



## Cambridgeshire & Peterborough Combined Authority

### Reports from Constituent Council Representatives on the Combined Authority

#### Member representatives

Meeting	Dates of Meeting	Representative
Audit and Governance	30 November 2018	Councillor Chris Morris Substitute: Councillor Alan Sharp
Combined Authority Board	28 November 2018	Councillor Charles Roberts Substitute: Councillor Anna Bailey
Overview and Scrutiny	26 November 2018	Councillors Mike Bradley and Alan Sharp Substitutes: Councillors Julia Huffer and Chris Morris

The above meetings have taken place in November.

#### **Audit and Governance Committee –Friday 30 November 2018**

The Audit and Governance Committee met on 30 November 2018 and the decision summary is attached at **Appendix 1**.

#### **Combined Authority Board meeting – Wednesday 28 November 2018**

The Combined Authority Board met on 28 November 2018 and the decision summary is attached at **Appendix 2**.

#### **Overview and Scrutiny Committee- Monday 26 November 2018**

The Overview and Scrutiny Committee met on 26 November 2018, the decision summary will be circulated when available.

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



## Appendix 1

# AUDIT & GOVERNANCE COMMITTEE - Decision Summary

**Meeting:** 30th November 2018

**Minutes:** [Audit & Governance Committee Decision Summary](#)

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.	<b>Apologies and Declarations of Interests</b>	No apologies were received. No declarations of interest were made.
2.	<b>Minutes of the meeting held on 28<sup>th</sup> September 2018</b>	The minutes of the meeting held on the 28th September 2018 were agreed as a correct record.
3.	<b>Combined Authority Board Update</b>	The Chairman invited the Mayor for the Combined Authority to provide the committee with an overview of the Combined Authority activities.

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		<p>The following points were made:-</p> <p>The Combined Authority had been in existence for 18 months but was now a very different organisation than originally planned as the LEP had now been taken on and this had also led to an increased budget for the next year. The Combined Authority had been hampered by the number of schemes that had needed to be worked up from scratch which had taken longer than previously thought.</p> <p>After the resignation of the Chief Executive Officer over the summer the Mayor had realised that the authority needed to be looked at structurally and so the Mayor had brought in John Hill an experienced Chief Executive from East Cambridgeshire to carry out a review of the existing structure and governance arrangements.</p> <p>The Mayor confirmed that the Interim Chief Finance Officer had been dismissed from his position that morning due to presenting misleading facts to the Combined Authority Overview and Scrutiny Committee. Committee members raised concerns around the news of the Interim Chief Finance Officer's dismissal.</p> <p>The Chair raised a concern that this was the fourth Section 151 officer for the Combined Authority and asked if the Mayor could offer any reassurance around this high turnover in this role and was advised by the Mayor that he was frustrated that the Authority had not secured a permanent Chief Finance Officer yet but that the process to do so was underway and in the meantime Noel O'Neil, the Deputy Chief Finance Officer was more than capable of covering the role. The Mayor confirmed that the decision to terminate the Interim Chief Finance Officers role had been taken unanimously by himself, the Deputy Mayor and the two interim Chief Executive Officers that morning.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>In response to a question about the Ely bypass the Mayor advised that in his previous role as Leader of East Cambridgeshire District Council he had ensured that the project was delivered and had pushed officers to get it delivered as quickly as possible. The Mayor felt that infrastructure always took far too long to deliver, and it was right to look at alternative options to try to speed up the process. The cost to the economy if there was a delay or if it failed to deliver would be greater.</p> <p>Currently the Combined Authority had not delivered a project on a scale that required a gateway review but once they did the Mayor would ensure that there would be a gateway review process in place – Kings Dyke would be the first project of this scale for the authority.</p> <p>Funding for larger projects would come incrementally over future years and it was important for the authority to be realistic on the delivery timescale for these projects.</p> <p>The Committee thanked the Mayor for attending to answer the committee's questions.</p>
4.	<b>Treasury Management Update</b>	The Committee received and noted the report from the Head of Finance which provided the Audit and Governance Committee with an update on the Combined Authority (CPCA)'s Treasury Management and requested that the cost of the strategy be factored into the next report.
5.	<b>External Audit – Outline Audit Plan</b>	The Committee received and noted the report from the External Auditor which provided the 2018/19 Outline Audit Plan as prepared by Ernst & Young LLP (EY).
6.	<b>Chief Executive Resignation</b>	The Committee received the report from the Interim Monitoring Officer which outlined provided them with the factual background relating to the circumstances

