



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

JAMES PALMER
CAMBRIDGESHIRE &
PETERBOROUGH MAYOR

Cambridgeshire & Peterborough Combined Authority

Reports from Constituent Council Representatives on the Combined Authority

Audit and Governance Committee
2nd October 2020
27th November 2020

Overview and Scrutiny Committee
26th October 2020
23rd November 2020

Combined Authority Board
25th November 2020

The above meetings have taken place in October and November 2020.

Audit and Governance Committee – 2nd October and 27th November 2020

The Audit and Governance Committee met on 2nd October and 27th November 2020, the decision summaries are attached as Appendices 1 and 2.

Overview and Scrutiny Committee – 26th October and 27th November 2020

The Overview and Scrutiny Committee met on 26th October and 27th November 2020, the decision summaries are attached as Appendices 3 and 4.

Combined Authority Board – 25th November and reconvened 27th November 2020

The Combined Authority Board met on 25th and reconvened 27th November 2020, the decision summary is attached as Appendix 5.

The agendas and minutes of the meetings are on the Combined Authority's website – Link in the appendices

Audit and Governance Committee Decision Summary

Meeting: 2nd October 2020

Agenda/Minutes: [Audit and Governance Committee – 2 October 2020](#)

Chair: John Pye (Chair and Independent Person)

Summary of decisions taken at this meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1	Apologies and Declarations of Interests	There were no apologies. There were no declarations of interest.
2	Chair's Announcements	<ol style="list-style-type: none"> 1. The postponed Value for Money Workshop will be held at the conclusion of the next meeting of the Committee. 2. Daniel Harris of RSM (UK) the new Internal Auditors was welcomed to his first meeting of the Committee.
4	Minutes of the Previous Meeting and Action Notes	<ol style="list-style-type: none"> 1. The minutes of both the meeting of 31 July 2020 and 24 September 2020 were agreed as accurate records. 2. The Monitoring Officer reported it was entirely appropriate for a Company Secretary for a Local Authority Trading Company to also be employed by that Local Authority and stated there was no conflict of interest. 3. The Chief Executive updated the Committee on the Lancaster Way audit for which a draft report has just been received. The Combined Authority and

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>Cambridgeshire County Council will be looking at the report and the Committee will receive a report at the next meeting.</p> <p>4. The Chief Executive updated the Committee on meeting with civil servants within the MHCLG. An update will be provided at the January 2021 meeting of the Committee. The Mayor will be attending the next meeting of the Committee. The Scrutiny Officer will contact Committee members for advance questions to be submitted to the Mayor one week in advance of the meeting.</p> <p>5. The Monitoring Officer thanked the Committee for its engagement on the Constitution review. He informed the Committee that the Combined Authority Board had agreed the recommendations of the Committee at its meeting on 30 September. One amendment was moved and agreed with regard to the Officer Employment procedure Rules which enables earlier engagement by the Employment Committee. A letter related to quoracy of Combined Authority Audit & Governance and Overview & Scrutiny Committees is being drafted and will be forwarded to the Chair of this Committee and the Overview & Scrutiny Committee for approval prior to being sent to Whitehall.</p> <p>6. The Work Programme of the Committee will need to reflect the protocols to be developed on the Member/officer relationship; and the appointment to CA Commissions, Working Groups etc.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. A report on Lancaster Way to be presented at the next meeting of the Committee 2. Members to be contacted with advance questions for the Mayor of the Combined Authority to be submitted a week in advance of the meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<ol style="list-style-type: none"> 3. A further update on liaison between the Combined Authority and civil servants at the MHCLG to be provided at the Committee meeting of 29 January 2021 4. The letter to Whitehall to be shared with the Chairs of the Audit & Governance Committee and Overview & Scrutiny Committee for input and approval prior to being sent 5. The Work Programme for the Committee to include the additional protocols for the Constitution as approved by the Combined Authority Board
4	Statement of Accounts and External Audit	<ol style="list-style-type: none"> 1. The final review period for the statement of accounts commenced on 28 August and concludes on 9 October. To date no direct questions from the public on the accounts have been received into the Combined Authority or by Ernst & Young. 2. The final account and External Audit opinion will be presented at the next Committee meeting prior to the final accounts publication deadline of 30 November 2020. <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. The final statement of accounts and External Audit Opinion to be received at the next meeting 2. The Chair should be informed of any issues relating to any potential delays (i.e. the Cambridgeshire Pension Fund audit)
5	Internal Audit	<ol style="list-style-type: none"> 1. A final update on Internal Audit for 2019/20 was provided to the Committee. Steve Crabtree was thanked by the Chair for his work over the previous three years.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<ol style="list-style-type: none"> 2. Daniel Harris of RSM (UK) presented the initial draft audit plan for 2020/21 and expressed confidence that a full internal audit plan will be presented at the next meeting. 3. A joint internal and external audit Workshop was suggested for April 2020 and this was approved by the Committee. 4. The suggested two initial internal audits to be scoped and commenced ahead of the next meeting of the Committee, namely: Risk Management; and Key Financial Controls were agreed by the Committee <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. A full internal audit plan be presented to the Committee on 27 November 2020 2. A joint workshop with Ernst & Young be programmed for April 2020 3. The Committee to provide any comments on the proposed internal audit plan to the Scrutiny Officer by week ending 9 October 4. The Risk Management; and Key Financial Controls audits should commence
6	Treasury Management Strategy Update	<ol style="list-style-type: none"> 1. The report covering the period up to the end of August 2020 was received and noted. The Committee commended the additional detail provided in the report. 2. The Committee will receive further updates in January and April 2021. <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. An updated Treasury Management Strategy report to be provided to the Committee in January 2021

