



**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

## Reports from Constituent Council Representatives on the Combined Authority

The following meetings have taken place in March 2024

### **Skills and Employment Committee**, 4 March 2024

Councillor **XX**

Decision Summary Link: [Skills and Employment Committee \(March\)](#)

### **Business Board**, 4 March 2024

Councillor **XX**

Decision Summary Link: [Business Board \(March\)](#)

### **Audit and Governance Committee**, 8 March 2024

Councillor **XX**

Decision Summary Link: [Audit and Governance Committee \(March\)](#)

### **Human Resources Committee**, 8 March 2024

Councillor **XX**

Decision Summary Link: [Human Resources \(8 March\)](#)

### **Environment and Sustainable Communities Committee**, 11 March 2024

Councillor **XX**

Decision Summary Link: [Environment and Sustainable Communities Committee \(March\)](#)

### **Human Resources Committee**, 13 March 2024

Councillor **XX**

Decision Summary Link: [Human Resources Committee \(13 March\)](#)

### **Transport and Infrastructure Committee**, 13 March 2024

Councillor **XX**

Decision Summary Link: [Transport and Infrastructure Committee \(March\)](#)

### **Human Resources Committee**, 14 March 2024

Councillor **XX**

Decision Summary Link: [Human Resources Committee \(14 March\)](#)

### **Overview and Scrutiny Committee**, 18 March

Councillor **XX**

Decision Summary Link: [Overview and Scrutiny Committee \(March\)](#)

### **Combined Authority Board**, 20 March

Councillor **XX**

Decision Summary Link: [Combined Authority Board \(March\)](#)



Any key decision/s set below will come into force and may be implemented after 5.00pm on the fifth clear working day after publication of the decision, unless they are called-in, with the exception of any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

## **1 Announcements, Apologies for Absence and Declarations of Interest**

Apologies were received from Nitin Patel, Business Board Representative.  
No declarations of interest were made.

## **2 Minutes and Action Log**

The minutes of the meeting on the 15 January 2024 were approved as an accurate record.  
The action log was noted by the Committee.

## **3 Public Questions**

No public questions were received.

## **4 Combined Authority Forward Plan**

RESOLVED

- a) That the Combined Authority Forward Plan be noted.

## **5 Improving Efficiency and Effectiveness (Adult Education Budget)**

RESOLVED

The members of the Employment and Skills Committee resolved to;

- a) Note and scrutinise actions that will improve the efficiency and effectiveness of how the CPCA utilises its devolved Adult Education Budget funding.
- b) Recommend that the Combined Authority Board approves:
  - The in-year amendments for existing providers which include growth requests for high-performing providers and reprofiling of funding where providers have underperformed
  - The establishment of a flexible Innovation Fund, allowing us to respond to regional activities that underpin the priorities identified within the Employment and Skills strategy.
- c) Delegate authority to the Assistant Director, Skills, in consultation with the Chief Finance Officer and Monitoring Officer to:
  - enter into grant funding agreements and/or service contracts with training providers to deliver Innovation Fund project activity. This can either be with new (following a procurement exercise) or existing providers
  - extend and /or vary contracts with existing providers where appropriate.

## **6 Career Hub – Academic Year 24/25**

RESOLVED

- a) To note the anticipated Careers and Enterprise Company (CEC) grant funding for the academic year of 2024/25.
- b) To note we are working to identify CPCA match funding, and we anticipate a paper to the CA Board to:
  - Accept the CEC funding offer, and allocate the match funding

- Accept future grant funding that is awarded by the Careers and Enterprise Company (CEC) in addition to core funding, up to the value of £150,000 for projects aligned to strategic priorities
- Delegate authority to the Interim Director of Skills, in consultation with the Chief Finance Officer and Monitoring Officer to enter into contracts and grant funding agreements

Grant funding is expected to be in the sum of approx. £310,000 for the academic year 2024/2025.

