



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Agenda Item: 12

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

Audit and Governance Committee
25 June 2021
Councillor David Brown

Overview and Scrutiny Committee
28 June 2021
Councillor Lorna Dupré
Councillor Alan Sharp

Combined Authority Board
2 June and 30th June 2021
Councillor Anna Bailey

The above meetings have taken place in June 2021.

Audit and Governance Committee – 25th June 2021

The Audit and Governance Committee met on 25th June 2021; the decision summary is attached as Appendix 1.

Overview and Scrutiny Committee – 28th June 2021

The Overview and Scrutiny Committee met on 28th June 2021; the decision summary is attached as Appendix 2.

Combined Authority Board – 2nd June 2021 and 30th June 2021

The Combined Authority Board met on 2nd June and 30th June 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: 25th June 2021

Agenda/Minutes: [Audit and Governance Committee – 25th June 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	No apologies received. There were no declarations of interest.
2	Election of Vice Chair	Cllr David Brown was duly elected the Vice Chair for the municipal year 2021/22.
3	Chair's Announcements	<p>The Chair made the following announcements:</p> <p>The Chair thanked the departing members of the Committee for their hard work and contribution to the Committee over the past year and welcomed the new members.</p> <p>The Chair informed the Committee that the External Auditor, Suresh Patel would be leaving but would still be in post to deliver the final audit results at the end of July. The Chair thanked Suresh for his work and wished him well in his future role.</p> <p>The Chair had met with Mayor Johnson and advised that as a medical professional the Mayor recognised the need and the value for good internal controls and would be happy to attend a meeting of the Audit and Governance Committee when invited. The Mayor also supported the recommendation from the Committee that there should be a presumption of holding Business Board</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>meetings in public. An issue which would be discussed when the Business Board Chair attended the Committee's next meeting.</p> <p>The Chair advised that the Chief Executive Officer would be running late and would therefore be moving item 5 Combined Authority Update to the end of the agenda.</p>
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	Internal Audit Progress Report	<p>The Committee received the report which provided an update to the work that RSM have conducted against the internal audit plan for 2020/21.</p> <p>The Internal Auditor Agreed that the current work programme would be brought to each meeting of the Committee going forward. The Committee noted the report.</p>
6	Draft Statement of Accounts and Annual Governance Statement	The Committee received the report which requested that the committee note the draft Statement of Accounts 2020/21 published with the notice of the exercise of public rights and the draft Annual Governance Statement 2021 and requested that the committee review the draft Statement of Accounts 2020/21. The Committee commented on and noted the report.
7	2020/21 Treasury Management Outturn Report	The Committee received the report which requested they review the actual performance to 31st March 2021 against the prudential indicators included within the Treasury Management and Capital Strategies. The Committee noted the report.
8	Adult Education Budget Update	The Committee received the report which presented an update for the Committee on the Adult Education Budget Audit and Assurance approach.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		The Committee requested that a further update be brought to the November meeting. The Committee noted the report.
9	Climate Change Commission	<p>The Committee received the report which described the development of climate change recommendations through the work of the Cambridgeshire and Peterborough Independent Commission on Climate.</p> <p>The Committee AGREED that they would contact the Climate Working group once it had been set up to review the Terms of Reference and request regular updates from the group and to recommend that flooding be considered as part of the commission's report. The Committee noted the report.</p>
10	Corporate Risk Register	The Committee received and noted the report which requested that the committee note and review the Combined Authority's Corporate Risk Register and recommend any proposed changes to the Corporate Risk Register to be reported to the next Combined Authority Board meeting for approval.
11	Review of Governance Policies and Annual Report	The Committee received and noted the report which requested that the committee comment on and note the corporate whistleblowing and complaints procedures and review the procedures and note the data on corporate complaints and Freedom of Information requests from June 2020 – May 2021.
12	Combined Authority Update	The Committee received the update from the Interim Chief Executive Officer which provided an update on the activities of the CA Board.
13	Work Programme for the Audit & Governance Committee	The Committee requested that a training session be scheduled for March for the committee to carry out a self-assessment. The Committee requested that prior to the training session on Trading Companies in September that a briefing note be provided for members. The work programme was received and noted.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
14	Date of next meeting	The next meeting would be held on the 30 th July 2021, Main Hall, Burgess Events and Conference Centre, One Leisure, Westwood Road, St Ives PE27 6WU