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
7	Combined Authority Board Update	<ol style="list-style-type: none"> 1. The Chief Executive updated the Committee on future government White Papers which have been delayed due to Covid-19. 2. The Chief Executive also updated the Committee on the Constitution Review; the Cambridge Autonomous Metro; Market Town Masterplan bids; and the Business Growth Service. <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. The Chief Executive to respond to the Committee on the criteria for the Market Town strategies and whether the response to Covid-19 relates to the commercial sector response or whether it also includes the community and health responses too 2. The Chief Executive to provide the Committee with regular updates on the working relationship between the Combined Authority and Greater Cambridge Partnership as part of the CAB updates. The Chief Executive to inform the Mayor that such an update is required as part of his attendance at the next Committee meeting
8	Corporate Risk Register	<ol style="list-style-type: none"> 1. The risk register was received and noted with the additional Climate Change risk as requested by the Committee. <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. To provide detail to the Committee on how much is being spent on the three officers mitigating on EU exit, factoring in the EU exit grant the Combined Authority receives 2. At the next meeting to provide detail on those risks that are not included in the sequential number presentation (i.e. why are these no longer considered to be corporate risks)

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>3. The next report to the Committee to include a description on how the Climate Change risk is being managed</p>
9	Work Programme	<p>1. The work programme was received and noted.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. The item on Lancaster Way be added to the November meeting 2. The Mayor is now attending in November 2020 so can be removed from the programme for January 2021 3. Programme the additional Constitution protocols into the programme 4. Add the Internal and External Audit Workshop to the work programme for the April meeting of the Committee
10	Date of next meeting	<p>1. Friday, 27 November 2020 from 10.00 a.m. via the Zoom platform. The Value for Money Workshop to follow at the conclusion of the meeting.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. External and Internal Audit colleagues to be invited to attend the Workshop

Appendix 2

Audit and Governance Committee Decision Summary

Meeting: 27th November 2020

Agenda/Minutes: [Audit and Government Committee – 27 November 2020](#)

Chair: John Pye (Chair and Independent Person)

