



**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

## **Cambridgeshire & Peterborough Combined Authority**

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

The following meetings have taken place in September 2023.

#### **Skills and Employment Committee**

Date 4 September 2023

Councillor Eileen Wilson

Decision Summary Attached as appendix 1.

#### **Audit and Governance Committee**

Date 8 September 2023

Councillor Geoff Harvey

Decision Summary Attached as appendix 2.

#### **Environment and Sustainable Communities Committee**

Date 11 September 2023

Councillor Bridget Smith

Decision Summary Attached as appendix 3

#### **Transport and Infrastructure Committee**

Date 13 September 2023

Councillor Peter McDonald

Decision Summary Attached as appendix 4.

#### **Overview and Scrutiny Committee**

Date 18 September 2023

Councillor Judith Rippeth

Councillor Aidan Van de Weyer

Decision Summary Attached as appendix 5.

#### **Combined Authority Board**

Date 20 September 2023

Councillor Bridget Smith

Decision Summary Attached as appendix 6.

#### **Human Resources Committee**

Date 27 September 2023

Decision Summary Attached as appendix 7.

# Skills and Employment Committee Decision Statement

Meeting: 4 September 2023  
Agenda/ Minutes: [Skills and Employment Committee 4 September](#)  
Chair: Councillor Lucy Nethsingha

## 1 **Announcements, Apologies for Absence and Declarations of Interest**

Apologies were received from Cllr Wakeford who was substituted by Cllr Pitt.  
No declarations of interest were made.

## 2 **Minutes and Action Log**

The minutes of the meeting on 3 July 2023 were approved as an accurate record.  
The action log was noted by the Committee.

## 3 **Public Questions**

The public question received had been published on the CPCA website, under additional meeting documents, and was read out at the meeting by the Governance Manager. The Chair informed the Committee that a response was being prepared which would be sent to the questioner and also published on the website.

## 4 **Combined Authority Forward Plan**

RESOLVED:

- a) That the Combined Authority Forward Plan be noted.

## 5 **Adult Education Budget (AEB) Impact Evaluation**

RESOLVED (UNANIMOUS):

- a) To note the progress made in completing an Impact Evaluation of the Adult Education Budget since devolution.
- b) To participate in the Focus Group for members on 4 September 2023.

## 6 **Cambridgeshire & Peterborough Careers Hub Delivery Focus 2023-24**

RESOLVED (UNANIMOUS):

- a) That the Skills and Employment Committee receive and note the update regarding the delivery focus of the Careers Hub for 2023/24

## 7 **Further Education Cold-Spots Projects Update**

RESOLVED (UNANIMOUS):

- a) To receive an update on the FE Cold-Spots projects in East Cambridgeshire and St Neots
- b) To note the revised milestones for the FE Cold-Spots projects
- c) To note the collaborative work with partners to establish new adult learning and skills provision in St Neots, Soham and Ely.

**8 Skills Bootcamps 2024-25 FY**

RESOLVED (UNANIMOUS):

- a) To recommend that The Combined Authority Board approves the submission of the grant proposal to Department for Education (DfE) for Skills Bootcamp funding for the 2024-25 Financial Year (FY).
- b) Subject to confirmation of grant funding approval from Department for Education (DfE) to recommend that the Combined Authority Board delegates authority to the Executive Director for Economy and Growth to procure, enter into, award and extend contracts.

**9 Budget and Performance Report – Sept 23**

RESOLVED (UNANIMOUS):

- a) To note the financial position of the Skills Division for the financial year 2023/24 to July 2023
- b) To review and comment on the current Skills and Employment budgets within the Combined Authority's Medium-Term Financial Plan and Capital Programme.

**10 Skills and Employment Committee Agenda Plan**

RESOLVED (UNANIMOUS)

- a) To note the Agenda Plan

**11 Exclusion of the Press and Public**

RESOLVED (UNANIMOUS)

- a) To remain in public session

**12 UK SPF – Skills Projects Mobilisation and Succession Planning for Skills Brokerage Services**

A change to recommendation B, asking for delegated authority to be given to *the Executive Director – Economy and Growth* instead of the *Assistant Director – Skills* was highlighted by the Chair and agreed by the Committee.

RESOLVED (UNANIMOUS)

- a) To recommend that the Combined Authority Board delegates authority to the Executive Director – Economy and Growth to proceed to implement plans to mobilise UK Shared Prosperity Fund (SPF) People and Skills funded projects as outlined within this proposal
- b) To recommend that the Combined Authority Board approves the proposal outlined within this paper to bring together the Careers and Enterprise Company (CEC) funded Careers Hub delivery and the UKSPF funded People and Skills projects to provide a successive service to the Growth Works with Skills Programme, and to delegate authority to the **Executive Director – Economy and Growth** to proceed to engage in financial, legal and procurement activities as necessary to enact mobilisation plans.
- c) To recommend that the Combined Authority Board approve the virements across the revenue budgets within the Medium-Term Finance Plan to create the appropriate delivery budgets set out in Appendix 1.

