

EAST CAMBRIDGESHIRE DISTRICT COUNCIL



REPRESENTATION ON OUTSIDE BODIES 2017 - 2018

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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 Guide¹ indicates that when a Member acts as a representative of

¹March 2013

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.

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 Acts¹ 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.

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.

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

¹¹ Guidance is available on the Charity Commission website: 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	ECDC CONTACT OFFICER
Cambridgeshire County Council Health Committee	Carol Sennitt	Environmental Services Manager: Liz Knox
Cambridgeshire Police & Crime Panel	Alan Sharp Andy Pearson (Substitute Member)	Director, Operations: Jo Brooks
Citizens Advice, Newmarket (Management Committee)	Julia Huffer	Communities & Partnerships Manager: Lewis Bage
Community Safety Partnership	Lis Every (Lead Member) Mark Hugo Andy Pearson Neil Hitchin	Community Safety Officer: Nick Ball
East Cambs & Fenland Children's Trust	Andy Pearson	Housing & Community Safety Manager: Angela Parmenter
East of England Local Government Association	Charles Roberts (Leader of the Council)	Chief Executive: John Hill
Greater Cambridge Greater Peterborough Local Enterprise Partnership	Lis Every	Business Development Manager: Darren Hill
Health & Wellbeing Board	Joshua Schumann	Environmental Services Manager: Liz Knox
Local Government Association	Joshua Schumann	Chief Executive: John Hill
Local Government Association – District Councils' Network	Charles Roberts (Leader of the Council)	Chief Executive: John Hill
Paradise Centre Management Committee, Ely	Elaine Griffin Singh	Senior Leisure Services Officer: Victor Le Grand
RECAP Board (formerly Waste & Environment Forum, Cambridgeshire Councils Association)	Julia Huffer	Environmental Services Manager: Liz Knox
Sanctuary Housing Services Ltd – East Cambridgeshire Management Committee	Elaine Griffin Singh Chris Morris	Housing & Community Safety Manager: Angela Parmenter
Soham and District Sports Association	Joshua Schumann Vacancy	Senior Leisure Services Officer: Victor Le Grand

INTERNAL DRAINAGE BOARDS	REPRESENTATIVES	LEAD OFFICER
Burnt Fen	Derrick Beckett Julia Huffer	Finance Manager: Ian Smith
Cawdle Fen	Coralie Green Elaine Griffin Singh Neil Hitchin Andy Pearson Charles Roberts Mike Rouse Vacancy	Finance Manager: Ian Smith
Haddenham Level	Steve Cheetham Stuart Smith	Finance Manager: Ian Smith
Littleport and Downham	Christine Ambrose Smith David Ambrose Smith Mike Bradley Paul Cox Mike Rouse Jo Webber	Finance Manager: Ian Smith
Middle Fen and Mere	Derrick Beckett Ian Bovingdon Chris Morris Hamish Ross Dan Schumann	Finance Manager: Ian Smith
Padnal and Waterden	David Ambrose Smith Paul Cox Lis Every Carol Sennitt Lisa Stubbs Vacancy Vacancy	Finance Manager: Ian Smith
Swaffham	Allen Alderson Michael Allan Lavinia Edwards Mathew Shuter	Finance Manager: Ian Smith
Waterbeach Level	David Chaplin	Finance Manager: Ian Smith

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 2016/17
1	Environmental Services Manager: Liz Knox	Councillor Carol Sennitt

Report from representative:

This Body fits in with ECDC's Corporate Plan, as it looks at the areas of need for all residents.

Representative for 2017/18
Councillor Carol Sennitt

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 2016/17
1	Director, Operations: Jo Brooks	Councillor Vince Campbell Councillor Alan Sharp (Substitute)

Report from representative(s)

Councillor Pearson: Each Council needs to be represented on this, as it affects all areas within the county.

Councillor Sharp: The Panel acts as a scrutiny committee, examining the work of the Police and Crime Commissioner and holding his office to account for actions taken.

There were discussions on the budget set by the Police & Crime commissioner, which has a direct impact on the precept raised on each East Cambridgeshire resident.

The Panel is a very important part of the provision of policing within the County and it is important that the Council is represented and able to ensure that the interests of East Cambridgeshire residents are fully considered.