Summary of decisions taken at this meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1	Apologies and Declarations of Interests	There were no apologies. There were no declarations of interest.
2	Mayor for the Combined Authority in attendance	Mayor James Palmer attended to answer questions from the Committee and provided an update on the MCHLG and the Combined Authority activities.
3	Chair's Announcements	<ol style="list-style-type: none">1. Value for Money workshop run by Aileen Murphie from National Audit Office to follow on from the conclusion of the meeting.2. The Chair updated the Committee on two recent attempts to defraud the Combined Authority of funds.<ul style="list-style-type: none">- Both attempts were made by fraudsters intercepting e-mails and changing bank details in an attempt for payments to be made to an incorrect bank account.- The internal auditors, RSM were made aware of both attempts in accordance with the Combined Authority's anti-fraud policy.- RSM are working with 3C, our IT providers to establish the course of events and whether any Combined Authority e-mail account has been compromised.- The Combined Authority has not lost any funds as a result of these fraud attempts.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<ul style="list-style-type: none"> - RSM will bring forward their proposed audit on IT systems, which was planned to include a review of network and Cyber security. - RSM will bring a report to the January meeting.
4	Minutes of the Previous Meeting and Action Notes	The Minutes were approved as a correct record and the actions from the previous meeting noted.
5	Lancaster Way	<p>The Committee received the report which provided the Committee with an update on the independent value for money review of the Lancaster Way project, as jointly commissioned by the Combined Authority (CPCA) and Cambridgeshire County Council (CCC).</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1) To note the findings and recommendations of the independent value for money report, as prepared by KPMG. 2) To note the joint response from CPCA and Cambridgeshire County Council, and progress made to address the report's recommendations. 3) To report the findings and recommendations to the Transport and Infrastructure Committee 4) The Committee requested that an update on the progress of the actions against the recommendations in report be brought to the next meeting.
6	Relationship between Risk and Change Control	1. The Committee received the report which provided the Committee with a proposed Relationship between Risk and Change Control document, which is to enhance the current Risk Management Strategy and establish an early warning notification and change control process.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>2. The Committee was requested to review the Relationship between Risk and Change Control document and suggest any changes they would like to put forward as a recommendation to the Combined Authority Board.</p> <p>RESOLVED:</p> <p>Recommend to the Combined Authority the adoption of the proposed Relationship between Risk and Change Control document</p>
7	Corporate Risk Register	<p>The Committee reviewed the Combined Authority Corporate Risk Register.</p> <p>RESOLVED:</p> <p>The Committee noted that RSM were undertaking an audit of the Risk Management Strategy so some changes on how risk is managed and reported may be coming forth.</p> <p>The Committee were advised that the recent incidents of fraud would be considered and a decision would be taken on whether it needed to be escalated to the corporate risk register.</p>
8	End of Year Financial Statements 2019/20 and External Audit and Opinion	<p>The Committee received the report which asked them to approve:-</p> <ul style="list-style-type: none"> a) the final Statement of Accounts 2019/20 b) the Annual Governance Statement 2019/20 c) the Management Representation Letter 2019/20 d) the External Auditors report 2019/20 <p>RESOLVED:</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<ul style="list-style-type: none"> a) The Committee agreed to approve the final Statement of Accounts 2019/20 received and to delegate to the Chairman to approve further minor changes to the Statement of Accounts if needed before the deadline of 30 November 2020. b) The Committee agreed to approve the Annual Governance Statement 2019/20 c) The Committee agreed to approve the Management Representation Letter 2019/20 d) The Committee agreed to approve the External Auditors Report 2019/20 e) The Committee requested that some clarity around the settlement payment for the interim CFO be provided by the Interim Monitoring Officer
9	Internal Audit Plan 2020/21	<p>The Committee received the proposed 2020/21 internal audit plan and three-year internal audit strategy.</p> <p>RESOLVED:</p> <p>The Committee noted the report and requested that the Business Board and the CAM SPV be included within the review of the processes in place for the appointments to Boards and Committees.</p>
10	Adult Education Budget	<p>The Committee received the report which provide an update for the Committee on the Adult Education Budget arrangements for Audit and Assurance.</p> <p>RESOLVED:</p> <p>The Committee noted the report and requested that a further update be brought to the March meeting.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
11	Work Programme for the Audit & Governance Committee	<p>The work programme was received and noted.</p> <p>RESOLVED:</p> <p>A report with an update on the progress of the actions against the recommendations on Lancaster Way be brought to the next meeting</p> <p>A report on the audit on Cyber Security and IT systems and the attempted fraud to come to the January Committee meeting.</p> <p>A further update on the Adult Education Budget to come to the March committee meeting.</p>
12	Date of next meeting	Friday, 29 January 2021 from 10.00 a.m. via the Zoom platform.

