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**TITLE: ANNUAL REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES**

Committee: Commercial Services Committee

Date: 8 July 2014

Author: Janis Murfet, Democratic Services Officer

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1.0 ISSUE

- 1.1 To receive the Annual Reports from appointed Council representatives on the activities and manner in which funding is spent by the outside bodies within the responsibility of the Commercial Services Committee.
- 1.2 To confirm the appointment of a representative and substitute Member to the Cambridgeshire County Council Health Committee.

2.0 RECOMMENDATION

- 2.1 That the Annual Reports from appointed Council representatives on the activities and manner in which funding is spent by the outside bodies within the responsibility of the Commercial Services Committee be noted.
- 2.2 That Members appoint a representative and a substitute Member to serve on the Cambridgeshire County Council Health Committee.

3.0 BACKGROUND/OPTIONS

- 3.1 As part of the amendments to the Constitution approved at Council on 22<sup>nd</sup> May 2012, the Terms of Reference of all relevant Committees were revised in order to give them the authority to appoint to outside bodies within their remit, from the wider membership of the Council, for a period of up to 4 years. This means that representation will normally only be reviewed within the 4 year period between elections where there is a change of circumstances/status, a Member resigns, or there is a vacancy on a body.
- 3.2 With the introduction of the re-structured committee system from May 2014, the current list of Outside Bodies has been reviewed and the Bodies allocated to reflect the areas of service delivery. Attached at Appendix 1 is the current list of Outside Bodies within the remit of the Commercial Services Committee. Members are asked to note the inclusion of the Cambridgeshire County Council Health Committee.
- 3.3 Cambridgeshire County Council changed its governance arrangements from a Cabinet to a committee system of decision making with effect from May 2014. As a result of these changes, the Adults Wellbeing and Health Overview & Scrutiny Committee ceased to exist, its last meeting being on 1st April 2014.

- 3.4 A new Health Committee has been set up which will be responsible for the County Council's public health function, and for Overview and Scrutiny of the health service. Membership of the Committee will include a non-voting co-opted member (and substitute) from each of the five District Councils; there is no requirement for them to be Overview & Scrutiny members.
- 3.5 Members are asked to note that there is a vacancy for a Deputy on the Community Safety Partnership.
- 3.6 Attached at Appendix 2 are copies of the information pages from the Outside Bodies Booklet, giving details of the aims and activities of the individual Outside Bodies within the remit of Commercial Services Committee, together with a copy of the Annual Report submitted by the Councillor representative(s) on that Body. Of particular note in the Councillors' Annual Reports, will be the comments that they have made as to how the work of the Outside Body supports the Corporate objectives of the Council and whether continued representation on the Body is worthwhile.
- 3.7 Members are asked to receive the Annual Reports from Councillors and note the list of Outside Bodies allocated to the Commercial Services Committee and the Members appointed as Council representatives on those Bodies, unless there are any Members that wish to fill the vacancies or not to continue to serve on any body.

#### 4.0 ARGUMENTS/CONCLUSIONS

- 4.1 There are no additional cost implications arising from this report.

#### 5.0 APPENDICES

- 5.1 Appendix 1 – current list of Outside Bodies within remit of Commercial Services Committee.

Appendix 2 – information pages from Outside Bodies Booklet, giving details of aims and activities of individual Outside Bodies within remit of Commercial Committee, together with copies of Annual Reports submitted by Councillor representative(s) on the Bodies.

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<u>Background Documents</u>	<u>Location</u>	<u>Contact Officer</u>
None	The Grange Ely	Janis Murfet Democratic Services Officer (01353) 616457 E-mail: <a href="mailto:janis.murfet@eastcambs.gov.uk">janis.murfet@eastcambs.gov.uk</a>

**COMMERCIAL SERVICES COMMITTEE**

<b>ORGANISATION</b>	<b>REPRESENTATIVE(S)</b>	<b>LEAD OFFICER</b>
Arts Development in East Cambridgeshire	Joshua Schumann	To be confirmed
Cambridgeshire County Council Health Committee	To be confirmed	Liz Knox
Cambridgeshire Older People's Partnership Board	Sue Austen Lindsey Harris (substitute)	Karen Freya
Cambridgeshire Police & Crime Panel	Tom Hunt Chris Morris (Substitute)	John Hill
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
Ely City Centre Management Forum	Sheila Friend-Smith, MBE	Tracey Harding
Health & Wellbeing Board	Kevin Ellis	Liz Knox
Making Assets Count	Bill Hunt	John Hill/Commercial Manager
Paradise Centre Management Committee, Ely	Tom Kerby	Allison Conder
Rural Cambs Citizens Advice Bureau ( formerly Ely CAB Management Committee )	Sue Austen Bill Hunt	Julie Cornwell
Soham & District Sports Association	Joshua Schumann James Palmer	Alistair Mckie/Allison Conder

## ARTS DEVELOPMENT IN EAST CAMBRIDGESHIRE (ADeC)

## Aims &amp; 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

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
E CDC 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 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 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)

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

**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

## 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

## 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

**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

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