Representative(s) for 2017/18
Councillor Alan Sharp (Lead Member)
Councillor Andy Pearson (Substitute)

CITIZENS ADVICE, NEWMARKET & DISTRICT: MANAGEMENT COMMITTEE

Aims & Activities

The CA 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 CA 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 CA 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 CA.

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 2016/17
2	Communities & Partnerships Manager: Lewis Bage	Councillor Julia Huffer

Report from representative:

Councillor Huffer: They help meet the social needs of residents in our area, which they do in dreadful working conditions. They offer advice and support to residents who would otherwise struggle to cope.

Topics for discussion have included homelessness, debt management and adult social care. Advice can be dealt with by a local organisation who can then recommend courses of action.

Continued representation on this body is worthwhile, as they are doing amazing work with no central Government funding. They rely totally on donations and we must support them.

Representative for 2017/18
Councillor Julia Huffer

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 2016/17
1	Community Safety Officer: Nick Ball	Councillor Lis Every Councillor Neil Hitchin Councillor Mark Hugo Councillor Andy Pearson

Report from the representatives:

Councillor Every: The Panel continues to serve the statutory requirements to support our vulnerable people in the area and works to the 2017-17 Action Plan. Collaborative working with all our agencies and regular research information from County provide the basis for the plans. Some of the activities which have taken place include:

- Multi agency training and signposting seminars to identify and support vulnerable adults facing multiple risks;
- Support for the Together for Families project;
- Road safety initiatives;
- Volunteer networks for safer communities;
- Focused campaign targeting Domestic Abuse
- Mediation provision;
- Sue's Essentials: provision of essential toiletries and underwear to vulnerable young people at risk of committing acquisitive crime to obtain them;
- 'Prevent' assemblies to secondary aged young people;
- Diversionary activities programme for young people at risk of offending in Ely and Soham

And many more (Plan available on request from Nick Ball)

These are valuable, effective and regularly monitored activities where all agencies work together. A new plan for 2017-18 is in the planning stage. Member input is extremely important not only to help plan and support the activities but also to provide first hand expertise and knowledge from our wards.

Representatives for 2017/18
Councillor Lis Every (Lead Member)
Councillor Neil Hitchin
Councillor Mark Hugo
Councillor Andy Pearson

EAST CAMBS & FENLAND CHILDREN'S TRUST

Aims & Activities

- Addressing the impact of welfare reforms and poverty on educational attainment and health outcomes;
- Improving children's mental health and considering parental mental health;
- Addressing drug and alcohol misuse within the family environment.

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 for 2016/17
2	Housing & Community Safety Manager: Angela Parmenter	Councillor Andy Pearson

Report from Representative(s):

Councillor Pearson: It offers an insight into issues relating to young people that may aid decision making. However, this is a body made up of Social Services and other bodies relating to children. I am not sure our presence is required, although we are made to feel very welcome.

Topics for discussion have included the impact of children's services and areas of problems concerning children which may occasionally be in our area.

Not sure that continued representation on this body is worthwhile, as the Council could be kept advised of the information, if necessary.

Representative for 2017/18
Councillor Andy Pearson

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 2016/17
1	Chief Executive John Hill	Councillor James Palmer

Report from representative:

Representative for 2017/18
Councillor Charles Roberts

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 2016/17
1	Business Development Manager: Darren Hill	Councillor Lis Every

Report from representative:

Councillor Every: Although not having the opportunity to attend formal meetings, Member input is important working through Darren Hill, Business Development Manager. Regular discussions and feedback sessions are undertaken including knowledge of the bid process and planned outcomes. Changes to working practices may occur with the new Combined Authority arrangements, and this needs to be understood, but on the ground information is regularly received and acted upon locally.

Representative for 2017/18
Councillor Lis Every

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 2016/17
1	Environmental Services Manager: Liz Knox	Councillor Joshua Schumann

Report from representative(s)

Councillor Schumann: The health of the local population and health provision in East Cambs fits in with our key priority around making East Cambs a 'fantastic place to live'.

The two key areas for the District Council have been to ensure that funding is provided through the better care fund for the Disabled Facilities Grants and ensuring that the district Council has a clear idea of how it fits in with the Clinical Commissioning Groups work on System Transformation Program. The other benefits are that by attending it ensures a positive relationship with the Health and Care Leads throughout the county.