Appendix 3

Overview and Scrutiny Committee Decision Summary

Meeting: 26th October 2020

Agenda/Minutes: [Overview and Scrutiny Committee – 26 October 2020](#)

Chair: Cllr Lorna Dupré

Summary of decisions taken at this meeting

Item	Topic	Decision [<i>None of the decisions below are key decisions</i>]
1.	Apologies	Apologies were received from: Cllr David Mason (Fenland District Council) substituted by Cllr Alex Miscandlon, Cllr David Connor (Cambridgeshire County Council)
2.	Declarations of Interest	None
3.	Election of Vice Chair	Due to a member resignation the Committee were required to elect a new Vice Chair. Cllr Ed Murphy was elected to be the Vice Chair for the remainder of the municipal year.
4.	Minutes of the Previous Meeting	<p>The minutes of the last meeting were agreed as an accurate record. The responses from the CA Board to the Committee's questions were reviewed with the following points raised:-</p> <p>1) The Committee discussed the response received about representations the Combined Authority had made to central government on the long-standing issue of quoracy and were concerned that the CA Board were not aware of any representations being made to Government in relation to the quoracy of</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>Combined Authority committees as this had been an issue raised on numerous occasions by this committee. The Chair would write to the Board members to express this concern and to ask that any response received from central government in response to the letter recently sent be shared with members.</p> <p>2) The Committee discussed the response to whether there was a commitment for the Business Board to be more transparent and to hold meetings in public session and were concerned over the response received about the CA Business Board and its level of transparency and agreed that Cllr Mike Davey as a member of the Audit and Governance Committee should raise this concern there for that committee to consider.</p> <p>3) The Committee discussed the response to the question raised about the CAM SPV and agreed that a report detailing the powers the committee had to scrutinise the SPV be brought to the November meeting.</p>
5.	Public Questions	There were no public questions received.
6.	The Director of Business and Skills	The Committee received and noted the report and presentation given by the Director for Business and Skills.
7.	Community Land Trusts	The Committee received and noted the presentation from Community Housing Programme Manager.
8.	Digital Connectivity Update	The Committee received and noted the report from the Project Lead for Digital Connectivity Infrastructure
9.	CAM Metro Task and Finish Group Update	The Committee received the report and agreed to appoint the following members to the Task and Finish group:-

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>Cllr Grenville Chamberlain Cllr Mike Davey</p> <p>The Committee AGREED that the task and Finish Group would elect a chair for the group as soon as possible and inform the Committee at their next meeting.</p>
10.	Combined Authority Forward Plan	The CA Forward Plan was noted.
11.	Overview and Scrutiny Committee Work Programme	<p>The Work Programme was noted.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> i) To move the Director for Delivery and Strategy to February 2021. ii) To have a report on the CAM SPV Scrutiny options brought to November's meeting. iii) The Bus Review Task and Finish Group should have a meeting prior to their report coming to the Committee in February and that this should align with the report going to the CA Board.
12.	Date of Next Meeting	Monday, 23 rd November 2020 at 11.00 a.m. with a pre-meeting for Members at 10.00 a.m.
	The Committee wanted to put on record their sincere thanks to Cllr Kevin Price and his hard work done whilst a member of the Committee and in particular for his work involving the CAM Task and Finish Group.	

Appendix 4

Overview and Scrutiny Committee Decision Summary

Meeting: 23rd November 2020

Agenda/Minutes: [Overview and Scrutiny Committee – 23 November 2020](#)