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		<p>of the resignation of the former Chief Executive. The following points were made:-</p> <ul style="list-style-type: none"> <li>• The External Auditor reported that the Interim Monitoring Officer had provided requested information relating to the Chief Executive's departure and subsequent severance. Based on this information the external auditor had concluded that the Combined Authority had acted lawfully and reasonably.</li> <li>• The Committee were advised that the Mayor had the authority to get external legal advice and commit the authority to expenditure as he had the general power of competence which was set out in the legislation.</li> <li>• Under the Localism Act 2011 the Mayor like other local authorities had to work within the budget set by the authority.</li> <li>• The Committee were assured by the external auditors that the severance package provided to the Chief Executive Officer was reasonable.</li> </ul> <p>The Committee discussed their concerns around the termination of the most recent two senior officer roles and the impact such decisions could have on the reputation of the Combined Authority.</p> <p>The Committee agreed that they would like to recommend to the Combined Authority Board that a review be undertaken on the procedures for the termination of the employment of senior officers as the Committee were concerned that recent events surrounding officers leaving the Combined Authority were creating reputational damage.</p>
7.	<b>Corporate Risk Register Review</b>	The Committee received and noted the report from the Assurance Manager which asked the committee to review the Combined Authority Corporate Risk Register and suggest any changes they would like to put forward as a recommendation to the Board.

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8.	<b>Internal Audit – Progress Report</b>	The Committee received and noted the report from the Group Auditor which provided details of the progress made in delivering the approved Audit Plan for 2018 / 2019.
9.	<b>Audit Committee Self-Assessment Actions and Review</b>	<p>The Committee received the report which requested the Audit and Governance Committee to review the proposed actions from the Committee’s first annual self-assessment exercise.</p> <p>The Committee agreed that they would like to consider the draft accounts in a public forum and therefore they would like the May informal meeting to be rearranged to a later date in June.</p> <p>The Committee agreed to note the progress of the actions in the report.</p>
10.	<b>Staffing Structure</b>	The Committee received and noted the report from the Interim Monitoring Officer which explained the situation and timelines regarding a permanent senior staffing structure and to provide assurance about how good governance is being maintained in the interim.
11.	<b>Work Programme</b>	The Committee received and noted the report which provided the draft work programme for Audit and Governance Committee for the remainder of the 2018/19 municipal year.
12.	<b>Date of Next Meeting</b>	The Committee agreed the next meeting shall be held on 29 <sup>th</sup> March 2019 at Huntingdonshire District Council.



## Appendix 2

# CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY Decision Statement

**Meeting:** 28th November 2018

**Minutes:** [Cambridgeshire & Peterborough Combined Authority Decision Statement](#)

Summary of decisions taken at this meeting

Item	Topic	Decision
	<b>Part 1 – Governance Items</b>	
1.1	Announcements, Apologies and Declarations of Interest	<p>Apologies were received from Councillor B Smith (substituted by Councillor A Van de Weyer) and Councillor S Count (substituted by Councillor I Bates)</p> <p>Declarations of interest were made in relation to Item 6.1: £100m Affordable Housing Programme – Scheme Approvals by Councillor C Roberts and John Hill as Directors of the East Cambridgeshire Trading Company.</p> <p>The Mayor stated that he did not consider that he had any interest to declare in relation to Item 1.6: Members' Allowances Scheme.</p>