Representative for 2017/18
Councillor Joshua Schumann

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 2016/17
1	Chief Executive: John Hill	Councillor Joshua Schumann

Report from representative:

Councillor Schumann: I am due to attend the annual conference in a few months time and hope to discover how the LGA can support ECDC in the future.

Representative for 2017/18
Councillor Joshua Schumann

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 2016/17
1	Chief Executive: John Hill	Councillor James Palmer

Report from Representative:

Representative for 2017/18
Councillor Charles Roberts

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 2016/17
3	Senior Leisure Services Officer: Victor Le Grand	Councillor Elaine Griffin Singh

Report from representative:

Councillor Griffin-Singh: Representation on the Board of the Paradise Sports Centre has been valuable especially during the period when the potential of a district wide centre being built was on the agenda, which has now proved to be a reality. Whilst it has not always been possible to keep the Board fully informed due to my not being on relevant committees at the Council and, equally, not wanting to contradict or confuse matters when details were being discussed with officers, being able to confirm that the new Centre was on track, thus, allowing the Paradise to consider and prepare for its future has been useful.

Representative for 2017/18
Councillor Elaine Griffin Singh

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 2016/17
1	Environmental Services Manager: Liz Knox	Councillor Coralie Green

Report from representative:

Councillor Huffer: This gathering of Districts looks at effective methods of saving money and dealing with issues surrounding waste collections and recycling services.

RECAP are currently looking at strategies for increasing recycling rates and possible savings in fuel purchasing which will help reduce costs when the service comes back in house in 2018. Through RECAP we were able to achieve savings when buying replacement vehicles for waste collection.

Continued representation on this body is worthwhile because there is a renewed determination to refocus on specific matters rather than looking at generalities. I am excited at the direction this body is now going.

Representative for 2017/18
Councillor Julia Huffer

SANCTUARY HOUSING SERVICES LTD – EAST CAMBRIDGESHIRE MANAGEMENT
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 2016/17
1	Housing & Community Safety Manager: Angela Parmenter	Councillor Elaine Griffin Singh Councillor Chris Morris

Report from representative(s):

Councillor Griffin-Singh: As the largest provider of social housing in the area this Committee, which includes representatives of the Council by way of Members, proves to be a highly valuable tool to promote and maintain a closer working relationship with Sanctuary Housing. The meetings are also attended by representatives of the association tenants who provide useful insight on the ground.

As well as receiving statistical reports on many aspects of the sanctuary Housing operation, the meetings put a face to some key officers at sanctuary. As a result, key avenues of direct contact have been put in place which means ECDC representatives can easily highlight and refer issues from other members for immediate action by more senior officers. I deem this Committee as a worthwhile and valuable resource.

Representative(s) for 2017/18
Councillor Elaine Griffin Singh 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 2016/17
2	Senior Leisure Services Officer: Victor Le Grand	Councillor James Palmer Councillor Joshua Schumann

Report from representative(s):

Councillor Schumann: The provision of sports and leisure facilities for the local population fits in with our key priority around making East Cambs a 'fantastic place to live' and also accords with 'improving infrastructure'.

Funding is always a concern for the sports centre and strategic management with and working with other Sports Centres is going to be important in the future.

Although a regular attendance is not necessary, I believe that a connection between the Sports Centre and the District Council is important.

Representative(s) for 2017/18
Councillor Joshua Schumann
Vacancy

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 2016/17
3	Finance Manager: Ian Smith	Councillor Derrick Beckett Councillor Julia Huffer

Report from representative(s):

Councillor Huffer: The Drainage Board monitors and controls the water levels in the District, ensuring farmers are able to provide produce and also maintain employment on farms etc. Flood levels have been maintained and drought conditions managed. Continued representation is worthwhile because we need to know that ECDC are listening to the needs of local farmers.

This is a well run body doing vital work in our District. I am happy to continue to attend, and I am learning constantly.

