



Cambridgeshire & Peterborough Combined Authority

Reports from Constituent Council Representatives on the Combined Authority

Audit and Governance Committee
Date 9 June 2023
Councillor Mark Inskip

Overview and Scrutiny Committee
Date 19 June 2023
Councillor David Brown
Councillor Charlotte Cane

Combined Authority Board
Date 31 May 2023
Councillor Anna Bailey

The following meetings have taken place in May and June 2023.

Audit and Governance Committee – 9 June 2023

The Audit and Governance Committee met on 9 June 2023. The decision summary is attached as Appendix 1.

Overview and Scrutiny Committee – 19 June 2023

The Overview and Scrutiny Committee met on 19 June 2023. The decision summary is attached as Appendix 2.

Combined Authority Board – 31 May 2023 (AGM and Ordinary)

The Combined Authority Board met on 31 May 2023 for its Annual General Meeting and a subsequent Ordinary Meeting. The decision summaries are attached as Appendices 3 and 4.

Audit and Governance Committee Decision Statement

Meeting: 9 June 2023
 Agenda/Minutes: [Audit and Governance Committee 9 June 2023](#)
 Chair: John Pye (Chair and Independent Person)

Summary of decisions taken at this meeting:

Item	Topic	Decision [None of the decisions below are Key Decisions]
1.	Apologies for Absence and Declarations of Interest	Apologies were received from Cllr Smith and his substitute Cllr Pounds. Cambridge City appointed Cllr Tim Griffin as the temporary substitute and was in attendance. No disclosable interests were declared.
2.	Election of Vice Chair	Nominated by Cllr Harvey and seconded by Cllr Inskip - Cllr Graham Wilson was elected as Vice Chair for the ensuing year.
3.	Co-Option of Independent Member	RESOLVED The Committee advise the CA Board that the Committee has requested that officers look into creating a process for selecting a co-opted independent member from one of the constituent councils. An amendment to the Constitution be brought back to the Committee which would formally allow for co-opted members on the Audit and Governance Committee. The Committee requested that officers look into co-opting an Independent Member as a trial.
4.	Chair's Announcements	Draft Accounts – moved to July meeting: Due to a combination of delays in several key reports required for inclusion in the draft accounts, including the pension fund position and asset valuations, and the additional pressure of providing audit evidence for the 21-22 audit while also preparing the 22-23 accounts, the publication of the CPCA's draft accounts has been delayed. The pensions valuation, and the delay to audits are national issues, as can be seen by the majority of the other Mayoral Combined Authorities missing the deadline this year, and that the overall fraction of Local Authorities missing the deadline is widely expected to have increased this year from 23% of upper tier and 37% of lower tier authorities for 21-22 accounts. Subject to the relevant reports being completed the Combined Authority is aiming to deliver draft accounts in time for the Committee's July meeting. Member Induction Day – 22nd June 9am at Anglia Ruskin University - Peterborough, University House
5.	Minutes	RESOLVED The minutes of the meetings held on 24th March 2023 were approved as a correct record. Under consideration of the Action Log the Interim Monitoring Officer advised that all recommendations from the A&G Committee regarding the Constitution were accepted by the Board and all comments would be taken into the refreshed constitution.
6.	Single Assurance Framework	RESOLVED The Committee noted the report.

