, information and training, professional performances and exhibitions, education activities and produces the local arts and leisure directory.

ADeC has consistently met and exceeded its performance targets, as set by the Council and is therefore recognised as a high quality provider of arts, leisure and community services.

Representation	Meetings per year	Expenses paid by Organisation
One Member	6	Yes

Status of Member	Insurance Provision
Non voting observer	Yes

Category of Officer Support	Contact Officer	Representative for 2013/14
1	To be confirmed	Councillor Joshua Schumann

Report from representative:

Representative for 2014/15
Councillor Joshua Schumann

## CAMBRIDGE AIRPORT CONSULTATIVE COMMITTEE

### Aims & Activities:

- To provide an effective forum for discussion about all matters concerning the operation and development of Marshall Airport, Cambridge
- Consultation within the Committee should be seen as a means of keeping all interested parties adequately informed of matters affecting them by providing an opportunity for any differences of view that may arise to be reconciled, and for difficulties to be resolved through agreed voluntary action.
- The Committee regularly receives and reviews records of aircraft complaints from members of the public as well as reviewing Airport operations. Airport Licensing and Regulatory matters are the responsibility of the Civil Aviation Authority; however, the Committee acts as an influencing body and encourages a close dialogue between the Airport and the local community.

Representation	Meetings per year	Expenses paid by Organisation
One Member	2 - 3	N/A

Status of Member	Insurance Provision
ECDC Representative	Yes

Category of Officer Support	Contact Officer	Representative for 2013/14
2	Katie Child	Councillor Kevin Ellis

### Report from representative:

This Body contributes to the building of foundations for growth of the District's economy.

The Consultative Committee receives and reviews records of aircraft complaints, particularly noise levels and low flying, which is relevant to residents in the south of the District who live close to the airport.

Continued representation on this Body is worthwhile, for the reason given above. The operation of this airport directly affects some of the residents of ECDC.

Representative for 2014/15
Councillor Kevin Ellis

CAMBRIDGESHIRE COUNTY COUNCIL HEALTH COMMITTEE

**Aims & Activities:**

- The County Council's public health duty including health improvement, individual and community wellbeing, and reduction of health inequalities;
- To respond as appropriate to central government consultation relating to policy or legislation falling within the remit of the Committee;
- The review and scrutiny of any matter relating to the planning, provision and operation of the health services in Cambridgeshire;
- To report to the Secretary of State for Health on any proposals for substantial change to any part of the NHS's services within Cambridgeshire,

Representation	Meetings per year	Expenses paid by Organisation
One Member( and substitute)	6	N/A

Status of Member	Insurance Provision
ECDC Representative	No

Category of Officer Support	Contact Officer	Representative for 2013/14
1	Liz Knox	-

Report from representative:

Representative for 2014/15
To be confirmed

CAMBRIDGESHIRE HISTORIC CHURCHES TRUST

**Aims & Activities**

To assist with the preservation, repair, maintenance, improvement, upkeep and reconstruction of churches in Cambridgeshire by making grants or loans, and by organising publications, tours and lectures.

Representation	Meetings per year	Expenses paid by Organisation
One Member	6	No

Status of Member	Insurance Provision
Representative of ECDC	No

Category of Officer Support	Contact Officer	Representatives for 2013/14
2	Lorraine Brown	Councillor Jeremy Friend-Smith

Report from representative:

The Trust continues to do valuable work in encouraging the repair and conservation of our valuable heritage.

In the past year, grants have been given to St Peter's Church, Stetchworth for rewiring, and to St George's Church, Littleport for repairs to the tower.

Representative for 2014/15
Councillor Jeremy Friend-Smith

CAMBRIDGESHIRE OLDER PEOPLE'S PARTNERSHIP BOARD

**Aims & Activities**

- To act as a lobby and pressure group to ensure the needs and views of older people are at the head of all planning and developments across a range of agencies.
- Contribute to, comment on and agree the overall strategic vision.
- Contribute to, comment on and influence the priorities for key partners in Cambridgeshire. This may include influencing strategies, budgets, future needs, service pressures and new funding priorities.
- Contribute to and agree themed area action plans based on Cabinet Office documentation – Better Government for Older People.
- Cooperate with other planning structures on areas of mutual interest.
- Monitor regional and national development and seek to influence as relevant.
- Monitor progress, receive regular reports on action plans and developments from each area (geographic/theme area).
- Promote the full involvement of service users, carers, local, voluntary and independent sector providers in developments.
- Agree reports/issues to be presented to or shared with Cambridgeshire Care Partnership (contracts), Cambridgeshire PCT.
- Influence and link to other agencies' plans and priorities (e.g. Local Strategic Partnerships).
- Provide an annual statement/report for stakeholders.