**13 Date of next meeting**

The date of the next meeting was confirmed as Monday 6 November 2023

## Audit and Governance Committee

Meeting: 8 September 2023

Agenda/ Minutes: [Audit and Governance Committee 8 September](#)

Chair: John Pye

1	<b>Apologies and Declarations of Interests</b>	<p>Apologies were received from Cllr Smith, substituted by Cllr Corney.</p> <p>No disclosable interests were declared.</p>
2.	<b>Chair's Announcements</b>	<p>The Chair Introduced Cllr Murphy – Lead member for Governance. The Chair then advised that he would be meeting with Richard Carr he then also reminded members about Register of Interest Forms that had not yet been completed.</p>
3.	<b>Minutes &amp; Action Log</b>	<p>The minutes of the meetings held on 7<sup>th</sup> July 2023 were approved as a correct record and the Action log noted.</p>
4.	<b>Improvement Framework Report</b>	<p>The Committee received the report which provided the Audit and Governance Committee with an opportunity to review progress in July and August against the key areas of concern identified by the External Auditor in his letter dated June 2022 and February 2023, and the Department for Levelling up, Housing and Communities (DLUHC) in its letter dated January 2023.</p> <p>The Committee RESOLVED:</p> <p>a) Note the progress made over July and August 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>
5.	<b>Update to member officer protocol</b>	<p>The Committee received the report which provided a the proposed amendments to the Officer Protocol that will be sent to the Combined Authority Board.</p> <p>Committee RESOLVED:</p> <p>a) Approve the amendments to the member officer protocol</p>
6.	<b>Risk Management Framework and Deep Dive</b>	<p>The Committee received the report which outlines the proposed Risk Management Framework procedure, to be approved by the CPCA Board</p> <p>Committee RESOLVED:</p> <p>a) Recommend to CPCA Board approval of the Risk Management Framework and Procedure (including refined Financial risk scoring definitions).</p>

		<p>b) To note and feedback on the Risk Deep Dive – Finance – Inflation and Future funding</p> <p>c) To note the July - Risk Register</p>
7.	<b>Single Assurance Framework</b>	<p>The Committee received the DRAFT Single Assurance Framework (SAF) document to the Audit &amp; Governance Committee for it to consider. It is standard practice for Assurance Frameworks to be considered by a Combined Authority's</p> <p>a) The Audit &amp; Governance Committee is asked to consider the Draft SAF document at Appendix A, provide comment on its content and endorsement before it moves forward for consideration at the Combined Authority Board.</p> <p>b) The Audit &amp; Governance Committee is asked to consider the developing Draft terms of reference for the Investment Committee and the Investment Panel, attached at Appendix B and C, and provide feedback</p>
8.	<b>Internal Audit Progress Report September 2023</b>	The Committee received and noted the Report.
9.	<b>External Audit – Verbal update</b>	
10.	<b>Update Procurement Review</b>	<p>The Committee received the report which provides them with an update on the various workstreams within the procurement improvement work.</p> <p>The Committee RESOLVED:</p> <p>a) To note the guidance document attached within appendix A (which will be reported to Board on 20 September) and invite comments from this committee</p> <p>b) To note the Internal Audit of procurement is scheduled for Quarter 4 2023-24</p> <p>c) To note there may be a paper returning to this committee should there be any significant changes once the impact of the Procurement Bill is known and that updates on procurement will be provided to the committee annually thereafter</p>
11.	<b>Review of Mayoral Combined Authority Audit &amp; Governance Committee Arrangements.</b>	<p>The Committee received a copy of the report which provided them with an overview of the arrangements for Audit &amp; Governance Committees by the other Combined Authorities.</p> <p>The Committee RESOLVED:</p> <p>a) To note and discuss the different arrangements for Audit &amp; Governance Committees amongst Mayoral Combined Authorities and decide which, if any, should be considered for adoption by this Audit &amp; Governance Committee.</p>