7.	Shareholder Board Update	<p>RESOLVED</p> <p>The Committee:</p> <ol style="list-style-type: none"> 1 Noted the update and requested that an annual report which would outline the activities of the shareholder board including background information of each of the Combined Authority companies be added to the agenda for March. 2 Requested that the Company Secretary notify all members of A&G when the Shareholder Board meeting takes place. 3 Cllr Coles would attend the first meeting and report back to the Committee.
8.	Improvement Framework	<p>RESOLVED</p> <ol style="list-style-type: none"> 1 Considered progress against the stated areas of improvement identified by the External Auditor in June 2022 and Best Value Notice received in January 2023. 2 to note the reframed improvement plan (to be) agreed by the CA Board at its meeting on 31 May 2023 3 to note the observations of the Independent Improvement Board held on 22 May 2023. 4 to note the observations from the recent meetings between the Combined Authority corporate management team and constituent councils management teams. 5 to note the proposed RAG rating methodology to measure progress of improvement activity against the agreed reframed Improvement Plan. 6 to note the progress made on the appointment of Chair, Independent Improvement Board.
9.	Corporate Performance Report	<p>RESOLVED</p> <ol style="list-style-type: none"> 1 review and assess plans to develop and implement an interim performance management framework. 2 approve the plans as set out in this report.
10.	Corporate Risk Register	<p>RESOLVED</p> <ol style="list-style-type: none"> 1 To defer this item to the next meeting due to time constraints.
11.	Outcome and Recommendations from Procurement Review and High-Level Action Plan	<p>RESOLVED</p> <ol style="list-style-type: none"> 1 Recommend to the CA Board the Implementation of the high level action plan as set out in Appendix 2 - Action Plan 2 Recommend that the CA Board approve the recruitment of the additional posts noted in the high level action plan (2 procurement and contracts officers and 1 contract manager) and that the costs of these posts will need to be built into the Medium Term Financial Plan for 2024-25 onwards
12.	Establishment of a Sub-Committee	<p>RESOLVED</p> <ol style="list-style-type: none"> 1 that an Audit & Governance Sub-committee be established to discharge any of the functions of the parent Audit & Governance committee including forming a hearings panel. 2 That an Audit & Governance Sub-committee hearing panel be established consisting of at least four members of the Audit and Governance committee to include an independent person who may be best suited to chair the meetings to ensure neutrality and remove any appearance of bias or predetermination.

		<p>3 The Monitoring Officer be authorised as proper officer to accept changes to membership of the sub-committees, such change to be notified before the start of a meeting. Those Members will be appointed with effect from the date at which the Monitoring officer is advised of the names of such Members.</p> <p>4 the following members be appointed to the sub committee: Mr John Pye (Chair) Cllr Andy Coles Cllr Simon Smith Cllr Graham Wilson</p>
13.	Internal Audit – Draft Annual Report	<p>RESOLVED</p> <p>1 Note the draft annual report from the Internal Auditors.</p>
14.	Internal Audit – Progress Report	<p>RESOLVED</p> <p>1 Note the progress report from the Internal Auditors.</p>
15.	Internal Audit – Plan 23/24	<p>RESOLVED</p> <p>1 Note the Internal Audit Plan 23/24.</p>
16.	Revision to Scheme of Delegation	<p>RESOLVED</p> <p>1 Committee reviewed the suggested update to the Scheme of Delegation of the Combined Authority recommended to the CA Board to adopt changes as revisions to the Constitution.</p>
17.	Work Programme	<p>RESOLVED</p> <p>1 Note the work programme.</p>
18.	Date of next meeting	<p>7 July 2023</p> <p>Pathfinder House, Huntingdon DC</p>

Overview and Scrutiny Committee Decision Statement

Meeting: 19 June 2023
 Agenda/Minutes: [Overview and Scrutiny Committee 19 June 2023](#)
 Chair: Councillor Charlotte Cane

Summary of decisions taken at this meeting:

Item	Topic	Decision [None of the decisions below are Key Decisions]
1.	Apologies for Absence	Apologies were received from Cllr Maureen Davis substituted by Cllr Elisabeth Sennitt Clough and Cllr Michael Atkins substituted by Cllr Anna Bradnam.
2.	Election of Chair	Cllr Charlotte Cane was appointed as Chair for the ensuing year.
3.	Election of Vice Chair	Cllr Andy Coles was appointed as Vice-Chair for the ensuing year.
4.	Declarations of Interest	No declarations of interest were made.
5.	Public Questions	There were no public questions
6.	Minutes of the Previous Meeting and Action Log	The minutes of the meeting held on 20 March 2023 were approved as a correct record and the Action Log was noted.
7.	Co-Option of Independent Member	RESOLVED 1 Consider the co-option of an independent member (and substitute) from a Constituent Council. Following consideration Committee decided against co-option of an Independent Member at the current time, reserving the right to do so in the future.
8.	Delivering Scrutiny Function	RESOLVED 1 Option A be supported, noting the need to maximise the use of limited Member capacity and availability 2 Officers develop an implementation plan and work programme proposals for the delivery of Option A to be considered at the July OSC meeting, with the intention that they be implemented following that meeting 3 An Access to Information Protocol that reflects matters raised in the scrutiny workshop, as well as the review of governance, and best practice, be brought for consideration to the July OSC meeting and the Combined Authority Board meeting 4 An analysis of required officer support for the delivery of Option A be undertaken and reported to the Independent Improvement Board, along with a proposal to strengthen officer support to the scrutiny function, noting future English Devolution Accountability Framework requirements 5 OSC recommend to the Combined Authority Board that the Combined Authority commit to developing a 6–12 month Forward Plan 6 Ways of working between Board and Thematic Committees and the Scrutiny function be developed to drive