## **7 Adult Education Budget: Audit and Assurance Update**

RESOLVED

- a) To note the Audit results for 2022/23
- b) To note the Audit approach for 2023/24

## **8 Employment and Skills Board Update**

The verbal update was noted by the Committee

## **9 Budget and Performance Report**

RESOLVED

- a) To note the financial position of the Skills division for the financial year 23/24 to January 2024

## **10 Skills and Employment Committee Agenda Plan**

RESOLVED

- a) To note the Agenda Plan

## **11 Date of next meeting**

The date of the next meeting was confirmed as Monday 17 June 2024

Notes:

- a) Statements in **bold type** indicate additional resolutions made at the meeting.
- b) Five Members of the Overview and Scrutiny Committee may call-in a key decision of the Mayor, the Combined Authority Board, thematic committee or an Officer for scrutiny by notifying the Monitoring Officer, except for any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

For more information contact Democratic Services: [democratic.services@cambridgeshirepeterborough-ca.gov.uk](mailto:democratic.services@cambridgeshirepeterborough-ca.gov.uk)



## Business Board: Decision Summary

Meeting: 4 March 2024

Published: 7 March 2024

### 1.1 Apologies for Absence and Declarations of Interest

Apologies for absence were received from Nitin Patel. No declarations of interest were made.

### 1.2 Minutes of previous meeting

The minutes of the meeting held on 15 January 2024 were approved as a correct record and signed by the Chair.

The Business Board noted the Minutes Action Log.

### 1.3 Appointment of New Private Sector Members on the Business Board

It was resolved to:

- a) Note the appointment of three new private sector members of the Business Board
- b) Appoint Nitin Patel as the Vice Chair of the Business Board

### 1.4 Business Board Governance

It was resolved to:

- a) Approve the Terms of Reference (attached at Appendix A) for submission to the CPCA Board for consideration and adoption within the CPCA Constitution
- b) Request CPCA to bring role profiles to the next meeting of the Business Board in line with the roles set out in 2.6 for consideration and approval.
- c) Request CPCA Officers to undertake the necessary actions in order to deliver the cadence for meetings set out in 2.9 to 2.13
- d) Endorse the responses set out in 2.14 and 2.15 to the CPCA Board requests for formal response to the CPCA Board.
- e) Recommend the good practice identified in 2.17 to the CPCA Board for implementation by CPCA Officers.

### 2.1 Combined Authority Forward Planning

The Chair asked members of the Business Board to flag any topics with officers that they feel it would be beneficial for the board to discuss or hold a specialised session around.

### 2.2 Business Board Chair's Update

The Chair updated the Board on important meetings that had taken place since the last Business Board meeting. He also confirmed that representation is being sought on internal and external committees and asked members to put themselves forward.

### 2.3 Business Board Feedback from the Thematic Committees

Verbal updates were received from the Business Board representatives on the Combined Authority's Thematic Committees.

#### 2.4 CPCA Director's Update

The Executive Director for Economy and Growth updated the Board on items of interest national and locally since the last meeting.

#### 3.1 Budget and Performance

It was resolved unanimously to:

- a) Note the financial position of the Business Division for the financial year 23/24 to January 2024.

#### 3.2 Business Growth and Social Impact Investment Fund Update

It was resolved unanimously to:

- a) Note the updates contained within this report

#### 3.3 UK Shared Prosperity Fund and Rural England Prosperity Fund Update

It was resolved unanimously to:

- a) Note the updates contained within this report

#### 4.1 Update regarding Smart Manufacturing Alliance

An update was given to the Board regarding the Smart Manufacturing Alliance



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**1 Announcements, Apologies for Absence and Declarations of Interest**

No apologies received.

No declarations of interest were made.

No announcements were made.

**2 Minutes of the Previous Meetings**

RESOLVED (UNANIMOUS)

A That the minutes of the Human Resources Committee held on 16 November 2023 be approved as an accurate record.

**3 HR Policies**

RESOLVED (UNANIMOUS)

A To approve the amendments to the HR Policies set out in paragraph 3.5 and 3.6 of the report.

B To approve the proposed new HR Policy set out in paragraph 3.7 of the report.

**4 Exclusion of the Press and Public**

RESOLVED (UNANIMOUS)

Exclude the press and public from the discussion of Agenda Item 5 and 6 (Shortlisting for the Role of Executive Director for Resources and Performance, and Shortlisting for the Role of Director for Legal and Governance and Monitoring Officer, on the basis that this would involve the discussion of exempt information relating to the employment status of individuals as defined by Paragraph 1 of Schedule 12A of Part 1 of the Local Government Act 1972.

**5 Shortlisting for the role of Executive Director for Resources and Performance**

RESOLVED (UNANIMOUS)

A Recommend the shortlisting of two candidates to go forward to interview for the role of Executive Director for Resources and Performance.