Representation	Meetings per year	Expenses paid by Organisation
One Member	4	No

Status of Member	Insurance Provision
Representative of ECDC	No

Category of Officer Support	Contact Officer	Representative for 2013/14
3	Karen Freya	Councillor Sue Austen Councillor Lindsey Harris (as substitute)

Report from representative(s):

As a substitute member, Councillor Harris reports that she has not yet been required to attend any meetings.

Representative(s) for 2014/15
Councillor Sue Austen Councillor Lindsey Harris(as substitute)

**CAMBRIDGESHIRE & PETERBOROUGH JOINT STRATEGIC PLANNING & TRANSPORT  
MEMBER GROUP**

**Aims & Activities**

- To ensure that a coherent approach is taken to development strategies across Cambridgeshire and Peterborough and that the Duty to Co-operate is actively addressed;
- To steer the development of a non-statutory spatial framework for Cambridgeshire & Peterborough to at least 2031; and
- To steer the development of a long term transport strategy for Cambridgeshire covering 2012 - 2050

Representation	Meetings per year	Expenses paid by Organisation
3 Members	Quarterly	No

Status of Member	Insurance Provision
Representative of ECDC	No

Category of Officer Support	Contact Officer	Representatives for 2013/14
1	Katie Child	Councillor Peter Moakes Councillor Philip Read Councillor Gareth Wilson

Report from representative(s)

Cllr Wilson

This partnership organisation enables Members and Officers from all the District Councils, Cambridgeshire County Council and Peterborough City Council to discuss and develop a Joint Long Term Transport & Planning Strategy for the area.

Topics for discussion have included the A10 and A1123, the A14 and the rail links throughout the County. I have supported the case for reopening Soham Station, and against the tolling of the A14.

It is very important to work in partnership with our neighbouring local authorities on transport and planning issues that cross local authority boundaries.

This is a well attended meeting by all the authorities and has produced a draft "Long Term Transport Strategy", an important document for the County.

Representatives for 2014/15
Councillor Philip Read Councillor Gareth Wilson Vacancy

**CAMBRIDGESHIRE POLICE & CRIME PANEL**

**Aims & Activities**

- To hold the Police & Crime Commissioner (P&CC) to account on behalf of the public;
- To review the draft Police & Crime Plan;
- To publicly scrutinise the Commissioner's Annual Report;
- To review and scrutinise decisions and actions by the P&CC;
- To review and veto the Commissioner's proposed precept levels.

Representation	Meetings per year	Expenses paid by Organisation
1 Member (plus substitute)	4	£920 per annum (maximum) from a central fund administered by Peterborough City Council

Status of Member	Insurance Provision
ECDC Representative	TBC

Category of Officer Support	Contact Officer	Representative(s) for 2013/14
1	John Hill	Councillor Tom Hunt (with effect from 29/10/13) Councillor Chris Morris (Substitute)

Report from representative(s)

Representative(s) for 2014/15
Councillor Tom Hunt Councillor Chris Morris (Substitute)

CAMBRIDGESHIRE QUALITY CHARTER FOR GROWTH STEERING GROUP

Aims & Activities

- To build a sense of community by providing a greater choice of housing along with active participation of people in the way their neighbourhoods are run.
- Locating new developments where they can benefit from high connectivity to jobs and services, and upgrading infrastructure to match the pace of development.
- Tackling climate change through imaginative landscaping that treats “water as a friend not enemy” and through an innovative approach to energy, transport and waste.
- Creating places of character with distinctive neighbourhoods and a public realm that encourages people to walk and cycle.

Representation	Meetings per year	Expenses paid by Organisation
One Member	2	No

Status of Member	Insurance Provision
Representative of ECDC	No

Category of Officer Support	Contact Officer	Representative for 2013/14
1	Giles Hughes	Councillor Peter Moakes

Report from representative:

Councillor Moakes resigned as a District Councillor on 6<sup>th</sup> March 2014.