		<p>opportunities for early OSC involvement in key decision-making and strategy development</p> <p>7 The Improvement Plan Highlight Report be presented to each informal meeting scheduled for review to help direct focus and challenge at subsequent OSC meetings</p>
9.	Implementing the Combined Authority's Corporate Strategy and Business Plan	<p>RESOLVED</p> <p>1 To note progress made in implementing the Combined Authority's (CA's) Corporate Strategy and Business Plan.</p>
10.	Interim Performance Management Framework	<p>RESOLVED</p> <p>1 To note progress to develop and implement an interim performance management framework and a performance management framework.</p>
11.	Improvement Framework Report	<p>RESOLVED</p> <p>1 Note the progress against stated areas of improvement identified by the External Auditor in June 2022 and Best Value Notice received in January 2023 as reported to the CA Board on 31 May 2023.</p> <p>2 Note the reframed improvement plan agreed by the CA Board at its meeting on 31 May 2023.</p> <p>3 Note the observations of the Independent Improvement Board held on 22 May 2023.</p> <p>4 Note the proposed RAG rating methodology to measure progress of improvement activity against the agreed reframed Improvement Plan.</p> <p>5 Note the progress to the appointment of Chair, Independent Improvement Board.</p>
12.	Combined Authority Forward Plan	<p>RESOLVED</p> <p>1. The Committee noted the Forward Plan</p>
13.	Draft Work Programme	<p>RESOLVED</p> <p>1. The Committee noted the existing work programme and requested that officers develop the example work programme at appendix 2 to align with the agreed way forward discussed earlier in the meeting and bring this back to the July meeting for the Committee to review</p>
14.	Date of next meeting	24 July 2023, 11am

Combined Authority Board Decision Statement

Meeting: 31 May 2023 (AGM)
 Agenda/Minutes: [CA Board 31 May 2023 \(AGM\)](#)
 Chair: Mayor Dr Nik Johnson

Summary of decisions taken at this meeting:

1 Announcements, Apologies for Absence and Declarations of Interest

Apologies for absence were received from Councillor Sarah Conboy (Councillor Tom Sanderson substituting), Darryl Preston (John Peach substituting) and John O'Brien.

There were no declarations of interest.

2 Appointment of Deputy Mayor(s)

The Mayor announced Councillor Anna Smith as Deputy Mayor.

3 Minutes

The minutes of the meeting on 22 March 2023 were approved as an accurate record and signed by the Mayor.

The minutes action log was noted.

4 Petitions

No petitions were received.

5 Public Questions

Ten public 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 Membership of the Combined Authority

It was resolved unanimously to:

- A Note the Members and substitute Members appointed by constituent councils to the Combined Authority for the municipal year 2023-24 (Appendix 1)
- B Confirm that the following bodies be given co-opted member status for the municipal year 2023/24:
 - a) The Police and Crime Commissioner for Cambridgeshire
 - b) Cambridgeshire and Peterborough Fire Authority
 - c) Cambridgeshire and Peterborough Integrated Care Board
- C Note the named representative and substitute representative for each organisation as set out in the report. **(Noting an error in the papers: the substitute for Peterborough is Councillor Steve Allen not Councillor Oliver Sainsbury)**
- D Agree that any late notifications of appointments to the Monitoring Officer shall take immediate effect.

7 Appointments to Thematic Committees, Committee Chairs and Lead Members

It was resolved unanimously to:

- A Note and agree the Mayor's nominations to Lead Member responsibilities and the membership of the committees including the Chairs of committees for 2023/24 as set out in Appendix 1
- B Note the Committee Members and substitute Members appointed by constituent councils to the Combined Authority for the municipal year 2023/24 (Appendix 1).
- C Note and agree the Membership for the HR Committee for 2023/24 (Appendix 1)

The Mayor noted his intention to create a new Lead Member position for Devolution.