1.2	Minutes – 31st October 2018	It was resolved to approve the minutes of the meeting of 31st October 2018 as a correct record.
1.3	Petitions	None received.
1.4	Public Questions	None received.
1.5	Forward Plan	It was resolved to note the Forward Plan.
1.6	Members' Allowances Scheme	<p>The Combined Authority Board was asked to agree that the independent Remuneration Panel be requested to review the Members' Allowance Scheme in relation to the Mayor's allowance and to consider the payment of a standard allowance for any independent commissions set up by the Combined Authority. It was also asked to ratify the decisions taken by the Business Board in relation to convening an Independent Remuneration Panel to consider the level of allowances payable to the Chair, Vice-Chair and other private sector board members on the Business Board.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) review the Members' Allowance Scheme (Mayor's Allowance);</li> <li>b) consider the payment of allowances/expenses to those appointed to any independent commissions set up by the Combined Authority; and</li> <li>c) ratify the decisions of the Business Board reported orally at the meeting.</li> </ul>
<b>PART 2- Finance</b>		
2.1	£2019/20 Draft Budget and Medium Term Financial Plan 2019 to 2023	The Combined Authority Board was asked to approve the draft revenue and capital budgets for 2019/20 reflecting the current priorities and available resources and a medium term financial plan (MTFP). It was resolved to:



		<p>a) agree the draft revenue budget for 2019/20 and the MTFP to 2023 to go forward for consultation with wider stakeholders;</p> <p>b) agree the draft capital programme to go forward for consultation with the wider community.</p> <p>c) that each element of the annual Combined Authority overheads budget be urgently reviewed and overheads spend significantly reduced for 2019/2020 from the projected figures when the annual budget is published in February 2019.</p>
2.2	Budget Monitor Update	<p>The Combined Authority Board considered a report providing a mid-year update of actual expenditure to date against the 2018/19 budget as presented to the Board in May 2018 as part of the draft Medium Term Financial Plan.</p> <p>It was resolved to:</p> <p>a) note the half year financial position of the Combined Authority for the year to 31 March 2019.</p> <p>b) agree the provisional outturn for 2018/19.</p>
	<b>PART 3- Combined Authority Matters</b>	
3.1	Wisbech to March Rail – Grip 3b Study	<p>The Combined Authority Board considered a report outlining the proposed plans for the Wisbech to March Rail project.</p> <p>It was resolved to:</p> <p>a) approve the budget of £1,500,000 (£1,300,000 estimated cost and £200,000 contingency for Chief Executive Officer/Chief Finance Officer</p>

		<p>discretionary release) as a proportion of the £3.25m indicated in March 2018 as part of the potential £6.5m Wisbech Garden Town funding, and</p> <ul style="list-style-type: none"> <li>b) agree to delegate authority to the Transport Director to appoint a supplier to deliver the study as successful tenderer in the current procurement exercise, and</li> <li>c) agree to delegate authority to the Transport Director to negotiate with all relevant stakeholders both in regard of the exploration of the rail link and low cost non-heavy rail alternative, in consultation with the Chairman/woman of the Transport Committee.</li> </ul>
3.2	Response to the Cambridgeshire and Peterborough Independent Economic Review (CPIER): A Growth Ambition Statement	<p>The Combined Authority Board considered a report recommending a formal response to recommendations of the Cambridgeshire and Peterborough independent Economic Review (CPIER).</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) agree the response to the CPIER main recommendations at Annex B;</li> <li>b) adopt the Growth Ambition Statement at Annex A;</li> <li>c) mandate officers to ensure consistency with the Growth Ambition Strategy in developing future strategy documents and business plans for transport, planning, business and skills, including reviewing previously agreed timescales to make aligning content more feasible.</li> <li>d) The Mayor and Combined Authority commence producing a comprehensive funding strategy for CAM Metro, covering both capital and operating cost, ahead of further decisions on CAM, and on the need for Mayoral Development Corporations as potential funding sources.</li> </ul>