**6 Shortlisting for the role of Director for Legal and Governance and Monitoring Officer**

RESOLVED (UNANIMOUS)

A Recommend the shortlisting of two candidates to go forward to interview for the role of Director for Legal and Governance and Monitoring Officer



## **1 Announcements, Apologies for Absence and Declarations of Interest**

Apologies were received from Cllr Harvey.

No declarations of interest were made.

## **2 Chair Announcements**

The Chair put on record his thanks to Nick Bell who would be retiring at the end of this municipal year – his work with the committee and effort and achievement on the CPCA improvement journey had been incredibly valuable to the Committee.

## **3 Minutes and Action Log**

The minutes of the meeting held on 26<sup>th</sup> January 2024 were approved as a correct record subject to the following amendment:

Cllr Corney was not in attendance at the meeting as the minutes currently stated.

The action log was noted by the Committee.

## **4 External Audit**

RESOLVED

- a) To note the External Auditors Annual report.
- b) to note the response to the DLUHC consultation on addressing the Local Audit backlog in England.

## **5 Improvement Report**

RESOLVED

- a) Note the identified areas of ongoing concern set out in the Best Value Notice received in January 2024 attached as Appendix 1.
- b) Note the closedown of activity in the current improvement plan (phase 2).
- c) Note the approach to finalise the phase 3 improvement plan to reflect the ongoing concerns set out in the Best Value Notice received in January 2024 to be submitted to the CA Board on 20 March 2024 for agreement.
- d) Note the draft revised terms of reference for the Independent Improvement Board going forward, to reflect the delivery of stated areas of improvement identified by the Best Value Notice received in January 2024.

## **6 Corporate Risk Register**

RESOLVED

- a) To note the February 2024 Corporate Risk Report including the Register, Dashboard and Heat Map in Appendix 1-3.
- b) To note the update on progress of the Risk Software implementation
- c) To note the plan for risk deep dives

**7 Internal Audit – Progress Report**

RESOLVED

- a) To comment and note the report

**8 Internal Audit Plan**

RESOLVED

- a) To comment and note the report

**9 Adult Education Budget Update**

RESOLVED

- a) Note the Audit results for 2022/23
- b) Note the Audit approach for 2023/24

**10 Constitutional Review – Changes to Code of Conduct & review of Committees Terms of Reference**

The Committee RESOVLED:-

- a) The committee considered the Terms of Reference and determined there was no need for any changes.
- b) The Committee recommend to the Combined Authority Board that the Local Government Model Code of Conduct be adopted in full along with the associated guidance on the Model Code of Conduct.
- c) The committee agreed that the associated guidance on complaint handling should be adopted in full.
- d) The Committee considered the comments received from a CA Board member and resolved to:
  - (i) Receive a report on whistleblowing and code of conduct process brought to the A&G meeting in December following the adoption of the model code of conduct.
  - (ii) Request that officers work with the internal auditors to review safeguarding as a possible addition to the internal audit plan and report back to the committee.
- e) Request that the Monitoring Officer write to the CA Board on behalf of committee in agreement with the Chair on the Committees view on the sanctions available to the hearing panel.

**11 Shareholder Board Update**

RESOLVED

- a) Note the update regarding the shareholder board

**12 A&G Draft Annual Report**

RESOLVED (UNANIMOUS):

- a) That the annual reported should be amended as discussed earlier in the meeting and that officers do further work and circulate to the committee before it is submitted to the Board at its AGM in June.

**13 Audit and Governance Work Programme**



RESOLVED

a) Note the draft work programme for the Audit and Governance Committee for the 2024/25 municipal year attached at Appendix 1

**14 Date of next meeting**

The date of the next meeting was confirmed as Thursday 20<sup>th</sup> June.



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**1 Announcements, Apologies for Absence and Declarations of Interest**

Apologies were received from Cllr Elsey who was substituted by Cllr Day.  
No declarations of interest were made.

**2 Minutes and Action Log**

The minutes of the meeting on 22 January 2024 were approved as an accurate record.  
The action log was noted by the Committee.

**3 Public Questions**

One public question had been received. The question was read out at the meeting by the Governance Manager and the Chair gave a response. Both question and response have been published on the CPCA website, under additional meeting documents.