Representative(s) for 2017/18
Councillor Derrick Beckett Councillor Julia Huffer

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 2016/17
3	Finance Manager: Ian Smith	Councillor Coralie Green Councillor Elaine Griffin Singh Councillor Neil Hitchin Councillor Tom Hunt Councillor Andy Pearson Councillor Charles Roberts Councillor Mike Rouse

Report from representative(s):

Councillor Green: Councillor representation on Cawdle Fen IDB is particularly valuable at the moment as work on the Ely Southern Bypass has begun. The impact of this project on the drainage of Cawdle Fen needs to be fully assessed and understood and the IDB provides a useful forum for exchange of information on progress. At the February meeting the 'pence in the pound' rate (which is reviewed annually for introduction as from 1st April 2017) was discussed and it was agreed to keep it at the same level as last year. That is 9p in the pound. The special levy that is paid by ECDC therefore also remains at £20,021.58

Councillor Rouse: Attended two of the meetings. They are useful and informative about flood protection, land use and what is happening with our largest industry of agriculture. The IDBs are very well managed and prudent when budget setting. My attendance has helped Andrew Newton, the engineer, to have a much greater involvement in planning and have his views considered.

Councillor Griffin-Singh: I have been an advocator for looking at the situation of so many Councillors being on the Drainage Board committees as it seems we often would outnumber the other committee members if we all turned up. Frankly we have no real working knowledge of the work of the Board and rarely contribute to the debate. In that their work is undeniably important and we must liaise due to the financial commitment ECDC has, I am not advocating that there should be no Members on Boards, but I consider our current numbers to be exorbitant and a smaller, trained and more aware number of representatives would be more useful. I believe this is under consideration.

Councillor Pearson: There have been three meetings since May 2016 I have not attended, as we have three Councillors for the same meeting and we almost outnumber the other members. We have made sure one of us attends and Councillor Rouse has always been happy to do it. It is important to meet with and understand the work of the Board, however I do

not feel it requires three Councillors. The Board informs on drainage matters and this could relate to planning applications and consideration to any areas that may flood etc. Continued representation is worthwhile, but not three Councillors as previously stated.

Representative(s) for 2017/18
Councillor Coralie Green
Councillor Elaine Griffin Singh
Councillor Neil Hitchin
Councillor Andy Pearson
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 2016/17
3	Finance Manager: Ian Smith	Councillor Steve Cheetham Councillor Stuart Smith

Report from representative(s):

Councillor Cheetham: ECDC is committed to ensuring that East Cambridgeshire continues to be a District where people want to live, work and visit; ensuring flood defences are maintained is a critical element of this commitment. Issues for discussion have included a trench close to the District Drain and also the Main Drain at Mingay Solar Farm. The IDB is a precepting Body with the duty of protecting the Haddenham and Aldreth area from flooding and providing irrigation for agriculture. The meetings give a real insight into issues affecting agriculture.

Councillor Smith: With a growing population we need to be aware that this Authority is taking measures to prevent the risk of flooding to current and future homes and businesses. The Commissioners have considered their Risk Management system. The Commissioners considered their current policy/strategy to be appropriate in between carrying out more substantial, periodic formalised reviews of risk assessment/management and met the requirements they were assessed by. Because of climate change we need to be aware the Drainage Board is aware of any problems that could have an impact in the District.

Representatives for 2017/18
Councillor Steve Cheetham Councillor Stuart Smith

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 2016/17
3	Finance Manager: Ian Smith	Councillor Christine Ambrose Smith Councillor David Ambrose Smith Councillor Mike Bradley Councillor Paul Cox Councillor Mike Rouse Councillor Jo Webber

Report from representatives:

Councillor Bradley: Each Internal Drainage Board is a local public authority established in areas of special drainage need in England and Wales. They have permissive powers to manage water levels within their respective drainage districts. IDBs undertake works to reduce flood risk to people and property and manage water levels to meet local needs.

The District is bordered to the east by the River Great Ouse and to the west by the tidal New Bedford (Hundred Foot) River. The southern boundary of the District follows the highland contour at an approximate level of 104.0 metres O.D. The District comprises mainly high grade agricultural land, much of which lies 2metres below sea level, (6.0 metres below highest tide levels) and has relied totally upon pumped drainage since the area was first enclosed by Act of Parliament in 1756. The following parishes (or parts of) are included within the Board's District: Welney, Southery, Hilgay, Littleport, Little Downham, Coveney, Witcham, Witchford, Wilburton, Mepal, Stretham and Little Thetford.