3.3	Performance Reporting	<p>The Combined Authority Board considered a report providing a first quarterly update under the new performance reporting process agreed by the Board.</p> <p>It was resolved to note the November Delivery Dashboard.</p>
<b>PART 4- Business Board Recommendations to Combined Authority</b>		
4.1	Growth Fund Projects	<p>The Combined Authority considered a report outlining the Growth Prospectus approved by the Business Board in September 2018. It was resolved to note the decisions of the Business Board and, subject to confirmation from Government that local growth funds had been released for allocation by the Business Board, to:</p> <ul style="list-style-type: none"> <li>a) accept and approve recommendations from officers of small grant awards to Small and Medium Enterprises (SMEs) totalling £19,490.</li> <li>b) agree delegated authority to approve small grants to SMEs between £2,000 and £20,000 to Director of Business &amp; Skills subject to Section 151 Officer approval, and regular reporting to the Business Board.</li> <li>c) give approval to procure and appoint independent project appraisers of business cases over £20,000.</li> </ul>
4.2	Eastern Agri-Tech Growth Initiative	<p>The Combined Authority considered a report informing the Business Board about the Eastern Agri-Tech Growth Initiative which had transferred over from the previous Local Enterprise Partnership and asked the Business Board to recommend to the Combined Authority Board that the initiative should continue until March 2021 with associated funding.</p>

		<p>It was resolved to note the decisions of the Business Board and, subject to confirmation from Government that local growth funds have been released for allocation by the Business Board, to:</p> <ul style="list-style-type: none"> <li>a) agree that the Eastern Agri-Tech Growth Initiative should continue across the existing geographical areas of both the BB and New Anglia Local Enterprise Partnership (NALEP);</li> <li>b) agree a funding allocation of £4m from new Growth Deal funding;</li> <li>c) agree the Terms of Reference for the Eastern Agri-Tech Programme Board.</li> <li>d) delegate authority to the Eastern Agri-Tech Programme Board to make decisions about applications for grant funding on behalf of both the CA/BB and NALEP;</li> <li>e) agree that the Eastern Agri-Tech Programme Board should become a Sub-Board of the BB, and</li> <li>f) agree that a member of the BB, nominated by the BB, should become Chair of the Eastern Agri-Tech Programme Board.</li> </ul>
4.3	<p>Growth Deal</p> <p>(a) Wisbech Access Strategy – Summary of study work and request to proceed to delivery of design with simultaneous construction of phase 1 interventions</p>	<p>The Combined Authority Board considered a report asking approval from the Business Board for the full release of the previously allocated £10.5m Growth Deal investment in October 2017. It was resolved to note the decisions of the Business Board and, subject to confirmation from Government that local growth funds have been released for allocation by the Business Board, to:</p> <ul style="list-style-type: none"> <li>a) approve a budget of £10,500,000 to enable the procurement of an appropriate design and build contractor to immediately commence the delivery of an overlapped phased design and construction programme.</li> </ul>

	<p>(b) M11 Junction 8 Improvement Project</p>	<p>b) delegate authority to the Transport Director, in consultation with the Chair of the Transport Committee, at key gateway stages to deliver this package of works on behalf of the Business Board.</p> <p>c) subject to BEIS Ministerial approval of the release of future Growth Deal funds, release of the £10.5m Growth Deal funding for the delivery of this vital scheme for the housing and economic growth of Wisbech.</p> <p>The Combined Authority Board considered a report detailing the M11 Junction 8 improvement project that is being led by Essex County Council (ECC) and requests that the Business Board support the recommendation to release £1million of Growth Funding towards this project. It was resolved to:</p> <p style="padding-left: 40px;">release the £1m Growth Deal funding to Essex County Council, to support the delivery of the range of improvements outlined within this paper for the M11 Junction 8.</p>
4.4	<p>The Greater South East Energy Hub – Rural Community Energy Fund</p>	<p>The Combined Authority Board considered a report asking to approve the inclusion of the RCEF as an additional funding support offer by the Greater South East Energy Hub in advance of final agreement by Combined Authority as Hub Accountable Body.</p> <p>It was resolved to note the decisions of the Business Board and, subject to confirmation from Government that local growth funds have been released for allocation by the Business Board, to:</p> <p style="padding-left: 40px;">agree that the Greater South East Energy Hub assumes the RCEF management role.</p>