Representative for 2014/15
Vacancy

**CITIZENS ADVICE BUREAU, NEWMARKET & DISTRICT: MANAGEMENT COMMITTEE**

**Aims & Activities**

The CAB aims to ensure that individuals do not suffer through ignorance of their rights and responsibilities or of the services available; or through an inability to express their needs effectively. Its main activity is the provision of a centre for advice and guidance, but the CAB may also: publish reports, leaflets, etc; arrange exhibitions, meetings, lectures and classes; encourage or undertake research and disseminate results.

The Management Committee ( Trustee Board ) is responsible for the resource management of the CAB i.e. employment of staff, utilisation of funds and compliance with NACAB rules. It prepares the annual budget, grant applications, and formulates a rolling programme for the development of the CAB.

Representation	Meetings per year	Expenses paid by Organisation
One Member	Approximately every 6 weeks.	No

Status of Member	Insurance Provision
Non Voting Observer	Yes

Category of Officer Support	Contact Officer	Representative for 2013/14
2	Julie Cornwell	Councillor Tom Kerby

Report from representative:

Representative for 2014/15
Councillor Tom Kerby

CITY OF ELY PERSPECTIVE

**Aims & Activities**

The City of Ely Perspective is a non-profit making partnership of over 50 businesses, individuals and other organisations who are interested in Ely including the District Council, the Police, retailers and public transport operators. All representatives share the common interest of improving and revitalising the city centre, its business and environment.

Representation	Meetings per year	Expenses paid by Organisation
Two Members		No

Status of Member	Insurance Provision
Representative of ECDC	No

Category of Officer Support	Contact Officer	Representatives for 2013/14
1	Tracey Harding	Councillor Michael Allan Councillor Tom Hunt

Report from representatives:

Representative(s) for 2014/15
Councillor Michael Allan Councillor Tom Hunt

## COMMUNITY SAFETY PARTNERSHIP

### Aims & Activities

- To consider the implications of the Crime and Disorder Act 1998
- To work in partnership with other organisations and groups to implement the Crime and Disorder Strategy
- To monitor and evaluate the effectiveness of the strategy
- To act as an Independent Chair for any Domestic Homicide Review (DHR), as agreed with the Chair of the Community Safety Partnership \*\*

Representation	Meetings per year	Expenses paid by Organisation
2 Members (plus deputies)	2	No

Status of Member	Insurance Provision
Representative of ECDC	No

Category of Officer Support	Contact Officer	Representatives for 2013/14
1	Allison Conder	Councillor Joshua Schumann Councillor Tom Kerby (Deputy) Councillor Hazel Williams, MBE Vacancy

### Report from the representatives:

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In the event of any Domestic Homicide Review, the nominated Member would be given full training and support for this role.

Representatives for 2014/15
Councillor Tom Kerby Councillor Joshua Schumann (Deputy) Councillor Hazel Williams, MBE Vacancy

EAST CAMBS & FENLAND CHILDREN & YOUNG PEOPLE'S PARTNERSHIP

Aims & Activities

- To reduce child poverty in East Cambs and Fenland through targeted early intervention with children and families.
- To improve the emotional health and wellbeing of children and young people, with a particular focus on those who are adversely affected by domestic abuse and/or who live in deprived areas.
- To increase registration of households eligible for Free School Meals across East Cambs & Fenland, so that 100% of eligible households are registered.

Representation	Meetings per year	Expenses paid by Organisation
One Member	6	No

Status of Member	Insurance Provision
ECDC Representative	TBA

Category of Officer Support	Contact Officer	Representative(s) for 2013/14
TBA	Allison Conder	Councillor Hazel Williams, MBE

Report from Representative(s):

Representative for 2014/15
Councillor Hazel Williams, MBE

## EAST OF ENGLAND LOCAL GOVERNMENT ASSOCIATION

### Aims & Activities

- To represent the interests of local authorities in the region
- To formulate sound policies for the development of local government in the region
- To promote the policies of the East of England LGA and provide information/advice on local government issues to the public and partner organisations
- To enable Councillors to exercise their democratic accountability and leadership effectively
- To support innovation and excellence that enables local authorities and their partnerships to meet the needs of their communities and meet future challenges.