Overview and Scrutiny Committee Decision Summary

Meeting: 28th June 2021

Agenda/Minutes: [Overview and Scrutiny Committee – 28 June 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 Murphy, substituted by Cllr Coutts.
2.	Election of Chair	<p>Councillor Dupre was nominated by Councillor Van de Weyer and seconded by Councillor Baigent for the position of Chair.</p> <p>Councillor Sharp was nominated by Councillor Hay and seconded by Councillor Coles for the position of Chair.</p> <p>Following a vote both nominees received 7 votes. To resolve the deadlock a coin toss was carried out.</p> <p>Following the coin toss Cllr Dupre was elected the Chair of the Committee for the municipal year 2021/22.</p>
3.	Election of Vice Chair	<p>Councillor Sharp was nominated by Councillor Corney and seconded by Councillor Hay for the position of Vice Chairman.</p> <p>The Committee resolved to appoint Councillor Sharp as Vice Chairman for the municipal year 2021/22.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
4.	Declarations of Interest	There were no declarations of interest.
5.	Minutes of the Previous Meeting	The minutes of the previous meeting held on Monday 22 nd March 2021 were agreed as an accurate record.
6.	Public Questions	There were no public questions received.
7.	Appointment of Lead Members	<p>The Committee received the report from the Deputy Monitoring Officer which requested the Committee nominate and appoint members to the roles of Lead Members for the Housing, Skills and the Transport & Infrastructure Committees and the Business Board.</p> <p>The Committee RESOLVED to defer this item to a later meeting once the recommendations from the CfGS had been fully considered.</p>
8.	Co-Opted Independent Member	<p>The Committee received the report from the Deputy Monitoring Officer which asked the Committee to consider the co-option of an independent member (and substitute) from a Constituent Council.</p> <p>The Committee considered the co-option of an independent member (and substitute) from a Constituent Council and RESOLVED not to co-opt a member from a constituent council.</p>
9.	Centre for Governance and Scrutiny Update	<p>The Committee received the report from the Scrutiny Officer which provided the Overview and Scrutiny Committee with the report and recommendations from the Centre for Governance and Scrutiny who had carried out a review of the current scrutiny arrangements at the CPCA.</p> <p>The Committee noted the report from Centre for Governance & Scrutiny and AGREED that the proposals within the report should be actioned with an</p>

Item	Topic	Decision [<i>None of the decisions below are key decisions</i>]
		informal meeting being arranged for the Committee to meet and discuss a revised operating model before the July meeting.
10.	Combined Authority Board Agenda	<p>The Committee reviewed the Combined Authority Board agenda and agreed that the Chair should ask the following questions on behalf of the committee at the CA Board meeting on 30th June 2021.</p> <p><u>Item 1.5: Forward Plan</u> Q: We note item 29 on the Combined Authority's Forward Plan – a decision on CAM - scheduled for the 14th July meeting of the Transport and Infrastructure Committee. What is the Combined Authority's envisaged programme of work on CAM or its replacement and what future interactions with and involvement of the Overview and Scrutiny Committee do you foresee within this programme?</p> <p><u>Item 4.1: East West Rail Consultation</u> Q: The Committee notes the consultation response from East West Rail and asks whether the Combined Authority will consider co-ordinating its consultation responses on such schemes with its constituent Councils in future?</p> <p><u>Item 4.3: Climate change</u> Q: In light of the findings in the first interim report of the Combined Authority's Commission on Climate Change, will the Mayor be declaring a climate emergency?</p>
11.	Combined Authority Forward Plan	The Committee received and noted the Combined Authority Forward Plan.
12.	Work Programme	The Committee received the report which outlined the work programme for the committee.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		The Committee requested that the actions from the CfGS report be fed into the work programme for consideration at the July meeting. The Committee requested that the Mayor be invited to attend the September meeting.
13.	Date of Next Meeting	The next meeting would be held on the 26 th July 2021 – Venue TBC.

Combined Authority Board Decision Summary

Agenda/Minutes: [Combined Authority Board 2 June 2021](#)

Meeting: Wednesday 2 June 2021

Part 1 - Governance Items

1.1 The Mayor - Declaration of Acceptance of Office

Mayor Dr Nik Johnson confirmed his acceptance of office.

1.2 Announcements, Apologies for Absence and Declarations of Interest

Apologies were received from Councillor Lucy Nethsingha substituted by Councillor Elisa Meschini.

There were no declarations of interest.

1.3 Deputy Mayor/s of the Combined Authority

The Mayor announced the appointment of Councillor Wayne Fitzgerald as Statutory Deputy Mayor.