8 Appointment of the Overview and Scrutiny Committee

It was resolved unanimously to:

- A Confirm that the size of the Overview and Scrutiny Committee should be 14 members; two members from each constituent council and two substitute members for the municipal year 2023/24.
- B To agree the political balance on the committee as set out in Appendix 1.
- C Confirm the appointment of the Member and substitute Member nominated by constituent councils to the Overview and Scrutiny Committee for the municipal year 2023/24 as set out in Appendix 2. **(Noting a second nominee for Cambridge City Council is still awaited.)**
- D Approve the co-option of an independent member from a Constituent Council to the Overview and Scrutiny Committee and delegations given to the Overview and Scrutiny Committee to appoint the co-optee

9 Appointment of the Audit and Governance Committee

It was resolved unanimously to:

- A Confirm the size of the Audit and Governance Committee should be eight members; one member and one substitute from each Constituent Council and one independent person.
- B To agree the political balance on the committee as set out in Appendix 1.
- C Confirm the appointment of the Member and substitute Member nominated by constituent councils to the Committee for the municipal year 2023/24 as set out in Appendix 2.
- D Appoint the Independent Person as Chair for the municipal year 2022/23 and delegate the election of the Vice Chair to the Audit and Governance Committee.
- E Approve the co-option of an independent member from a Constituent Council to the Audit and Governance Committee and delegations given to the Audit and Governance Committee to appoint the co-optee.

10 Overview and Scrutiny Committee Annual Report

It was resolved unanimously to

- A Note the content of the report.

11 Audit and Governance Annual Report

It was resolved unanimously to

- A Note the content of the report.

12 Calendar of Meetings

It was resolved unanimously to

- A Approve the Calendar of Meetings for 2023/24 (Appendix 1).

Combined Authority Board Decision Statement

Meeting: 31 May 2023 (Ordinary)
 Agenda/Minutes: CA Board 31 May 2023 (Ordinary)
 Chair: Mayor Dr Nik Johnson

Summary of decisions taken at this meeting:

13 Combined Authority Monthly Highlights Report

It was resolved unanimously to:

- A Note the content of the report.

14 Budget Outturn Report [KD2023/018]

It was resolved unanimously to:

- A Note the outturn position of the Combined Authority for the 2022-23 financial year
- B Approve the updated requested slippage of unspent project budgets on the approved capital programme of £56.8m and on the revenue budget of £13.7m
- C Approve the ringfencing of £2.4m on treasury management income into an inflationary reserve as set out in paragraph 4.8

15 Improvement Plan Update

It was resolved unanimously:

- A To note the progress on the key areas of concern identified by the External Auditor in June 2022 and in the Best Value Notice received in January 2023
- B To agree a 5th strategic objective of “Achieving Best Value and High Performance” for the Combined Authority to support and reflect the work being undertaken within the Improvement Programme
- C To note the observations from the recent stocktake exercise with partners on positive changes and progress on improvement
- D To agree the outline reframed Improvement Plan to address the key areas of concern by the External Auditor and Best Value Notice
- E To note the proposed RAG rating methodology to measure progress of improvement activity against the agreed reframed Improvement Plan
- F To note the progress made on the appointment of Chair, Independent Improvement Board

16 Constitution Changes

It was resolved unanimously:

- A To approve and adopt the revisions to the Constitution as detailed in the report

17 Forward Plan

It was resolved unanimously:

- A To approve the Forward Plan for May 2023

18 Local Transport and Connectivity Plan

It was resolved unanimously to defer this item to a future meeting of the Combined Authority Board.

19 Variation to Loan to Support Residential Development at Histon Road, Cambridge

It was resolved unanimously to:

- A Note that the Final Repayment date of the loan has been extended from 7 May 2023 to 30 September 2023 or earlier
- B Note that a second loan and a second charge is to be registered against the property that serves as CPCA's security
- C Note that authority has been delegated to the Monitoring Officer or the Head of Legal Services to finalise terms in consultation with the Interim Executive Director for Place and Connectivity and complete the necessary documentation to implement the Deed of Priority with the second Lender.

20 Local Skills Improvement Plan Update [2023/024]

It was resolved unanimously to:

- A Receive an update regarding the publication of the Local Skills Improvement Plan
- B Note the publication of the LSIP
- C Approve the statement of the Combined Authority
- D Note further devolved powers over LSIPs in the Trailblazer Devolution Deals secured by Greater Manchester and West Midlands Combined Authorities

21 Employment Matters

It was resolved unanimously to:

- A Note recommendation A.

22 Additional CPCA equity investment into Peterborough HE Property Company Ltd [KD2023/015]

It was resolved unanimously to:

- A Approve recommendation A
- B Approve recommendation B.