Representation	Meetings per year	Expenses paid by Organisation
Leader of the Council	Assembly of Council Leaders – twice yearly	No

Status of Member	Insurance Provision
Representative of ECDC	Yes

Category of Officer Support	Contact Officer	Representative for 2013/14
1	John Hill, Chief Executive	Councillor James Palmer

Report from representative:

Representative for 2014/15
Councillor James Palmer

## ELY CITY CENTRE MANAGEMENT FORUM

### Aims & Activities

To provide an advisory Forum inclusive of all groups and sectors with an interest in the effective management of Ely City Centre, to enable research and discussion on town centre management issues, to share best practice, and to co-ordinate, support and develop initiatives to reinforce and strengthen Ely City Centre.

- To discuss specific issues of mutual concern and interest related to Ely City Centre and research best practice elsewhere.
- To identify an action/business plan to seek to address these issues, and develop Ely as a business centre, retail and visitor destination, and community service centre.
- To initiate local actions and activities designed to support and strengthen Ely City Centre.
- To act as a central contact and liaison point with the District Council's business and town centre development teams and support agreed initiatives that will promote and reinforce Ely City Centre as a business centre and visitor destination.
- To co-ordinate Forum responses in respect of key development proposals for the City Centre, including Local Plan policy, major planning proposals, car parking strategies, traffic and environment proposals.
- To review opportunities for raising funds to help implement the Forum's town centre management proposals, and implement these where agreed as appropriate.

Representation	Meetings per year	Expenses paid by Organisation
1 Member	Every 2-3 months	No

Status of Member	Insurance Provision
Representative of ECDC	No

Category of Officer Support	Contact Officer	Representative for 2013/14
2	Tracey Harding	Councillor Sheila Friend-Smith, MBE

### Report from representative:

This is a lively forum where all members are expected to make a significant contribution. A recent evening conference attracted about eighty people and an action plan has been drawn up incorporating some of the most practical ideas.

Representative for 2014/15
Councillor Sheila Friend-Smith, MBE

GREATER CAMBRIDGE, GREATER PETERBOROUGH LOCAL ENTERPRISE  
PARTNERSHIP

Aims & Activities

- The Greater Cambridge Greater Peterborough Enterprise Partnership (GCGP LEP) is focused on helping to drive forward sustainable economic growth.
- Enabling the development and occupation of Alconbury Enterprise Zone in line with partners' vision for the site.
- Advocating and influencing improvements to the area's infrastructure.
- Promoting business-led skills provision and improving the readiness of school leavers.
- Promoting enterprise growth and innovation.
- Improving international promotion, increasing inward investment and exporting.

Representation	Meetings per year	Expenses paid by Organisation
One Member	TBA	?

Status of Member	Insurance Provision
Non-voting Observer	No

Category of Officer Support	Contact Officer	Representative for 2013/14
1	Darren Hill	Councillor Tom Kerby

Report from representative:

Representative for 2014/15
Councillor Tom Kerby

## HEALTH & WELLBEING BOARD

### Aims & Activities

The engagement of parties interested in health, including mental health, and related issues so that they jointly evolve solutions to protect and improve the health and wellbeing of residents in East Cambridgeshire.

Provide local information to the Cambridgeshire Health and Wellbeing board, related to health and wellbeing within East Cambridgeshire and the impact (actual or potential) of any relevant policy changes, service changes, proposals, and/or identified need.

Ensure the delivery and implementation of local health improvement and wellbeing priorities, in partnership, as identified in the Cambridgeshire Health and Wellbeing Strategy and in local action plans.

Representation	Meetings per year	Expenses paid by Organisation
One Member	4-6	No

Status of Member	Insurance Provision
Decision Maker	TBC

Category of Officer Support	Contact Officer	Representative for 2013/14
1	Liz Knox	Councillor Kevin Ellis

### Report from representative(s)

The Health & Wellbeing Forum for District Members meets to discuss Health & Wellbeing Board issues. The setting of the strategic directions for health & wellbeing and monitoring of its delivery contributes to an efficient and effective service being delivered in this area and delivery of Best Value. It also contributes to improving the quality of life of individuals by targeting areas of need identified by the Joint Needs Assessment.