**4 Combined Authority Forward Plan**

RESOLVED

a) To note the Combined Authority Forward Plan

**5 Director's Highlight Report**

RESOLVED

a) To note the Director's Highlight Report

**6 Affordable Housing Programme – Update on Implementation**

RESOLVED

a) To note the update in the report

**7 Huntingdonshire Biodiversity For All Programme Update**

The Committee received a presentation on the Huntingdonshire Biodiversity For All programme.

**8 Climate Action Plan Review**

RESOLVED

- a) To agree the revisions to the Climate Action Plan 2022-2025 actions as set out in Appendix A, and delegate authority to the Executive Director, Place and Connectivity to approve relevant changes to the supporting text of the Plan prior to publication.
- b) To comment on the proposed approach to developing the capital and revenue climate programme as agreed in the MTFP.
- c) To agree £50,000 in FY2024/25 and £120,000 in FY 2025/26 from the Subject to Approval revenue budget allocation for Natural Cambridgeshire, delegating authority to the

Executive Director Place and Connectivity to consider and approve a revision to the existing grant funding agreement

- d) To agree £60,000 in both FY2024/25 and FY 2025/26 from the Subject to Approval revenue budget allocation for Fenland Soil, delegating authority to the Executive Director Place and Connectivity to consider and approve an extension to the existing grant funding agreement

**9 Care Homes Retrofit Programme Update**

RESOLVED

- a) Approve that the Care Homes Retrofit Programme delivery continues to December 2025.

**Additional recommendation:** (unanimous)

- b) That the Care Home Retrofit Programme be capped at £400k with delegated decision making to be given to the Executive Director for Place and Connectivity to amend that figure once the full extent of the spend is clear.

**10 Budget and Performance Report – January 2024**

RESOLVED

- a) To note the financial position of the Environment and Sustainable Communities Division for the financial year to January 2024

**11 Environment and Sustainable Communities Committee Agenda Plan**

RESOLVED

- a) To note the Committee Agenda Plan

**12 Date of next meeting**

The date of the next meeting was confirmed as Wednesday 19 June 2024.



Any key decision/s set below will come into force and may be implemented after 5.00pm on the fifth clear working day after publication of the decision, unless they are called-in, with the exception of any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

**1 Announcements, Apologies for Absence and Declarations of Interest**

Apologies received from Cllr Anna Smith substituted by Cllr Mike Davey

No declarations of interest were made.

No announcements were made.

**2 Minutes of the Previous Meetings**

RESOLVED (UNANIMOUS)

A That the minutes of the Human Resources Committee held on 8<sup>th</sup> March 2024 be approved as an accurate record.

**3 Date of the next meeting**

3.1 Date of the next meeting was 14<sup>th</sup> March at 10am for the interviews for the role of Director for Legal and Governance and Monitoring Officer.

**4 Exclusion of the Press and Public**

4.1 RESOLVED (UNANIMOUS)

Exclude the press and public from the discussion of Agenda Item 5 Interviews for the Role of Executive Director for Resources and Performance, on the basis that this would involve the discussion of exempt information relating to the employment status of individuals as defined by Paragraph 1 of Schedule 12A of Part 1 of the Local Government Act 1972.

**5 Interviews for the role of Executive Director for Resources and Performance**

5.1 RESOLVED (UNANIMOUS)

A Recommend the preferred candidate for the role of Executive Director for Resources and Performance to the CA Board on the 20<sup>th</sup> March for noting.



Any key decision/s set below will come into force and may be implemented after 5.00pm on the fifth clear working day after publication of the decision, unless they are called-in, with the exception of any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

## **1 Announcements, Apologies for Absence and Declarations of Interest**

Apologies were received from the Mayor, Dr Nik Johnson.

Cllr Seaton declared an interest as he was a trustee of FACT Community Transport. This was deemed a non-pecuniary interest and therefore would not affect his participation in items on the agenda.

## **2 Minutes and Action Log**

The minutes of the meeting on 17 January 2024 were approved as an accurate record.

The action log was noted by the Committee.

## **3 Public Questions**

6 public questions had been received and were published on the CPCA website, under additional meeting documents.

## **4 Combined Authority Forward Plan**

RESOLVED

A. To note the Combined Authority Forward Plan

## **5 Director's Highlights Report**

RESOLVED

A. To note the Director's highlight report

## **6 E-Scooter Trial Update**

RESOLVED: (UNANIMOUS)

A. To recommend to the Combined Authority Board to approve the extension of the e-scooter trial to 31 May 2026.

B. To approve in principle to submit to the Department for Transport (DfT) a proposed boundary change to the existing trial area.