1.4 Membership of the Combined Authority 2021/22

It was resolved to:

- a) note the Members and substitute Members appointed by constituent councils to the Combined Authority for the municipal year 2021/2022 (Appendix 1 – to follow);

- b) appoint the Business Board's nominations as Member and substitute Member to represent them on the Combined Authority for the municipal year 2021/22 (Appendix 1 – to follow);
- c) confirm that the following bodies be given co-opted member status for the municipal year 2021/22:
 - (i) The Police and Crime Commissioner for Cambridgeshire.
 - (ii) Cambridgeshire and Peterborough Fire Authority.
 - (iii) Cambridgeshire and Peterborough Clinical Commissioning Group.
- d) Note the named representative and substitute representative for each organisation as set out in the report.
- e) Agree that any late notifications of appointments to the Monitoring Officer shall take immediate effect.

1.5 Minutes of the Combined Authority Board meeting on 24 March 2021

The minutes of the meeting on 24 March 2021 were approved as an accurate record and signed by the Mayor.

1.6 Petitions

No petitions were received.

1.7 Public Questions

No public questions were received.

1.8 Forward Plan

The Combined Authority Forward Plan was noted.

1.9 Appointments to Executive Committees and Appointment of Chairs and Lead Members

It was resolved to:

- a) note and agree the Mayor's nominations to Lead Member responsibilities, with the exception of the appointment of a Lead Member for Environment, and the membership of the committees including the Chairs of committees for 2020/21 as set out in Appendix 1
- b) note the Members and substitute Members appointed by constituent councils to the Combined Authority for the municipal year 2021/2022 (Appendix 1).
- c) Note and agree the Membership for the Employment Committee for 2021/22 (Appendix 1)

1.10 Appointment of the Overview and Scrutiny Committee 2021/22

It was resolved 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 2021/2022.
- 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 2020/21 as set out in Appendix 2.
- d) to request that the Overview and Scrutiny Committee consider the co-option of an independent member from a Constituent Council.

1.11 Appointment of the Audit and Governance Committee 2021/22

It was resolved to:

- a) confirm that 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) appoint Mr Alan John Pye as the independent person of the Audit and Governance Committee for a term of four years ending May 2025.
- c) raise the remuneration for the role of the Independent Person as the Chair of the committee on a pro-rated basis, to reflect the increased activity of the committee, to £3068 per annum.
- d) to agree the political balance on the committee as set out in Appendix 1;
- e) confirm the appointment of the Members and substitute Members nominated by Constituent Councils to the Committee for the municipal year 2021/2022 as set out in Appendix 2.(To follow)
- f) appoint Mr John Alan Pye as Chair of the Audit and Governance Committee for the municipal year 2021/2022 and delegate authority to elect the Vice Chair to the Audit and Governance Committee.

1.12 Calendar of Meetings 2021/22

The Combined Authority Calendar of Meetings for 2021/2022 was approved (Appendix 1).

Combined Authority Board Decision Summary

Agenda/Minutes: [Combined Authority Board 30 June 2021](#)

Meeting: Wednesday 30 June 2021

1.1 Announcements, Apologies for Absence and Declarations of Interest

Apologies for absence were received from Councillor L Herbert, substituted by Councillor M Smart, and J Thomas, Cambridgeshire and Peterborough Clinical Commissioning Group.

1.2 Minutes of the Combined Authority Board meeting on 2 June 2021

The minutes of the meeting on 2 June 2021 were approved as an accurate record, subject to two changes requested at the meeting.

1.3 Petitions

No petitions were received.

1.4 Public Questions

No public questions were received.

1.5 Forward Plan

The Combined Authority Forward Plan was noted.

1.6 Membership of the Combined Authority Committees

It was resolved to:

- a) Appoint the Members and substitute Members nominated by constituent councils to the Executive Committees, Overview & Scrutiny Committee and Audit & Governance Committee for the municipal year 2021/2022 (Appendix 1); and
- b) Note the named representative and substitute representative for each organisation as set out in the report.
- c) Note that Councillor Edna Murphy, Chair of Cambridgeshire and Peterborough Fire Authority, has been nominated as the Fire Authority's non-voting co-opted member of the Combined Authority Board for 2021/22 and Councillor Mohammed Jamil, Vice Chair of the Cambridgeshire and Peterborough Fire Authority, has been nominated as her substitute.