This is the main Board for working with health, both Trusts and the 3<sup>rd</sup> Sector. It impacts on all these services across ECDC, particularly the procurement of elderly services by the Clinical Commissioning Group and the Better Care Fund bid from the Health & Social Care sector.

This is the statutory Body that has to be consulted on the Strategy and priorities for the Cambridgeshire area covering all health & wellbeing activities. It is important that we continue to ensure that the population of East Cambridgeshire is represented and their issues are addressed.

Representative for 2014/15
Councillor Kevin Ellis

## LOCAL GOVERNMENT ASSOCIATION

### Aims & Activities

To support, promote and improve local government in England and Wales.

To support councillors in their role as democratically elected local representatives.

Representation	Meetings per year	Expenses paid by Organisation
One Member	3	Attendance - Yes Travelling - No

Status of Member	Insurance Provision
Representative of ECDC	No

Category of Officer Support	Contact Officer	Representative for 2013/14
1	John Hill	Councillor Philip Read

### Report from representative:

The LGA is politically-led, politically active and cross-party and seeks to reach decisions by consensus wherever possible. It presses for change in those areas that matter most to councils and their communities. It seeks to do this both in Westminster – meeting formally and informally with ministers and senior government officials, seeking amendments to emerging legislation and making representation to Select Committees – and in Brussels.

The LGA also facilitates sharing of ideas and best practice and helps councils to support one another.

Representative for 2014/15
Councillor Philip Read

## LGA – DISTRICT COUNCILS' NETWORK

### Aims & Activities

- To lobby and negotiate directly with senior members of national political parties on district specific needs and issues – the “localism” agenda;
- To inform and influence national agencies, government departments and other local authority agencies on things that matter, such as resources and allocation;
- To get the Network’s unique message across to the audiences that matter – people, Government, partners, regulators;
- Help each other to remain effective and share learning/good practice.

Representation	Meetings per year	Expenses paid by Organisation
Leader of the Council	4	No

Status of Member	Insurance Provision
Representative of ECDC	No

Category of Officer Support	Contact Officer	Representative for 2013/14
1	John Hill	Councillor James Palmer

### Report from Representative:

The District Councils’ Network is a member led network of 198 district councils. It is a Special Interest Group of the Local Government Association (LGA), and provides a single voice for district councils within the LGA and Central Government.

It acts as an informed and representative advocate for districts to Government and other national bodies, based on its unique position to deliver for “local” people. It issues regular newsletters, hosts member and multi-stakeholder events, responds to government consultations and undertakes research and produces publications on behalf of the sector.

Representative for 2014/15
Councillor James Palmer

LOCAL GOVERNMENT ASSOCIATION : RURAL COMMISSION

Aims & Activities

To provide the forum in which rural authorities can discuss matters of common concern and exchange good practice and experience;

To assist the LGA to take into account the needs, priorities and aspirations of rural authorities in formulating and promoting its policies;

To help the LGA to promote the role and interests of rural authorities and the ability of those authorities to meet the needs of the communities they serve.

Representation	Meetings per year	Expenses paid by Organisation
One Member	2	Attendance only for Steering and Task Group

Status of Member	Insurance Provision
Representative of ECDC	No

Category of Officer Support	Contact Officer	Representative for 2013/14
1	John Hill	Councillor Hazel Williams, MBE

Report from representative:

The Rural Commission provides the forum within the LGA for member authorities with an interest in rural affairs. It acts in a way that complements the principles of the LGA as a whole.

Representative for 2014/15
Councillor Hazel Williams, MBE

## MAKING ASSETS COUNT

### Aims & Activities

- To make better use of public assets in Cambridgeshire.
- The Making Assets Count Project involves local government, health, police, fire, and the NHS.
- The project aims to reduce operating costs, consolidate the public sector estate, realise synergies, and improve and integrate services.
- The purpose of the Member Reference Group for the Making Assets Count Project is to discuss matters including projects and provide a political/senior steer and strategic direction.

Representation	Meetings per year	Expenses paid by Organisation
One Member	Full Programme Board – quarterly  Project Board - monthly	n/a

Status of Member	Insurance Provision
ECDC Representative	n/a

Category of Officer Support	Contact Officer	Representative for 2013/14
2	John Hill/Commercial Manager	Councillor Bill Hunt

### Report from representative:

Councillor Hunt reports that he has not been invited to any meetings.