Chair: Cllr Lorna Dupré

Summary of decisions taken at this meeting

Item	Topic	Decision [<i>None of the decisions below are key decisions</i>]
1.	Apologies	Apologies were received from: Cllr Patricia Jordan (Huntingdonshire District Council) substituted by Cllr Mike Humphrey.
2.	Declarations of Interest	There were no declarations of interest.
3.	Minutes of the Previous Meeting	The minutes of the last meeting were agreed as an accurate record.
4.	Public Questions	There were no public questions received.
5.	The Chair of the Business Board	Austen Adams was in attendance and updated the Committee on the activity of the Board including Covid recovery projects and funding. RESOLVED: i) The Chair to contact the Chair of the Business Board about the future relationship between the Business Board and the Overview & Scrutiny Committee.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
6.	The Combined Authority Budget and Medium Term Financial Plan	<p>This was to be the first of three consecutive visits to the Committee over the course of the budget-setting process and development of the MTFP. This first appearance is related to the process of budget-setting.</p> <p>The Combined Authority Board should approve the budget for consultation purposes at its meeting on 25 November; and it is this budget that will be brought back to the December meeting of the Committee as a consultee in the process. Other consultees include all constituent authorities including the Leaders, Chief Executives and Chief Finance Officers. The draft budget is loaded onto the Combined Authority website with alerts via social media to engage the public in the process. As well as the Overview and Scrutiny Committee all Executive Committees and the Business Board receive the draft budget.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> i) The Chief Finance Officer would return to the Committee meetings in December 2020 and January 2021 ii)
7.	Ely Capacity Enhancements	<p>The Committee was informed that the Mayor of the Combined Authority is to meet the Rail Minister shortly and will be discussing rail enhancements in the county. The Combined Authority is lobbying the Department for Transport for greater capacity than what is currently proposed and there is a good opportunity to maximise capacity without the need for separated solutions with rail in the region being critical for integrated transport solutions.</p> <p>The Wisbech rail proposals are dependent upon capacity through the Ely area and that negotiations with the Department for Transport are ongoing and interim solutions are being considered.</p>
8.	Scrutiny of the SPV for the CAM Metro	The report was noted.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>RESOLVED:</p> <p>i) The Chair and Chief Executive of the SPV be invited to attend a meeting of the Committee in late winter/early spring 2021.</p> <p>ii)</p>
9.	<p>Combined Authority Board Agenda: Wednesday, 25 November</p>	<p>The following questions to the Board were agreed:</p> <ul style="list-style-type: none"> • Item 1.7 Appointment of Chief Executive of ONE CAM Limited Can the process for the level of remuneration to be received by the Chief Executive of One CAM Limited be evidenced and justified? • Item 2.2 Draft 2021-22 Budget and MTFP to 2024-25 for Public Consultation Is there any indication of when we might expect to see the strategy underlying the financial figures extrapolated beyond 2021/22? The staffing budget shows a 2% pay award and increments for performance related pay. Given the expected announcement of a public sector pay freeze is the CPCA expecting to proceed with this pay award? There are revenue proposals referencing EU funds up to 2023-24. Are these funds received prior to Brexit and will they be received post-Brexit? • Item 4.1 CAM Special Purpose Vehicle Given the expected announcement of a public sector pay freeze is it appropriate that an annual salary of £40,000 per annum is awarded to non-executive directors? Can the O&S Committee have some background to the process justifying this level of remuneration? How does the Board justify the level of funding on a project that is currently speculative; and what level of recompense is likely if the project does not happen?

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<ul style="list-style-type: none"> <p data-bbox="902 268 1984 339">• Item 4.6 Devolution Deal, Gainshare Gateway Review and Combined Authority Prospectus</p> <p data-bbox="853 341 1794 376">(Appendix 1: 1) Are we realistically still considering doubling GVA?</p> <p data-bbox="853 416 2011 488">(Appendix 1: 4) When will material be placed in the public domain arising from the work of the Public Sector Reform Commission?</p> <p data-bbox="853 528 1995 600">(Appendix 1: 6) How does the Board define world-class connectivity and how will we know something is world-class?</p> <p data-bbox="853 639 1850 675">(Appendix 1: 14) When will the Joint Assets Board will be established?</p> <p data-bbox="853 715 2024 855">(Appendix 1:18) When will the impasse be resolved in terms of holding back £45m of the £100m housing fund? If this is not resolved how will this affect the delivery of the commitment? When will it be made clear whether March 2021 or March 2022 that is the end date for the £100m scheme?</p> <p data-bbox="853 895 2029 967">(Appendix 1: 34) This is not, as yet, implemented; can the O&S Committee have an update please?</p> <p data-bbox="853 1007 1966 1078">(Appendix 1: 35) What are the Combined Authority's expectations for a second Devolution Deal?</p> <p data-bbox="853 1118 1989 1222">(Appendix 1: 39) What is happening on the government's proposals on business rate reform and what are the implications for the Combined Authority of not proceeding?</p> <p data-bbox="853 1262 2018 1334">(Appendix 1: 41) What is happening on the devolution of strategic planning powers to the Mayor and what is the likely impact?</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>(Appendix 1: 43) What is happening on forming an Education Committee with the Regional Schools Commissioner and other key education stakeholders and what is the likely impact?</p> <p>(Appendix 1: 46) What is happening on the work with government to explore a more integrated pathway of service delivery for the causes of offending behaviour early to reduce the use of courts and prisons and what is the likely impact?</p> <p>(Appendix 1:53) Could the O&S Committee have an update on the work with local partners to consider how best to establish a sub-national transport body?</p> <p>(Appendix 1:58) Does this commitment now refer to the Government White Paper on Planning for the Future or something entirely different?</p> <p>(Appendix 1: 69) The DfE did not include the Combined Authority in Area Reviews, as the process was considerably advanced by the time the Combined Authority was established in March 2017. The last of the Area Reviews were concluded in August 2017, but this commitment is described as 'Not yet implemented by Government'. Could the O&S Committee have an update on what the Combined Authority expects to happen now?</p> <ul style="list-style-type: none"> • Item 5.1 Local Transport Plan CAM Sub Strategy What does the Board envisage the role of the Greater Cambridge Partnership to be in this as that body is barely mentioned in the report? • Items 6.3 Local Economic Recovery Strategy Update How is the Combined Authority liaising with its constituent authorities and the Greater Cambridge Partnership on Covid recovery?