## **7 LTCP and Associated Strategies**

RESOLVED (UNANIMOUS)

A. To note the update on the Local Transport and Connectivity Plan (LTCP) and associated strategies and workstreams.

B. To recommend that the Combined Authority Board approve the reprofiling of the approved funding across the next 3 financial years as set out in 3.2.

C. To recommend to the Combined Authority Board to delegate authority to the Executive Director in consultation with the Chief Finance Officer and Monitoring Officer to enter into Grant Funding Agreements with Cambridgeshire County Council and Peterborough City Council to develop the strategies for 2024/25.

## **8 Transforming Cities Fund**

RESOLVED (UNANIMOUS)

- A. To note the progress in the Transforming Cities Funds (TCF) projects and recognise the positive feedback from central government.
- B. To recommend that the Transport and Infrastructure Committee approve the projects listed at paragraph 3.10 of the report, as these projects have approval within the MTFP.
- C. To recommend to the Combined Authority to delegate authority to the Executive Director for Place and Connectivity in consultation with the Chief Finance Officer and Monitoring Officer to sign change requests with Cambridgeshire County Council and Peterborough City Council concerning TCF projects.
- D. To recommend to the Combined Authority to delegate authority to the Executive Director for Place and Connectivity in consultation with the Chief Finance Officer and Monitoring Officer to agree change of deeds to the Grant Funding Agreement with Cambridgeshire County Council and Peterborough City Council concerning TCF projects.
- E. To note the progress in managing the overarching TCF programme and recognise the positive feedback from central government.

## **9 A141 – update on progress and engagement**

RESOLVED

- A. To note the update on A141 project progress and delivery including future engagement.

## **10 Bus Network Update**

RESOLVED:

- A. To receive and consider the initial development work on the precept funded investment in bus services and demand responsive transport services
- B. To receive and consider the initial development work on the £1 youth fare scheme
- C. To note the update on network changes from commercial operators and CPCA's proposed approach
- D. To note the proposed methodology for improvements to targeted bus stops/shelters

## **11 Bus Reform**

The Committee received a verbal update from the Executive Director, Place and Connectivity and the Assistant Director, Public Transport Services.

## **12 Budget and Performance Report – January 2024**

RESOLVED

- A. To note the financial position of the Transport division for the financial year 23/24 to November 2023

## **13 Date of next meeting**

The date of the next meeting was confirmed as Wednesday 26 June 2024.



Any key decision/s set below will come into force and may be implemented after 5.00pm on the fifth clear working day after publication of the decision, unless they are called-in, with the exception of any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

**1 Announcements, Apologies for Absence and Declarations of Interest**

Apologies received from Cllr Jackie Allen substituted by Cllr Lynne Ayres

No declarations of interest were made.

No announcements were made.

**2 Exclusion of the Press and Public**

RESOLVED (UNANIMOUS)

Exclude the press and public from the discussion of Agenda Item 3 (Interviews for the Role of Director for Legal and Governance and Monitoring Officer, on the basis that this would involve the discussion of exempt information relating to the employment status of individuals as defined by Paragraph 1 of Schedule 12A of Part 1 of the Local Government Act 1972.

**5 Interviews for the role of Director for Legal and Governance and Monitoring Officer**

RESOLVED (UNANIMOUS)

A Recommend the preferred candidate for the role of Director for Legal and Governance and Monitoring Officer to the CA Board on the 20th March for noting.



## **1 Apologies for Absence**

Apologies from Cllr Fitzgerald sub by Cllr Coles (temporary sub) and Cllr Brown sub by Cllr Horgan, Cllr Neish and Cllr Maureen Davis

## **2 Declarations of Interest**

No declarations of interest were made

## **3 Public Questions**

No public questions were received.

## **4 Minutes and Action Log**

The minutes of the meeting on 29<sup>th</sup> January were approved as an accurate record.  
The action log was noted by the Committee.