1.7 Appointment of the Chief Executive

It was resolved to:

- a) Note the progress made regarding the appointment to the position of the Combined Authority Chief Executive; and
- b) To receive and agree the recommendation made by the Members of the Employment Committee at the meeting on 16 June 2021 that the preferred candidate be appointed to the position of Chief Executive/Head of Paid Service for the Combined Authority with effect from a start date to be agreed by the preferred candidate and the Human Resources Manager.
- c) To note that the preferred candidate is subject to the Government's business appointment rules, and to therefore withhold their identity from publication until 14 July 2021 or such earlier time as the preferred candidate confirms that it may be made public.

1.8 Audit and Governance Committee Annual Report 2020/21

It was resolved to:

Note the Annual Report of the Chair of Audit and Governance Committee for 2020/21 (Appendix 1) and provide any feedback to the Committee.

Part 2 - Finance

2.1 Outturn Budget Monitoring Report 2020-21

It was resolved to:

- a) Note the outturn position of the 2020-21 financial year;
- b) Approve the carry forward of unspent revenue budgets as set out in paragraph 2.1;
- c) Approve the slippage in the capital programme as set out in paragraph 3.1;
- d) Note the revised 2021-22 budget and capital programme; and
- e) Note the 2021-22 budget amendments set out in paragraph 4.3.

Part 3 – Mayoral Decision

3.1 Local Highways Maintenance Capital Grant Allocation 2021-22

Having consulted the Combined Authority Board, the Mayor allocated grants totalling £27,695,000 to Cambridgeshire County Council (CCC) and Peterborough City Council (PCC) in line with the Department for Transport formula for determining each council's share as set out below:

Cambridgeshire County Council	£21,955,000
Peterborough City Council	£5,740,000
Total	£27,695,000

Part 4 – Combined Authority Decisions

4.1 East West Rail Consultation

It was resolved to:

Agree a Combined Authority response to the East West Rail consultation, subject to the modifications and amendments requested by the Board, and to seek a short extension to the consultation deadline to allow time for those changes to be made.

4.2 Bus Services

It was resolved to:

- a) Mandate officers to continue discussions on bus market reform with bus operators and other partners with the aim of progressing a franchising business case and developing a Bus Service Improvement Plan;
- b) Approve an increase of £100,000 in the bus reform budget to reflect the award of capacity funding by the Department for Transport; and
- c) Approve the creation of a £189,000 Covid Bus Service Support Grant budget and to authorise further grants received for this purpose to be included in this budget subject to such increases being reported to the Board in their regular budget update report.

4.3 Climate Change

It was resolved to:

- a) Agree the response to the Independent Commission on Climate initial recommendations as set out in Appendix 1; and
- b) Approve £50,000 from the allocated climate change budget for development of the Commission's final recommendations.

4.4 Market Towns Programme Investment Prospectus – Approval of Fifth Tranche of Recommended Projects and Change Request for Huntingdonshire Funding Timeline Extension

It was resolved to:

- a) Approve project proposals received under the Market Towns Programme and in response to town centre Covid-19 recovery from Fenland District Council to the sum of £1,071,021; and
- b) Approve the request received from Huntingdonshire District Council to extend the funding timeline to March 2023 for the remaining £802,150 allocated to the towns of Huntingdon and St Ives.

4.5 Authority to Spend for the Greater South East Energy Hub

It was resolved to:

- a) Note the BEIS grant funding of £1,372,289 for public sector decarbonisation program;
- b) Delegate authority to the Director of Business and Skills in consultation with Chief Finance Officer and Monitoring Officer, to recruit 6 fixed term contracted employees for the Greater South East Energy Hub (GSEEH);

- c) Delegate authority to the Director of Business and Skills, in consultation with the Chief Finance Officer and Monitoring Officer to enter into contracts with consultants for the purpose of the Public Sector Decarbonisation Skills Funding and COP26;
- d) Approve an increase in the core Energy Hub budget, CX0072 of £270k; and
- e) Give permission to the Greater South East Energy Hub to bid into the Sustainable Warmth Competition being run by BEIS.

4.6 Careers Hub

It was resolved to:

- a) Approve the acceptance of the section 31 Local Authority Act 1972 Act grant paid by the Careers and Enterprise Company Limited on behalf of the Department for Education to the CPCA. The grant is £172,100 for the academic year of 2021/22;
- b) Delegate to the Director of Business and Skills, in consultation with the Deputy Section 73 Officer and the Monitoring Officer, authority to pay the section 31 grant to Growth Co;
- c) Delegate authority to the Director of Business and Skills to vary the Contract between Cambridgeshire and Peterborough Business Growth Company (Growth Co) and Gateley Economic Growth Services Limited (“Gateleys”) to now include the provision by Gateleys of a Careers Hub Service; and
- d) Approve the TUPE transfer of one member of CPCA staff to Gareth Preece Consulting which is a sub-contractor of Gateleys, the consortium lead contracted to deliver Growth Works.