Representative for 2014/15
Councillor Bill Hunt

PARADISE CENTRE MANAGEMENT COMMITTEE, ELY

Aims & Activities

- The provision of facilities for playing sports;
- The provision of opportunities for recreation, social activities and refreshment, for the benefit of its members and the public;
- The provision and maintenance of a sports and leisure centre at Paradise Ground, Ely; including selection of the centre management.

Representation	Meetings per year	Expenses paid by Organisation
One Member	6	No

Status of Member	Insurance Provision
Non Voting Observer	Yes, for all staff & members

Category of Officer Support	Contact Officer	Representative for 2013/14
3	Allison Conder	Councillor Tom Kerby

Report from representative:

Representative for 2014/15
Councillor Tom Kerby

## RECAP BOARD

### Aims & Activities

- Advise on remedial measures (bi or multi lateral)
- Ensure that each Council is sufficiently informed about and consulted on potential measures.
- Advise on the best use of resources including recycling credits, and on the programme of action.
- Explore whether a more formal Joint Waste Management Committee is desirable (for example, as operates in Devon), since this would almost certainly be necessary for the production of a joint municipal waste strategy.

Representation	Meetings per year	Expenses paid by Organisation
One Member	Quarterly	TBC

Status of Member	Insurance Provision
Representative of ECDC	No

Category of Officer Support	Contact Officer	Representative for 2013/14
1	Liz Knox	Councillor Kevin Ellis

### Report from representative:

This Board leads our county wide disposal and collection, recycling and partnership working on waste. It contributes by ensuring the most efficient and cost effective collection and disposal of waste, delivering best value for residents in this area.

Topics for discussion have included the development of an optimum service design business case, procurement of a county wide dry recycling service, the cost effective procurement of new vehicles, county wide cost effective recycling promotion initiatives, and joint working with Amey Cespa in schools and the community to increase recycling.

Continued representation is very important as this Body is developing the optimum service for the County and we need to ensure this is suitable for ECDC residents.

Representation gives ECDC access to procurement expertise and cost effective contracts that we would otherwise not have access to.

Representative for 2014/15
Councillor Kevin Ellis

**RURAL CAMBS CITIZENS ADVICE BUREAU  
( FORMERLY ELY CITIZENS ADVICE BUREAU; MANAGEMENT COMMITTEE)**

**Aims & Activities**

The CAB aims to ensure that individuals do not suffer through ignorance of their rights and responsibilities or of the services available; or through an inability to express their needs effectively; and to exercise a responsible influence on the development of social policies and services, both locally and nationally. Its main activity is the provision of a centre for advice and guidance, but the CAB may also: publish reports, leaflets, etc; arrange exhibitions, meetings, lectures and classes; encourage or undertake research and disseminate results.

Representation	Meetings per year	Expenses paid by Organisation
Two Members	Bi-monthly	No

Status of Member	Insurance Provision
Non Voting Observer	No

Category of Officer Support	Contact Officer	Representatives for 2013/14
2	Julie Cornwell	Councillor Sue Austen Councillor Bill Hunt

Report from representative(s):

Councillor Hunt reports that he has not been invited to or notified of any meetings.

Representative(s) for 2014/15
Councillor Sue Austen Councillor Bill Hunt

SANCTUARY HEReward – EAST CAMBRIDGESHIRE COMMITTEE

**Aims & Activities**

A non-profit-making organisation, to provide affordable homes for rent throughout East Cambridgeshire.

Representation	Meetings per year	Expenses paid by Organisation
Two Members	4	Travelling

Status of Member	Insurance Provision
Limited Decision Making Role	N/A

Category of Officer Support	Contact Officer	Representative(s) for 2013/14
1	Karen Freya	Councillor Tony Cornell Councillor Chris Morris

Report from representative(s):

A major social housing provider, Sanctuary has centralised its services, and moved responsibility to a central point.

Matters for discussion have included operational matters, performance, resident involvement, maintenance and new developments. Of most interest has been the new shared front office at The Grange, and the progress, or lack of it, with the Granby Street Hostel. This latter topic has been brought up frequently with very slow progress reported.