## **5 Appointment of Skills Rapporteur**

No appointment was made

## **6 Improvement Framework**

RESOLVED

- a) Note the identified areas of ongoing concern set out in the Best Value Notice received in January 2024 attached as Appendix 1.
- b) Note the closedown of activity in the current improvement plan (phase 2).
- c) Note the draft phase 3 improvement plan to reflect the ongoing concerns set out in the Best Value Notice received in January 2024 to be submitted to the CA Board on 20 March 2024 for agreement.
- d) Note the draft revised terms of reference for the Independent Improvement Board going forward, to reflect the delivery of stated areas of improvement identified by the Best Value Notice received in January 2024.
- e) Note the progress on the 'Governance and decisioning making' improvement workstream

## **7 Corporate Performance Report**

RESOLVED

- a) Scrutinise performance information relating to the Combined Authority's Corporate Key Performance Indicators.
- b) Scrutinise performance information relating to the Combined Authority's Most Complex Programmes and Projects.
- c) Scrutinise performance information relating to the Combined Authority's Headline Priority Activities.
- d) Note progress to evaluate the impact of the Devolution Deal Investment Fund in a Gateway Review



**8 State of the Region**

RESOLVED

- a) Note progress to develop the 2024 State of the Region review
- b) Note proposed further development in future years.

**9 Performance Review: Skills Funded Provision 2022-23**

RESOLVED

- a) For Members to note and comment

**10 Climate Change**

RESOLVED

The Committee scrutinised the activity on tackling the causes and impacts of climate change and agreed to recommend to the Environmental & Sustainable Communities Committee that the CPCA requires better evidence of likely project success before allocating funds and that officers recognise that reallocating underspent funds diminishes their value; it is important to strengthen project evaluation processes to ensure effective utilisation of allocated funds.

**11 Bus Reform Update**

RESOLVED

- a) To note the update

**12 OSC Draft Annual Report**

RESOLVED (UNANIMOUS):

- a) Comment on the draft Annual Report of the Chair of Overview and Scrutiny Committee for 2023/24 (Appendix 1) before it is submitted to the CA Board at its AGM on the 5<sup>th</sup> June
- b) Approve the draft report subject to agreed changes

**13 Combined Authority Forward Plan**

RESOLVED

- a) To note and comment on the plan

**14 O&S Committee Draft Work Programme**

RESOLVED

- a) The Committee is requested to note the draft work programme for the municipal year 2024/25 as shown at Appendix 1 and discuss items for the work programme.
- b) The Committee is requested to note the proposed induction session on the 18th June and the work programming/ways of working workshop scheduled for 17th June

**15 CA Board**

RESOLVED

That the Committee should recommend to the CA Board under the Business Board recommendations that there was a need to define and communicate the specific responsibilities and expectations for the Business Board Representative at the Environment Committee and other committees to ensure consistent engagement.

**16 Date of next meeting**

The date of the next meeting was confirmed as Monday 1<sup>st</sup> July at Pathfinder House CPCA Meeting Room.



Any key decision/s set below will come into force and may be implemented after 5.00pm on the fifth clear working day after publication of the decision, unless they are called-in [see note on call in below], with the exception of any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

1 Announcements, Apologies for Absence and Declarations of Interest

Apologies for absence were received from Darryl Preston (John Peach substituting).  
There were no declarations of interest.

2 Combined Authority Membership Update September 2023

It was resolved unanimously to:

- A Note the change in substitute Member from Cambridge City Council on the Combined Authority's Overview and Scrutiny Committee.
- B Note the change in appointment from South Cambridgeshire District Council on the Combined Authority's Overview and Scrutiny Committee.
- C Note the temporary change in substitute member from the Conservative Party on the Human Resources Committee on 8 14 March 2024.
- D Note the appointment of substitute member from South Cambridgeshire District Council on the Combined Authority's Overview and Scrutiny Committee.
- E Note the temporary change in substitute member from the Conservative Group on the Combined Authority's Overview and Scrutiny Committee on 18 March 2024.**

3 Minutes

The minutes of the meeting on 31 January 2024 were approved as an accurate record and signed by the Mayor.  
The minutes action log was noted.

4 Petitions

One petition was received and presented to the Combined Authority Board in accordance with section 5.34 of the Constitution.

5 Public and Member Questions

Six questions were received in advance of the meeting in accordance with the procedure rules in the Constitution. A copy of the questions and responses can be viewed [here](#) when available.

6 Forward Plan

It was resolved to:

- A Approve the Forward Plan for March 2024

7 Combined Authority Chief Executive Highlights Report

It was resolved to:

- A Note the contents of this report.