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		Has the impact of Brexit on future investment funding been considered and, if so, how will funds be delivered to help those impacted by Brexit?
10.	Combined Authority Forward Plan	The CA Forward Plan was noted.
11.	Lead Member Questions to Executive Committees	The responses to the Lead Member questions were noted.
12.	Overview and Scrutiny Committee Work Programme	<p>The Work Programme was noted.</p> <p>RESOLVED:</p> <p>i) It was agreed that the Chairman and Chief Executive of One CAM Limited be invited to attend a meeting of the Committee in late winter/early spring 2021.</p>
13.	Date of Next Meeting	Monday, 14 December 2020 at 11.00 a.m. with a pre-meeting for Members at 10.00 a.m.

Appendix 5

Cambridgeshire & Peterborough Combined Authority Board - Decision Summary

Meeting: 25th November 2020

Agenda/Minutes: [Cambridgeshire and Peterborough Combined Authority Board – 25 November 2020](#)

[Cambridgeshire and Peterborough Combined Authority Board – 27 November 2020](#)

Meeting: Wednesday 25th November 2020. [Meeting adjourned at 2.04pm and reconvened on Friday 27 November 2020 at 8.00am]

Part 1 - Governance Items

1.1 Announcements, Apologies for Absence and Declarations of Interest

Apologies were received from Councillor Ryan Fuller and co-opted member Jessica Bawden when the Board met on Wednesday 25 November 2020. Following an adjournment, the meeting was resumed on Friday 27 November and apologies were received from Councillors Ryan Fuller, John Holdich and Bridget Smith and from co-opted members Jessica Bawden and Councillor David Over.

A declaration of interest was made by Kim Sawyer, Chief Executive, in relation to Item 4.1: CAM Special Purpose Vehicle Budget Update and Award of the CAM Conceptual Design Contract. Ms Sawyer is an Interim Director of the Board of the CAM Special Purpose Vehicle, but as she was appointed to this position by the Combined Authority Board there was no conflict of interest.

1.2 Minutes of the Combined Authority Board meeting on 30 September 2020

The minutes of the meeting on 30 September 2020 were approved as an accurate record. A copy will be signed by the Mayor when it is practical to do so.

1.3 Petitions

No petitions were received.

1.4 Public Questions

No public questions were received.

1.5 Forward Plan

It was resolved to approve the Forward Plan.

1.6 Combined Authority Board and Committee Appointments: November 2020

It was resolved to:

- a) Note the appointment by Cambridge City Council of Councillor Martin Smart as its substitute member on the Combined Authority Board for the remainder of the municipal year 2020/2021.
- b) Note the appointment by Cambridge City Council of Councillor Mike Davey as one of its members on the Overview and Scrutiny Committee for the remainder of the municipal year 2020/2021.
- c) Note the appointment by Cambridge City Council of Councillor Mike Sargeant as one of its substitute members on the Overview and Scrutiny Committee for the remainder of the municipal year 2020/2021.
- d) Nominate and appoint members and substitute members to the Employment Committee.

1.7 Appointment of Chief Executive Officer (ONE CAM LTD)

This report was withdrawn.