4.7 European Regional Development Funding (ERDF) Growth Coaching Grants – Partner Agreement

It was resolved to:

- a) Approve option 2 as set out in this report to have a direct Partner Agreement between the Combined Authority and YTKO (consortium member delivering the Growth Work Contract);
- b) Approve the draft Partner Agreement included as Appendix 1; and
- c) Delegate authority to the Director of Business & Skills, in conjunction with the Monitoring Officer to make the necessary changes to the existing Growth Works contract between the Cambridgeshire and Peterborough Business Growth Company (Growth Co) and Gateley Economic Growth Services (GEG) using a contracted change control process.

Part 5 - Housing and Communities Committee Recommendations

5.1 Implementation of the Revised Affordable Housing Programme

It was resolved to:

Approve the proposals for the Affordable Housing Programme being discussed with the Ministry for Housing, Communities and Local Government (MHCLG).

Part 6 - Skills Committee Recommendations

6.1 Adult Education Budget 2021/22 Funding Allocations and Policy Changes

It was resolved to:

- a) Approve the funding allocations for the 2021/22 academic year, from the devolved Adult Education Budget (AEB) to the providers, set out in Table A of the report to the Skills Committee on 14 June 2021;
- b) Grant authority to enter into contract for services, with Steadfast Training Ltd;
- c) Delegate authority to the Director of Business and Skills in consultation with Chief Finance Officer and Monitoring Officer, to enter into contract for services, with the providers set out in Table A, on behalf of the Combined Authority;
- d) 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 the providers set out in Table A, on behalf of the Combined Authority;
- e) Delegate authority to the Director of Business and Skills, in consultation with the Chief Finance Officer and Monitoring Officer to procure, award and enter into contract, with recommended new providers, as required within the devolved Adult Education Budget (AEB) Grant for 2021/22, set out in the AEB Commissioning Guiding Principles; and
- f) Approve implementation of the funding policy changes and funding flexibilities for the 2021/22 academic year, as set out in the report to the Skills Committee on 14 June 2021.

6.2 Employment and Skills Strategy

It was resolved to:

Approve the proposed approach to the development of the Employment and Skills Strategy, including the approval to spend £25,000 from Skills Advisory Panel grant funding on the development of the strategy.

Part 7 - Business Board Recommendations

7.1 Manufacturing and Materials Research and Development Centre Project Change Request and Revised Business Plan

It was resolved to:

Note Mayoral Decision Notice 34-2021, Manufacturing and Materials Research and Development Centre Project Change Request and Revised Business Plan.

7.2 Community Renewal Fund and Levelling Up Fund Bid Selection Process

It was resolved to:

Note Mayoral Decision Notice 35-2021, Community Renewal Fund and Levelling Up Fund Bid Selection process.

7.3 Community Renewal Fund Final Submission Approval

It was resolved to:

Note Mayoral Decision Notice 037-2021, Community Renewal Fund Final Submission Approval.

7.4 Approval of Allocation of Recycled Growth Funding

It was resolved to:

Note Mayoral Decision Notice 036-2021 Approval of Allocation of £2 million Recycled Growth Funding.

7.5 Format of Business Board Meetings

The report recommendation was defeated.

7.6 Sector Strategies

It was resolved to:

- a) Approve adoption of the Advanced Materials and Manufacturing Sector Strategy;
- b) Approve adoption of the Life Sciences Sector Strategy; and
- c) Approve the proposed One Page Digital Strategy update, adopt that one-page strategy update as an addendum to the original strategy, and note that the whole Digital Sector Strategy will be refreshed and brought back to the Combined Authority Board.

7.7 Growth Works Management Review May 2021

It was resolved to:

- a) Note the appointment of Nitin Patel of the Business Board as a voting member of the Growth Works Investment Evaluation Panel;
- b) Note the appointment of Mike Herd of the Business Board and Councillor Lis Every of the Skills Committee to be members of the Programme Management Committee;

- c) Note the financial and non-financial performance of Growth Works and request any required changes to reporting going forward; and
- d) Note the appointment of Nigel Parkinson Non-Executive Director and Independent Chairperson of the Cambridgeshire and Peterborough Business Growth Company Limited (Growth Co) as a voting member of the Growth Works Investment Evaluation Panel.