## 8 Budget Update Report – March 2024

It was resolved to:

- A Note the financial position of the Combined Authority
- B Approve the provisional carry-forwards from 2023/24 into 2024/25
- ~~C Approve the allocation of £400k from additional treasury management income to fund the continued improvement workstream in 2024/25 as set out in section 6~~
- C Approve the allocation of £400k from additional treasury management income to fund the continuation of the improvement plan in 2024/25 as set out in section 6**
- D Approve the financial strategies for 2024/25 following review by the Audit and Governance Committee as summarised in section 7.

## 9 Improvement Plan Update

It was resolved to:

- A Note the identified areas of ongoing concern set out in the Best Value Notice received in January 2024.
- B Note the closedown of activity in the current Improvement plan (phase 2).
- C Agree the phase 3 Improvement plan to reflect the ongoing concerns set out in the Best Value Notice received in January 2024.
- D Agree the revised terms of reference for the Independent Improvement Board going forward, to reflect the delivery of stated areas of improvement identified by the Best Value Notice received in January 2024.

## 10 Bus Reform and Network Delivery Update

It was resolved to:

- A Note the progress with the franchising proposals including updates from the audit process of the Bus Reform Outline Business Case (OBC) including the intention to bring a decision to consult to a summer Board meeting. The CPCA Board will consider the revised Business Case and the full findings of the Auditor to inform any decision to move to public consultation.
- B Approve that officers commence to prepare for an Interim Enhanced Partnership being formed to act as a 'stepping stone' to further, wider reform.
- C Note that CPCA is required to produce an updated Bus Service Improvement Plan (BSIP), in line with Department for Transport requirements, and approval is sought for delegated authority to the Executive Director Place & Connectivity, working with the Chair of the Transport and Infrastructure Committee, to update and finalise the BSIP to ensure submission by 12 June
- D Note the wider package of bus network delivery work, including the investment in bus services through the precept, bus stops infrastructure and £1 bus fare for Under 25s in the region that officers will continue work to implement

## 11 Corporate Performance Report Q3 2023-24

It was resolved to:

- A Scrutinise and agree performance information relating to the Combined Authority's Corporate Key Performance Indicators
- B Scrutinise and agree performance information relating to the Combined Authority's Most complex programmes and Projects.
- C Scrutinise and agree performance information relating to the Combined Authority's Headline Priority Activities.
- D Note progress to evaluate the impact of the Devolution Deal Investment Fund in a Gateway Review.

## 12 Q3 Corporate Risk Report

It was resolved to:

- A To note the risk register, dashboard and heat map in Appendix 1-3
- B To note the update on progress of the Risk Software implementation
- C To note the plan for risk deep dives

## 13a Greater South East Net Zero Hub Delegations

It was resolved to:

- A Delegate authority to the Executive Director of Place and Connectivity and any replacement (or substitute) as set out in table 1, to make decisions on behalf of the Combined Authority when sitting on the Net Zero Hub Board(s).

## 13b Delegations to Officers

It was resolved to:

- A Delegate authority to the Assistant Director of Skills to accept CEC funding and to enter into and finalise all necessary contracts and Grant Funding Agreements in consultation with the CFO and MO.
- B Delegate authority to the Executive Director of Economy and Growth to:
  - approve (enhanced) business support arrangements via Growth Hub during 2024/25 FY
  - accept funding from DBT and approve the funding plan that will form schedule in DBT funding agreement
  - accept funding the BB/CAB approved to be used to enhance the CPCA's Growth Hub offer in 2024/25 FY
  - contract with service providers and contractors to deliver elements of the additional business support services included in Growth Hub plan for 2024/25 FY
- C Delegated authority to the Executive Director for Place and Connectivity in consultation with the Monitoring Officer and Chief Financial Officer for the retendering of any bus routes which an operator gives notice that it will cease to provide between 25 March and the next meeting of the Transport and Infrastructure Committee.
- D To delegate authority to the Assistant Director for Skills, in consultation with the Chief Finance Officer and Monitoring Officer to:
  - enter into grant funding agreements and/or service contracts with training providers to deliver Innovation Fund project activity. This can either be with new (following a procurement exercise) or existing providers
  - extend and /or vary contracts with existing providers where appropriate.

## 14 Update on State of the Region 2024

It was resolved to:

- A Note progress to develop the 2024 State of the Region review.
- B Note proposed further development in future years.