Councillor Rouse: Attended one of the meetings. They are useful and informative about flood protection, land use and what is happening with our largest industry of agriculture. The IDBs are very well managed and prudent when budget setting. My attendance has helped Andrew Newton, the engineer, to have a much greater involvement in planning and have his views considered.

Councillors Christine & David Ambrose Smith: These Boards are vital for our area, but perhaps the representation needs to be reconsidered so that Members can play a more meaningful part.

Representatives for 2017/18

Councillor Christine Ambrose Smith

Councillor David Ambrose Smith

Councillor Mike Bradley

Councillor Paul Cox

Councillor Mike Rouse

Councillor Jo Webber

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 2016/17
3	Finance Manager: Ian Smith	Councillor Derrick Beckett Councillor Ian Bovingdon Councillor James Palmer Councillor Hamish Ross Councillor Dan Schumann

Report from representative(s):

Councillor Bovingdon reports that he has been unable to attend meetings due to work commitments, but he receives the minutes of the meetings.

Councillor Schumann: ECDC is an area that has agriculture as a primary employer and contributor. The Board is a well run, vital cog in the daily lives of the people of our District. Topics for discussion have included efficient finance, management of land drainage and flood drainage, planning applications received, the Engineer's report, and Group plant/labour rates.

The work of the IDB provides essential flood protection for the District and is fundamental to our local agriculture; therefore representation of ECDC on this Body is essential.

Councillor Ross: The plan to bring together other IDB's under one roof directly emulates the corporate plan of ECDC. Topics for discussion have included planning applications received, Engineer's report (Pumping hours & rainfall, plant & stations, drains, abstraction & irrigation, retained water levels, water transfer licences). Group plant/labour rates. ECDC is an area that has agriculture as a primary employer and contributor. The work of the IDB is fundamental to our local agriculture and therefore representation on ECDC on this body is essential.

Representatives for 2017/18
Councillor Derrick Beckett Councillor Ian Bovingdon Councillor Chris Morris Councillor Hamish Ross Councillor Dan Schumann

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 2016/17
3	Finance Manager: Ian Smith	Councillor David Ambrose Smith Councillor Paul Cox Councillor Lis Every Councillor Tom Hunt Councillor Carol Sennitt Councillor Lisa Stubbs Vacancy

Report from representative(s):

Councillor Stubbs was unable to attend meetings due to other commitments

Councillor David Ambrose Smith: These Boards are vital for our area, but perhaps the representation needs to be reconsidered so that Members can play a more meaningful part.

Representatives for 2017/18
Councillor David Ambrose Smith Councillor Paul Cox Councillor Lis Every Councillor Carol Sennitt Councillor Lisa Stubbs Vacancy 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 2016/17
3	Finance Manager: Ian Smith	Councillor Allen Alderson Councillor Michael Allan Councillor Lavinia Edwards Councillor Mathew Shuter

Report from representative(s):

Councillor Allan: believes that representation should be maintained and Members should have an agricultural knowledge, however basic.

Councillor Edwards: the work of the Drainage Board fits with the ECDC Corporate plan because it is important when planning growth and development throughout the District. Consideration of the annual budget is important and the levy of the drainage rate. As ECDC is an area that has a vast agricultural industry, the IDB's input is vital.

Representatives for 2017/18
Councillor Allen Alderson Councillor Michael Allan Councillor Lavinia Edwards Councillor Mathew Shuter

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 2016/17
3	Finance Manager: Ian Smith	Councillor David Chaplin

Report from representative:

Councillor Chaplin: This is of marginal interest since the Waterbeach Internal Drainage Board area is mostly in South Cambridgeshire District. However, some issues arise and, of course, drainage is ultimately into common water courses.

The topics for consideration/discussion are nothing that would not be covered by the IDBs within East Cambridgeshire.

It is a pleasure and privilege to sit on Waterbeach IDB and it may be the case that this becomes more relevant to East Cambs in the future as the new settlement at Waterbeach becomes more relevant.

Representative for 2017/18
Councillor David Chaplin

¹ The Charity Commission provide guidance under the following link:
http://www.charity-commission.gov.uk/Charity_requirements_guidance/ccpubs3.aspx#pub