Part 2 – Finance

2.1 Budget Monitor Report Update: November 2020

It was resolved to note the updated financial position of the Combined Authority for the year.

2.2 2021/22 Draft Budget and Medium-Term Financial Plan 2021 To 2025

It was resolved to:

- a) Approve the Draft Budget for 2021/22 and the Medium-Term Financial Plan 2021/22 to 2024/25 for consultation.
- b) Approve the timetable for consultation and those to be consulted.

Part 3 – Combined Authority Decisions

3.1 Allocation of Additional Funds to Highways Agencies

Having consulted the Board, the Mayor resolved to allocate the grants as set out below:

Additional Pothole and Challenge Funds

CCC - £10,201,000

PCC - £2,353,000

Total - £12,554,000

Additional Home to School and College Transport Funds

CCC - £876,164

PCC - £179,328

Total - £1,055,492

3.2 Allocation of Getting Building Fund

It was resolved to note Key Decision 2020/081 made by Mayor James Palmer on 5th November 2020 using the General Exception procedure.

By recommendation to the Combined Authority Board

Part 4 – Transport and Infrastructure Committee recommendations to the Combined Authority Board

4.1 CAM Special Purpose Vehicle – Budget Update and Award of the CAM Conceptual Design Contract

It was resolved to:

- a) In accordance with the shareholder agreement, approve the recommendations of the One CAM Limited Board to:
 - I. agree the appointment of the non-executive directors
 - II. agree the remuneration for the non-executive directors in the sum of £40,000 per annum for each director
 - III. agree the appointment of Jon Alsop as interim Chief Finance Officer for One Cam Ltd
 - IV. agree the amendment to the heads of terms of the shareholder agreement
 - V. ratify the opening of a bank account with Barclays for One Cam Ltd

- b) Delegate authority to the CPCA Chief Executive to enter into contracts following compliant procurement processes on behalf of the Combined Authority and later novate to One Cam Ltd as follows:
 - VI. Three contracts to deliver Concept Designs for the CAM in the sum of £200,000 per contract
 - VII. A contract for legal services based on schedule of rates and within the 2020/21 agreed budget.
 - VIII. A contract to MACE based on schedule of rates and within the 2020/21 agreed budget to facilitate the progression of the CAM outline business case

IX. A contract to Jacobs to support key elements of the Delivery Strategy capped at £620,000

4.2 Fenland Stations Regeneration Outline Business Case

It was resolved to:

- (a) Approve the Outline Business Case outcomes
- (b) Approve the start of construction for Manea and March Station works
- (c) Approve the drawdown of £1.2 million from the budget within the Medium-Term Financial Plan.

4.3 Fengate Phase 1 Strategic Outline Business Case

It was resolved to:

- a) Approve the Strategic Outline Business Case;
- b) Approve the commencement of the Full Business Case and detailed design stage;
- c) Approve the drawdown of £270,000 from the budget within the Medium-Term Financial Plan to develop the Full Business Case and detailed design.

4.4 Oxford to Cambridge Arc

It was resolved to note the Oxford to Cambridge Arc report.

4.5 Market Towns Programme Investment Prospectus – Approval of Second Tranche of Project Proposals

It was resolved to:

Approve the second tranche of project proposals received under Market Towns Programme from Fenland and East Cambridgeshire in the sum of £1,426,169 plus an additional £99,900 for the 'unapproved' balance for tranche one.

4.6 Devolution Deal, Gainshare Gateway Review and Combined Authority Prospectus

It was resolved to:

- a) Note that 72% of Devolution Deal Commitments have already been delivered or are in delivery, and agree to take six-monthly progress reports on Devolution Deal delivery in future,
- b) Approve the Locality Complementary Report at Appendix 2,
- c) Approve the Prospectus at Appendix 3.

Part 5 – Housing and Communities Committee recommendations to the Combined Authority Board

5.1 Local Transport Plan CAM Sub Strategy

It was resolved to:

- a) Note the consultation responses to the Cambridgeshire Autonomous Metro (CAM): Local Transport Plan (LTP) sub-strategy;
- b) Agree the amendments made to the CAM: LTP sub-strategy in light of the consultation responses;
- c) Note that the CAM LTP sub-strategy sets out the vision for CAM, against which, schemes contributing to the CAM will be considered; and
- d) Approve the CAM LTP sub-strategy.