	<b>Part 5- Skills Committee Recommendations to Combined Authority</b>	
5.1	University of Peterborough – Review and Evaluation for Phase 1 and 2 of the Programme	This report was withdrawn as there was no recommendation from the Skills Committee to the Board to agree.
5.2	Adult Education Budget Devolution	<p>The Combined Authority Board considered a report that sought to secure support to the proposal for progressing with the next steps of the Devolution of the Adult Education Budget (AEB) and its implementation by agreeing to the proposal for financial sustainability in AEB delivery, the progress towards the devolution programme, and the role of the Skills Committee in governing the AEB programme post 2019.</p> <p>It was resolved by a majority to note the recommendations of the Skills Committee and to:</p> <ul style="list-style-type: none"> <li>a) approve business case requesting a top slicing allocation up to 4.9% to ensure the delivery of the AEB is resourced appropriately.</li> <li>b) approve the proposed commissioning approach for the CPCA devolved AEB.</li> <li>c) authorise officers to enter into a negotiated grant commissioning process to develop and work with the 15 indigenous and contiguous Cambridgeshire and Peterborough Colleges and Local Authority providers currently grant funded by the Education Skills Funding Agency. (This would mean disinvestment in the remaining 120 Grant funded providers spatially distant from Cambridgeshire &amp; Peterborough.)</li> </ul>

		<p>d) agree to procure contracts for services for all other providers, including Independent Training Providers, Further Education Institutions based outside of the CPCA area and other organisations (which might include the voluntary &amp; community sector). Further to give delegated authority to the Director of Business &amp; Skills to award contracts.</p>
5.3	Skills Prioritisation Plan - Careers Enterprise Company	<p>The Combined Authority Board considered a report informing the Skills Committee of the next steps in the delivery of the Careers Enterprise Company (CEC) contract and to seek support for the proposed ways of working in the delivery of the contract post March 2019.</p> <p>It was resolved:</p> <p>(a) to approve that the CPCA cease resourcing the Careers Enterprise Company contract for delivery.</p> <p>(b) that delegated authority be provided to the Portfolio Holder and Director of Business and Skills to engage with the CEC to identify potential local partners to undertake the remaining CEC Delivery Contract.</p>
	<b>Part 6 - Combined Authority Matters</b>	
6.1	£100m Affordable Housing Programme - Scheme Approvals	<p>The Combined Authority Board considered a report seeking approval for the provision of a 2 year repayable commercial loan facility capped at £24.4m to the East Cambridgeshire Trading Compact (ECTC) to purchase a site currently comprising 88 empty houses and land.</p> <p>It was resolved by a majority to:</p> <p>a) approve the provision of a commercial loan facility of £24.4m to East Cambridgeshire Trading Company (ECTC) for a scheme of 92 units based on the heads of terms detailed in Appendix 1.</p>

		<p>b) authorise the Director, Housing to bring forward commercial proposals for the CPCA to joint venture as a development partner with ECTC for the delivery of up to 62 additional homes on the undeveloped infill land, once the land has been acquired.</p> <p>c) authorise the Director, Housing in consultation with Legal Counsel and Portfolio Holder Fiscal to conclude any necessary legal documentation to secure the loan, to include a charge upon the land.</p>
	<b>Part 6- Finance- Part 2 item</b>	
6.2	Exclusion of Press and Public	<p>It was resolved:</p> <p>that the press and public be excluded from the meeting on the grounds that the agenda contains exempt information under Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended, and that it would not be in the public interest for this information to be disclosed -information relating to the financial or business affairs of any particular person (including the authority holding that information)</p>
6.3	Wisbech: 11 & 12 High Street	The Combined Authority Board considered a confidential report on 11 & 12 High Street, Wisbech. It was resolved to approve the recommendations in the report.
	<b>Part 7- Date of Next Meeting</b>	
7.1	Date: Wednesday 30 January 2019 at 10.30am, Civic Suite Room A, Huntingdonshire District Council, Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN	