



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Cambridgeshire & Peterborough Combined Authority
Reports from Constituent Council Representatives on the Combined
Authority

Audit and Governance Committee
24 September 2021
Councillor David Brown

Overview and Scrutiny Committee
27 September 2021
Councillor Lorna Dupré
Councillor Alan Sharp

Combined Authority Board
29 September 2021
Councillor Anna Bailey

The above meetings have taken place in September 2021.

Audit and Governance Committee – 24th September 2021

The Audit and Governance Committee met on 24th September 2021; the decision summary is attached as Appendix 1.

Overview and Scrutiny Committee – 27th September 2021

The Overview and Scrutiny Committee met on 27th September 2021; the decision summary is attached as Appendix 2.

Combined Authority Board – 29th September 2021

The Combined Authority Board met on 29th September 2021; the decision summary is attached as Appendix 3.

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: 24th September 2021

Agenda/Minutes: [Audit and Governance Committee – 24th September 2021](#)

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	<p>No apologies received.</p> <p>There were no declarations of interest.</p>
2	Chair's Announcements	<p>The Chair made the following announcements:</p> <p>1) Annual Accounts and AGS</p> <p>We were expecting to bring the final version of the 2020/21 financial statements and Annual Governance Statement to this Committee meeting for final approval, along with the external auditors' Audit Results Report. Members will recall from the last meeting that we were waiting to receive the actuary's IAS19 report on the final pension balances to complete the final version of the accounts and for EY to complete their audit.</p> <p>We have recently been informed by EY that as a result of "commentary by regulatory bodies" to other audit firms, EY needed to update their procedures around verification of data. Mark Hodgson, the EY partner responsible for the CPCA audit advised us that due to their requirement</p>

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		<p>for additional audit evidence, they could not provide assurance that they would be able to issue and sign the audit opinion by the date of this Committee meeting.</p> <p>Given the uncertainty of the audit position, I have taken the decision to withdraw the financial statements and external audit papers from the agenda, and to reschedule them for the November meeting.</p> <p>The auditors also have a requirement to review the Annual Governance Statement for completeness, compliance and consistency with the financial statements, so the final approval of the Annual Governance Statement will also be deferred until the November Committee meeting.</p> <p>2) Informal Session to review the Constitution prior to the Committee's next meeting to be scheduled.</p>
3	Minutes of the Previous Meeting and Action Notes	<p>The minutes from the meeting held on the 30th July 2021 were agreed as a correct record.</p> <p>The Actions from the previous meeting were noted.</p>
4	Combined Authority Update	<p>The Chair advised that the Chief Executive was unable to attend the meeting but had advised the Chair that there was nothing to report in addition to the information contained within the reports going to the Combined Authority Board on the 29th September 2021.</p>
5	Internal Audit Progress & Annual Report	<p>The Committee:</p> <p>a) Received and noted the annual internal audit report for 2020/21 as provided by the Combined Authority's internal auditors, RSM Risk</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>Assurance Services LLP (RSM).</p> <p>b) Received and noted the internal audit progress report for 2021/22 as provided by RSM</p> <p>c) The Committee requested that feedback on how the Internal Auditors could become involved in the development of policies and project management at the CPCA be provided within the next Internal Audit update.</p>
6	Combined Authority Trading Companies	<p>The Committee received the report from the Monitoring Officer which provided the Committee with a draft terms of reference in relation to the review and assessment of the Combined Authority's trading companies in line with the statutory powers invested in the Committee.</p> <p>The Committee RESOLVED not to accept the terms of reference of the Committee in relation to the Combined Authority trading companies as they had been presented but to request that:</p> <ol style="list-style-type: none"> 1) Officers consider the wording of the Terms of reference to reflect the position and role of the committee at the CPCA in relation to the trading companies. 2) Officers reach out to other combined authorities and councils to seek others experiences of how A&G Committee were managing this area and report back any findings to the committee. 3) That Internal Audit be approached to discuss their involvement with the trading companies and to provide an insight into where this should begin.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		4) An update on these above actions should be provided at the next meeting.
7	One CAM Referral	<p>The Committee received the report which provided the Committee with a potential scope for an internal audit review of a Mayoral decision.</p> <p>The Committee requested that scope be amended to:</p> <ul style="list-style-type: none"> a) remove the third bullet point stating: ‘is there any spend/spending commitment from the Combined Authority itself on the CAM programme or has it all been directed through One CAM Ltd’ be removed from the scope as it was not relevant. b) amend the outside of scope to reflect that it was the nature of the decisions made by the CA Board and Executives of One CAM that would be outside of the scope. <p>The Committee AGREED subject to the above amendments to approve the scope for an internal audit review of a Mayoral decision.</p>
8	Business Board – Format of Meetings	<p>Following a vote with 6 votes FOR and 1 AGAINST the Committee AGREED to:</p> <ul style="list-style-type: none"> a) Note that the Business Board were asked to reconsider the recommendation from the Audit and Governance Committee, ‘that there should be a presumption that meetings of the Business Board are carried out in public (unless otherwise determined by the Chair)’. b) Note that the Business Board agreed the proposed change in meetings format on 14th September 2021.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>c) Recommend the Combined Authority approve the proposed format change for future Business Board meetings.</p>
9	Work Programme and Updated Terms of Reference	<p>The Committee received the report which provided the Committee with the draft work programme for Audit and Governance Committee to note and requested that the Committee consider and review the updated terms of reference at Appendix 1, which deals with the referral of matters to the Committee to consider under their work programme.</p> <p>The Committee AGREED:</p> <ul style="list-style-type: none"> a) the updated terms of reference for the committee. b) to note the current work programme for the committee. c) to hold an informal session to receive a Horizon Scanning update from Directors. d) to hold an informal session the week commencing the 25th October to consider the constitution review.
10	Corporate Risk Register	<p>The Committee received the report which provided an update on the Corporate Risk Register.</p> <p>The Committee requested that the CA Board consider whether they were satisfied that officers had considered the effect of increasing energy prices and the impact on supply chains when factoring the scores for the risks.</p> <p>The Committee noted the Corporate Risk Register.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
11	Information Governance Update	<p>The Committee received the report which updated the Audit and Governance Committee on the current position with regards to the GDPR Policy and Information Governance Policy as recommend by the Information Governance Report prepared in October 2020 and put before the Audit and Governance Committee on the 5 March 2021 and provided data related to the number of corporate complaints and Freedom of Information requests for the period of 1 June 2021 to 31 August 2021.</p> <p>The Committee AGREED to:</p> <ul style="list-style-type: none"> a) Note the Information Governance Update b) Note the data on corporate complaints and freedom of information requests for June 2021 to August 2021 c) Note the new GDPR Policies for the Combined Authority set out at Appendix 1 to 7. d) Recommend to the Combined Authority board that it approves and adopt the GDPR policies e) Recommend the Combined Authority delegated authority to the Monitoring Officer to make consequential amendments to those Policies as required.
12	Date of next meeting	<p>The next meeting would be held on the 26th November 2021</p> <p>Venue: New Shire Hall Alconbury</p>

Overview and Scrutiny Committee Decision Summary

Meeting: 27 September 2021

Agenda/Minutes: [Overview and Scrutiny Committee – 27 September 2021](#)

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 received from Cllr S. Nawaz substituted by Cllr D. Jones
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.	Transport Update	This item was deferred to the October meeting of the Committee.
6.	Overview and Scrutiny Work Programme	<p>The scoping document presented to the Committee was agreed, in principle, noting it is an iterative document.</p> <p>The Committee agreed a review of the Combined Authority accommodation strategy be undertaken in response to an invite from the Combined Authority Board.</p> <p>The Committee agreed, following the deferral of the Transport Update, that any further questions be forwarded to Cllr's Baigent, Davey and Hay for collation prior to the October meeting.</p>

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		<p>Future potential items to add to the work programme were agreed as:</p> <ul style="list-style-type: none"> • Climate change • Skills including the University of Peterborough, apprenticeships and iMET • Finance items including underspend on skills training resulting from Covid-19 and other activities not delivered • The annual budget
7.	Overview & Scrutiny Committee Arrangements - Update	<p>The Committee noted the Action Log; and agreed the Scrutiny Protocol and Rapporteur role description unanimously with a single abstention in all cases. The Mayor's Question Time format proposal was agreed by a majority. Members raised the following points on the Mayor's Question Time format:</p> <ul style="list-style-type: none"> • There will need to be technical solutions in place for the public • The venue for the MQT involving the public will need to have a sufficient capacity • The proposal needs to clarify that it is one supplementary question per question <u>not</u> per meeting • The format should be reviewed at the end of the municipal year <p>Members raised the following points on the Scrutiny Protocol:</p>

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		<ul style="list-style-type: none"> • The protocol should be amended to state scrutiny should be non-partisan <u>not</u> non-political <p>Members raised the following points on the Rapporteur role description:</p> <ul style="list-style-type: none"> • Finance topics are generally cross-cutting and are ideal for the Rapporteur role • There will need to be an element of officer support for the role
8.	Combined Authority Board Agenda	There were no questions from the Committee to the Combined Authority Board.
9.	Combined Authority Forward Plan	The Forward Plan was noted, and Members will report back to the Committee on a variety of issues.
10.	Date and Time of Next Meeting	The next meeting would be held on the 25 October 2021 at Fenland Hall, March.

Combined Authority Board Decision Summary

Agenda/Minutes: [Combined Authority Board 29 September 2021](#)

Meeting: Wednesday 29 September 2021

Part 1 - Governance Items

1.1 Announcements, Apologies and Declarations of Interest

Apologies were received from Councillor Edna Murphy.

Declarations of interest were made by Councillors Bailey and Herbert in relation to Item 3.1 and 5.1, in that Councillor Bailey was a trustee of East Cambridgeshire Community Land Trust, and Councillor Herbert's partner was a Director of Cross Keys Homes Limited.

1.2 Minutes of the Combined Authority Board meeting on 25th August 2021

The minutes of the meeting on 25th August 2021 were approved as an accurate record and signed by the Mayor.

1.3 Petitions

No petitions were received.

1.4 Public Questions

No public questions were received.

1.5 Annotated Forward Plan – 19 September 2021

It was resolved to approve the Forward Plan.

1.6 Combined Authority Board and Committee Appointments September 2021

It was resolved to:

- a) Note the appointment by South Cambridgeshire District Council of Councillor John Williams as its substitute member on the Combined Authority Board for the remainder of the municipal year 2021/2022.
- b) Note the appointment by Cambridge City Council of Councillor Simon Smith as its substitute member on the Overview and Scrutiny Committee for the remainder of the municipal year 2021/2022.
- c) Note the appointment by Cambridgeshire County Council of Councillor Michael Atkins as one of its members on the Overview and Scrutiny Committee for the remainder of the municipal year 2021/2022.
- d) Ratify the appointment by Cambridgeshire County Council of Councillor Lucy Nethsingha as its substitute member on the Housing Committee for the remainder of the municipal year 2021/2022.

1.7 Appointment of Independent Remuneration Panel to review Members' Allowance Scheme

It was resolved to:

- a) Agree that ~~the an~~ Independent Remuneration Panel of **Cambridgeshire County Council and Peterborough City Council** ~~made up of the Chairs of the Independent Remuneration Panels of the Constituent Councils be~~ **approached constituted** to review the Members' Allowance Scheme for the Combined Authority in relation to the Mayor's allowance.
- b) ~~Discuss whether officers engage South East Employers or~~ invite an officer from a constituent council to manage the Independent Remuneration Panel.

1.8 Overview and Scrutiny Committee Arrangements - Review of Recommendations from the Centre for Governance and Scrutiny

It was resolved to:

Note the recommendations from the Centre for Governance and Scrutiny and provide any comments or feedback to the Overview and Scrutiny Committee.

Note the importance of Overview and Scrutiny Committee scrutinising Mayoral Decision Notices, as those Notices bypass the normal checks and balances of the Combined Authority.

1.9 Corporate Risk Management Strategy and Risk Register

It was resolved to:

- a) Consider, in the light of a request by the Combined Authority Audit and Governance Committee, whether the significance of the residual risk for Climate Change had been properly calibrated.
- b) Provide any comments arising to the Audit and Governance Committee.

1.10 Business Plan 2021-22 Mid-Year Refresh

It was resolved to:

Approve the 2021/22 Business Plan Mid-Year Refresh.

1.11 Local Assurance Framework Annual Review

It was resolved to:

Approve the revised Assurance Framework.

Part 2 – Finance

2.1 Budget Monitor Update

It was resolved to:

- a) Note the financial position of the Combined Authority for the year to date.
- b) Note the award of an additional £424,116 to the Combined Authority by the Department for Transport
- c) Note the increase in the Growth Hub Funding of £290.5k.
- d) Approve the Recommendation from the Business Board to increase the Growth Hub budget in accordance with the additional funding and for the requirements of the award to be delivered via the Cambridgeshire & Peterborough Business Growth Company (Growth Co.)

Part 3 – Combined Authority Decisions

3.1 Implementation of the revised Affordable Housing Programme

It was resolved to:

Note the outcome of the Ministers decision for the CPCA 2021/22 Affordable Housing Programme and the implications for any CPCA aspiration for an affordable housing programme beyond March 2022.

3.2 Consultancy Cost Review

It was resolved to:

a) Note the contents of this report and appendix.

b) Note that the procurement manager would include the External Consultancy Need Assessment form as part of the procurement process.

3.3 Intra Group agreement between the Combined Authority and Cambridgeshire and Peterborough Business Growth Company Limited (Growth Co)

It was resolved to:

Approve the draft intra group agreement included as Appendix 1.

3.4 March Area Transport Study - September 2021

It was resolved to:

a) Note the progress of the March Area Transport Study;

b) Approve the use of £180,000 from the existing approved budget agreed previously by the Combined Authority Board in August 2020 to be used to commence detailed design for Broad Street.

By recommendation to the Combined Authority Board

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

4.1 Zero Emission Bus Regional Area (Zebra) Phase 2

It was resolved to:

a) Recommend the CA Board approve allocation of £1.963m for the delivery of ZEBRA buses, subject to funds being available following a review of existing Transforming Cities Fund commitments.

- b) Recommend the CA Board delegate authority to the Head of Transport, in consultation of the Mayor, authority to deliver the ZEBRA buses. This is subject to the DfT application being approved.

4.2 Cambridge South Station

It was resolved to:

Approve the retention by Network Rail of the retention of the underspend on the previous planning phase in order to support future work **subject to funds being available following a review of existing Transforming Cities Fund commitments.**

4.3 Transforming Cities Fund

It was resolved to:

Note the contents of the report to the Transport and Infrastructure Committee on 8 September 2021.

4.4 E-Scooter and E-Bike Update

It was resolved to:

- a) Approve the extension of the e-scooter trial from October 2021 to March 2022 to continue our learning.
- b) Approve the expansion of the current E-bike network region wide and to work with officers in constituent authorities and cycle groups to agree the exact location for the installation of the electric bike sites.

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

5.1 £100k Homes Policy Closure

It was resolved to:

- a) Approve the cessation of promotion of the £100k Homes policy, and implement its closure.
- b) Communicate with all those who had registered an interest in the £100k Homes scheme and advise of the affordable housing schemes already being supported by the CPCA with contact details.

Part 6 – Skills Committee recommendations to the Combined Authority

6.1 Adult Education Budget Reserve Fund and Innovation Fund for 2021-22

It was resolved to:

- a) Approve funding to be allocated from the Adult Education Budget (AEB) Reserve Fund for the 2021/22 academic year to the thematic programmes as set out below:

TABLEA: Reserve Fund Thematic Programme	Allocation
1. Commissioning carry-forward for 2022/23	£ 500,000
2. Provider Capacity Building	£ 250,000
3. Strategic Partnership Development	£ 250,000
4. Reserve for over-delivery of Level 3 Adult Offer	£ 250,000
5. Unlock with Level 3 Marketing Campaign and Publications	£ 30,000
6. Contingency (for unforeseen programme expenditure)	£ 220,000
TOTAL	£ 1,500,000

- b) Delegate authority to the Director of Business and Skills in consultation with the Chief Finance Officer and Monitoring Officer, to enter into grant funding agreements with providers on behalf of the Combined Authority, for projects under the themes;
- c) Delegate authority to the Director of Business and Skills, in consultation with the Chief Finance Officer and Monitoring Officer to enter into grant funding agreements for the Innovation Fund, with existing AEB providers, as required;

d) To note the approach to the Innovation Fund for 2021/22.

Part 7 – Business Board recommendations to the Combined Authority

7.1 Format of Business Board Meetings

It was resolved to:

Approve the proposed format change for future Business Board meetings and to ask the Monitoring Officer to make the changes to the constitution described in this report **at paragraph 1.6**.

7.2 iMET Investment Update and Recovery Recommendations

It was resolved to:

- a) Accept the offer of £3.15m from a local private company and delegate authority to the Director of Business and Skills, in consultation with the Section 73 Officer, the Monitoring Officer and the Mayor, to finalise the completion of all legal and financial aspects of the sale.
- b) Release Cambridge Regional College from the original Grant Funding obligations in return for foregoing any income from the sale in favour of the Combined Authority.
- c) Agree that the Combined Authority should enter into a new agreement with Cambridge Regional College in relation to the equipment to continue delivery of learner and apprenticeship outcomes to the relative value of the equipment being retained by them.