## 15 Senior Appointments

It was resolved to:

- A Note the contents of this report.
- B Note that a further report will be submitted to the board, prior to the meeting of 20 March, following the interviews being held on Wednesday 13 March 2024 and Thursday 14 March 2024. This subsequent report will note the recommendations from the HR Committee on the preferred candidates. The recommendations of this subsequent report will require board approval.

- C To approve the recommendation made by the Members of the HR Committee at the meeting on 13th March 2024 that the preferred candidate be appointed to the Statutory position of Executive Director Resources (section 73 Officer).
- D To approve the short term acting up appointment of the current Assistant Director of Finance to the statutory position of section 73 officer, if required, to take effect from 18th May 2024.
- E To approve the recommendation made by the members of the HR Committee at the meeting on 14th March 2024 that the preferred candidate be appointed to the statutory position of Director of Legal and Governance (Monitoring Officer).
- F Delegate to the Chief Executive the function of agreeing with the successful candidates the terms and conditions of appointment, including associated start date and any other requirements and actions necessary to finalise arrangements.

#### 16a Careers Hub Academic Year 2024-25

It was resolved to:

- A Accept the Careers and Enterprise Company (CEC) core funding offer and allocate the match funding from UKSPF and Post SPF Skills Support.
- B Accept future grant funding that is awarded by the CEC in addition to core funding, up to the value of £150,000 for projects aligned to strategic priorities
- C Delegate authority to the Interim Assistant Director of Skills, in consultation with the Chief Finance Officer and Monitoring Officer to enter into grant funding agreements with CEC and contracts and grant funding agreements for the delivery of the Careers Hub.

#### 16b Recommendations from Skills and Employment Committee

It was resolved to approve all the recommendations as set out below:

Improving Efficiency and Effectiveness (Adult Education Budget)

- A To approve the in-year amendments for existing providers which include growth requests for high-performing providers and reprofiling of funding where providers have underperformed
- B To approve the establishment of a flexible Innovation Fund, allowing us to respond to regional activities that underpin the priorities identified within the Employment and Skills strategy.

#### 17 Recommendations from Transport and Infrastructure Committee

It was resolved to approve all the recommendations as set out below:

E-Scooter Trial Update

- A Approve the extension of the e-scooter trial to 31 May 2026

LTCP and Associated Strategies

- A Approve the reprofiling of the approved funding across the next three financial years as set out in 3.2
- B Delegate authority to the Executive Director in consultation with the Chief Finance Officer and Monitoring Officer to enter into Grant Funding Agreements with Cambridgeshire County Council and Peterborough City Council to develop the strategies for 2024/25.

Transforming Cities Fund

- A Delegate authority to the Executive Director for Place and Connectivity in consultation with the Chief Finance Officer and Monitoring Officer to sign change requests with Cambridgeshire County Council and Peterborough City Council concerning TCF projects
- B Delegate authority to the Executive Director for Place and Connectivity in consultation with the Chief Finance Officer and Monitoring Officer to agree change of deeds to the Grant Funding Agreement with Cambridgeshire County Council and Peterborough City Council concerning TCF projects.

## 18 Recommendations from Business Board

It was resolved to approve all the recommendations as set out below:

### Business Board Terms of Reference and Governance

- A Approve the Terms of Reference (attached at Appendix A) for adoption within the CPCA Constitution.
- B Request CPCA to bring role profiles to the next meeting of the Business Board in line with the roles set out in 2.6 for consideration and approval.
- C Request CPCA Officers to undertake the necessary actions in order to deliver the cadence for meetings set out in 2.9 to 2.13
- D Endorse the responses set out in 2.14 and 2.15 to the CPCA Board requests for formal response to the CPCA Board.
- E Recommend the good practice identified in 2.17 to the CPCA Board for implementation by CPCA Officers.

### Business Growth and Social Impact Investment Fund Update

- A To note the updates contained within this report

### UK Shared Prosperity Fund and Rural England Prosperity Fund Update

- A To note the updates contained within this report

### Notes:

- a) Statements in **bold type** indicate additional resolutions made at the meeting.
- b) Five Members of the Overview and Scrutiny Committee may call-in a key decision of the Mayor, the Combined Authority Board or an Officer for scrutiny by notifying the Monitoring Officer, except for any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

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