5.2 March Area Transport Study

It was resolved to:

Approve the drawdown of £900,000 for construction of the remaining March Area Transport Study Quick Win Schemes

5.3 A47 Dualling

It was resolved to:

Note the report and the proposed next steps.

5.4 Cambridge South East Transport Better Public Transport and Active Travel Consultation

It was resolved to:

Delegate responsibility to the Director of Delivery and Strategy to respond to the consultation on behalf of the Combined Authority, in consultation with the Chair of the Transport & Infrastructure Committee.

Part 6 – Skills Committee recommendations to the Combined Authority Board

6.1 Local Growth Fund Programme Management November 2020

It was resolved to:

- a) Allocate the remaining £2,043,178 Local Growth Fund into the Growth Grants strand of the new Business Growth Service;
- b) Delegate authority to Director of Business and Skills, in consultation with the Monitoring Officer, Lead Member for Finance and Investment and Section 73 Officer, to approve launching the grant scheme approved by the Business Board to receive the remaining £2,043,178 Local Growth Fund;

- c) Approve the carry forward of £100,000 of the current funding allocation to the Eastern Agri-tech Growth Initiative scheme to enable the close out of the scheme, handling of final claims, a full programme evaluation and report during 2021-22; and
- d) Note the programme updates outlined in the report to the Business Board.

[Meeting adjourned at 2.04pm. The following decisions were made when the meeting reconvened at 8.00am on Friday 27 November 2020]

6.2 Growth Deal Project Proposals November 2020

It was resolved to:

Approve funding for the Cambridge Visitor Welcome project based on the project scoring criteria and external evaluator recommendation.

6.3 Local Economic Recovery Strategy Update

It was resolved to:

- a) Approve the updated version of the Local Economic Recovery Strategy (LERS) for Cambridgeshire & Peterborough.
- b) Note that the next Economic Recovery Strategy (LERS) for Cambridgeshire & Peterborough Refresh will be brought to the Board in March 2021, rather than January 2021 as previously proposed.

6.4 Business Board Annual Report 2019/20 and Annual Delivery Plan 2020/21

It was resolved to:

Approve the Business Board Annual Report for 2019-20 and Annual Delivery Plan for 2020-21, and for these to be published and formally submitted to the Department for Business, Energy & Industrial Strategy (BEIS).

6.5 iMET Project Local Growth Fund Recovery

It was resolved to:

- a) Approve pursuing clawback of Local Growth Funding (LGF) in relation to the iMET Programme LGF investment, by selling the iMET building on the open market for a cash receipt back into the recycled Local Growth Funding budget, through agreements with Cambridge Regional College and the Landlord Urban and Civic;
- b) Approve the Combined Authority owning and disposing of the iMET building to effect claw-back, if required. It is not the intention of the transaction as currently envisaged that CPCA would take ownership of the iMET Building. If CPCA do take ownership, it would only be for a short period of time before the iMET is transferred to the end purchaser;
- c) Approve a refocussed Grant Funding Agreement between Cambridge Regional College and the Combined Authority and that final sign-off of that agreement, in relation to the iMET equipment being retained and utilised by Cambridge Regional College to continue delivering learner outputs, is delegated to the Director Business and Skills in consultation with the s73 Officer and the Lead Member for Investment and Finance;
- d) Delegate authority to the Director Business and Skills, in consultation with the Section 73 Officer, the Monitoring Officer and the Lead Member for Investment and Finance, to finalise the form and then sign-off the Surrender or Assignment Option Agreement between Cambridge Regional College and the Combined Authority, once full and final agreement with the landlord has been achieved; and
- e) Delegate authority to the Director Business and Skills in consultation with the Section 73 Officer, Monitoring Officer and the Lead Member for Investment and Finance to finalise Heads of Terms

on an agreement with the landlord of the iMET building, which in turn facilitates the final sign-off of the option agreement with Cambridge Regional College.

6.6 Kickstart Scheme

It was resolved to:

- a) Approve the Business Growth Service to act as a Gateway Organisation to administer the Kickstart Scheme for the Cambridgeshire and Peterborough area; and
- b) Approve the Business Growth Service as the primary referral partner for any Kickstart requests via the CPCA.