This Committee has no power – it is given reports which are noted after discussion. There is some space to question and bring our concerns to the Director and see some action.

Continued representation is worthwhile because it is a way of keeping issues at the forefront of Sanctuary's attention.

Representative(s) for 2014/15
Councillor Tony Cornell Councillor Chris Morris

SOHAM AND DISTRICT SPORTS ASSOCIATION (ROSS PEERS SPORTS CENTRE)

Aims & Activities

- To establish, maintain, finance and manage an indoor sports hall;
- To act as a central body representing all sports interests in Soham and the surrounding district;
- To maintain and improve the provision of all sports learning and recreational facilities within Soham and the surrounding district.

Representation	Meetings per year	Expenses paid by Organisation
Two Members	6	No

Status of Member	Insurance Provision
Observer	No

Category of Officer Support	Contact Officer	Representative(s) for 2013/14
2	Alistair Mckie/Allison Conder	Councillor James Palmer Councillor Joshua Schumann

Report from representative(s):

Representative(s) for 2014/15
Councillor James Palmer Councillor Joshua Schumann

SECTION 2

INTERNAL DRAINAGE BOARDS

Burnt Fen  
Cawdle Fen  
Haddenham Level  
Littleport and Downham  
Middle Fen and Mere  
Padnal and Waterden  
Swaffham  
Waterbeach Level

BURNT FEN INTERNAL DRAINAGE BOARD

Aims & Activities

To maintain the drainage network.

Representation	Meetings per year	Expenses paid by Organisation
Two Members	3	By the Council

Status of Member	Insurance Provision
Board Member	Yes

Category of Officer Support	Contact Officer	Representative(s) for 2013/14
3	Linda Grinnell	Councillor Derrick Beckett Councillor Tony Parramint

Report from representative(s):

Representative(s) for 2014/15
Councillor Derrick Beckett Councillor Tony Parramint

**CAWDLE FEN INTERNAL DRAINAGE BOARD**

**Aims & Activities**

To maintain the drainage network.

Representation	Meetings per year	Expenses paid by Organisation
Seven Members	3	By the Council

Status of Member	Insurance Provision
Board Member	Yes

Category of Officer Support	Contact Officer	Representative(s) for 2013/14
3	Linda Grinnell	Councillor Tony Cornell Councillor Jeremy Friend-Smith Councillor Lindsey Harris Councillor Tom Hunt Councillor Charles Roberts Councillor Mike Rouse Vacancy

Report from representative(s):

Cllr Friend-Smith :

In difficult times with unusually high rainfall, the work of Internal Drainage Boards is invaluable. The area covered by Cawdle Fen IDB includes that proposed for the Sothern Bypass.

Cllr Rouse:

Being a representative offers a very practical view of working the land, farming and drainage issues not appreciated elsewhere. Issues regarding water and flooding are becoming of more public concern.

Cllr Harris:

It is important to be aware of drainage issues, and have an understanding of them, as it is a crucial part of living in this area.

Representative(s) for 2014/15
Councillor Tony Cornell Councillor Jeremy Friend-Smith Councillor Lindsey Harris Councillor Tom Hunt Councillor Charles Roberts Councillor Mike Rouse Vacancy

## HADDENHAM LEVEL INTERNAL DRAINAGE BOARD

### Aims & Activities

To maintain the drainage network.

Representation	Meetings per year	Expenses paid by Organisation
Two Members	3	By the Council

Status of Member	Insurance Provision
Board Member	To be confirmed

Category of Officer Support	Contact Officer	Representatives for 2013/14
3	Linda Grinnell	Councillor Bill Hunt Councillor Gareth Wilson

### Report from representative(s):

This is a precepting body with the duty of protecting the Haddenham area from flooded and providing irrigation for agriculture.

The new pump was discussed and a report finalising the financing was received, which showed that it had cost just over £1,553,000 with grant of £699,000.

This is a statutory body with two representatives from ECDC. It provides a critical service to the area. Continued representation is worthwhile because there may be occasions when ECDC is important.

Representatives for 2014/15
Councillor Bill Hunt Councillor Gareth Wilson

LITTLEPORT AND DOWNHAM INTERNAL DRAINAGE BOARD

Aims & Activities

To maintain the drainage network.

Representation	Meetings per year	Expenses paid by Organisation
Six Members	3	By the Council

Status of Member	Insurance Provision
Board Member	Yes

Category of Officer Support	Contact Officer	Representatives for 2013/14
3	Linda Grinnell	Councillor David Ambrose Smith Councillor Tony Goodge Councillor Mike Rouse Councillor Andy Wright Vacancy Vacancy

Report from representative:

Cllr Rouse:

Being a representative offers a very practical view of working the land, farming and drainage issues not appreciated elsewhere. Issues regarding water and flooding are becoming of more public concern.

Representatives for 2014/15
Councillor David Ambrose Smith Councillor Tony Goodge Councillor Mike Rouse Councillor Andy Wright Vacancy Vacancy

MIDDLE FEN AND MERE INTERNAL DRAINAGE BOARD

Aims & Activities

To maintain the drainage network.

Representation	Meetings per year	Expenses paid by Organisation
Five Members	3	By the Council

Status of Member	Insurance Provision
Board Member	Yes

Category of Officer Support	Contact Officer	Representatives for 2013/14
3	Linda Grinnell	Councillor Derrick Beckett Councillor Colin Fordham Councillor James Palmer Councillor John Palmer Councillor Tony Parramint

Report from representative(s):

Representatives for 2014/15
Councillor Derrick Beckett Councillor Colin Fordham Councillor James Palmer Councillor Tony Parramint Vacancy

**PADNAL & WATERDEN INTERNAL DRAINAGE BOARD**

**Aims & Activities**

To maintain the drainage network.

Representation	Meetings per year	Expenses paid by Organisation
Seven Members	3	By the Council

Status of Member	Insurance Provision
Board Member	Yes

Category of Officer Support	Contact Officer	Representatives for 2013/14
3	Linda Grinnell	Councillor David Ambrose Smith Councillor Tony Cornell Councillor Sheila Friend-Smith Councillor Tony Goodge Councillor Elaine Griffin-Singh Councillor Philip Read Vacancy

Report from representative(s):

Councillor Sheila Friend-Smith attended all but one of the meetings and learned how important the drainage boards are in local planning.

Representatives for 2014/15
Councillor David Ambrose Smith Councillor Tony Cornell Councillor Sheila Friend-Smith, MBE Councillor Tony Goodge Councillor Elaine Griffin-Singh Councillor Philip Read Vacancy

**SWAFFHAM INTERNAL DRAINAGE BOARD**

**Aims & Activities**

To maintain the drainage network.

Representation	Meetings per year	Expenses paid by Organisation
*Four Members	3	By Council

\*Four Councillors, plus one nominee jointly with South Cambridgeshire District Council (SCDC) makes the joint appointment by reciprocal agreement of June 1990, whereby East Cambridgeshire District Council makes the joint appointment to Waterbeach Level IDB). Appointments are for three years.

Status of Member	Insurance Provision
Board Member	Yes

Category of Officer Support	Contact Officer	Representatives for 2013/14
3	Linda Grinnell	Councillor Allen Alderson Councillor Lavinia Edwards Councillor Robert Stevens Councillor Hazel Williams, MBE

Report from representative(s):

Representatives for 2014/15
Councillor Allen Alderson Councillor Lavinia Edwards Councillor Robert Stevens Councillor Hazel Williams, MBE

## WATERBEACH LEVEL INTERNAL DRAINAGE BOARD

### Aims & Activities

To maintain the drainage network.

Representation	Meetings per year	Expenses paid by Organisation
*One Member	3	By the Council

\*One Councillor, jointly with South Cambridgeshire District Council (East Cambridgeshire makes the appointment by reciprocal agreement of June 1990, whereby South Cambridgeshire District Council makes the joint appointment to Swaffham IDB). IDB appointments are for three years.

Status of Member	Insurance Provision
Board Member	Yes

Category of Officer Support	Contact Officer	Representative for 2013/14
3	Linda Grinnell	Councillor Robert Stevens

Report from representative:

Representative for 2014/15
Councillor Robert Stevens

<sup>1</sup> The Charity Commission provide guidance under the following link:  
[http://www.charity-commission.gov.uk/Charity\\_requirements\\_guidance/ccpubs3.aspx#pub](http://www.charity-commission.gov.uk/Charity_requirements_guidance/ccpubs3.aspx#pub)