		b) To commission further work from Officers to understand the impact of adoption of any changes stemming from Recommendation (A) prior to making any recommendations for change to the Board.
12.	<b>Independent Person</b>	<p>The Committee RESOLVED:</p> <p>a) Comment on and agree to recommend to the CPCA Board that an additional independent person is appointed to sit on Audit Committee for a period of four years 1.1 which may be renewed up to a maximum of one further term (i.e. total maximum 8 years).</p> <p>b) Recommend that the CPCA Board agrees to delegate to the Executive Director of Resources and Performance and the Monitoring Officer, in consultation with the Chair of the Audit and Governance Committee, authority to finalise the draft role description, skills, competencies and person specification attached as Appendix 1 and to approve the advert.</p> <p>c) Recommend to the CPCA Board that the recruitment of the Independent Member be led by a panel consisting of the Chairman of the Audit and Governance Committee and three members of the three main political parties of the committee supported by the Executive Director of Resources and Performance and the Monitoring Officer. Nominations for members of the committee be provided.</p> <p>d) Following the recruitment process, a report to formally appoint the Independent Person will be presented to a future CPCA Board meeting.</p>
13.	<b>Audit and Governance Work Programme</b>	<p>The Committee RESOLVED:</p> <p>a) note the draft work programme for the Audit and Governance Committee for the 2023/24 municipal year attached at Appendix 1</p>
13.	<b>Date and Time of Next Meetings</b>	<p><b>Friday 17<sup>th</sup> November 2023</b></p> <p>Venue: Pathfinder House, Huntingdon</p>

## Environment and Sustainable Communities Committee

Meeting: 11 September 2023  
Agenda/ Minutes: [Environment and Sustainable Communities 11 September](#)  
Chair: Councillor Bridget Smith

### 1 **Announcements, Apologies for Absence and Declarations of Interest**

Apologies were received from Ms Belinda Clarke, Ms Tina Barsby, Mayor Dr Nik Johnson, Cllr Dee Laws, and Cllr Nigel Simons who was substituted by Cllr Dr  
No declarations of interest were made.

### 2 **Minutes and Action Log**

The minutes of the meeting on 12 June 2023 were approved as an accurate record.  
The action log was noted by the Committee.

### 3 **Public Questions**

No public questions were received.

### 3 **Combined Authority Forward Plan**

RESOLVED:

- a) That the Combined Authority Forward Plan be noted.

### 4 **Directorate Highlight Report**

RESOLVED:

- a) To note the content of the report.

### 5 **Affordable Housing Programme – Update on Implementation**

RESOLVED:

- a) To note the content of the report.

### 6 **Housing Loans Update**

RESOLVED:

- a) To note the current position in respect of outstanding loan repayments required to fund the 2021-2022 Affordable Housing Programme.

### 7 **Climate Partnership Update**

RESOLVED:

- a) To note the updates from the June meeting of the Climate Partnership.

### 8 **Budget and Performance Report – Sept 23**

RESOLVED:

- a) To note the financial position of the Environment and Sustainable Communities division for the financial year 2023/24 to July 2023

- b) To review and comment on the current Environment and Sustainable Communities budgets within the Combined Authority's Medium-Term Financial Plan and Capital Programme.

9 **Environment and Sustainable Communities Committee Agenda Plan**

RESOLVED:

- a) To note the Agenda Plan

10 **Exclusion of the Press and Public**

RESOLVED:

- a) To remain in public session

11 **Affordable Housing Programme – Heylo Swap from SN Developments to Vistry Units**

RESOLVED:

- a) To agree to terminate the Heylo Grant funding agreement (GFA) to acquire units from SN Developments with CPCA (Cambridgeshire and Peterborough Combined Authority), dated 28 January 2022.
- b) To approve the site swap from New Road Haddeham (11 units) to the Vistry (12 units) and to approve the use of the allocated funding of £528,750 for these units.

12 **Date of next meeting**

The date of the next meeting was confirmed as Monday 13 November 2023

## Transport and Infrastructure Committee

Meeting: 13 September 2023  
Agenda/ Minutes: [Transport and Infrastructure Committee 13 September](#)  
Chair: Councillor Anna Smith

### 1 **Announcements, Apologies for Absence and Declarations of Interest**

Apologies were received from Cllr Shailer and Cllr Beckett attended as his substitute.

### 2 **Minutes and Action Log**

RESOLVED (UNANIMOUS)

- a) That the minutes of the meeting of 12 July 2023 be approved as an accurate record.
- b) That the Action Log be noted.

### 3 **Public Questions**

Four public questions had been received. The questions are published on the CPCA website here: [CMIS > Meetings](#) under additional meeting documents.

### 4(6) **Electric Vehicles**

RESOLVED (UNANIMOUS):

- a) To note progress on the delivery of the Electric Vehicles and Local Vehicle Infrastructure (LEVI) fund
- b) To recommend to the CPCA Board, (subject to confirmation of receipt of funding) to approve the drawdown of £403,440 of the LEVI Capability Fund to be spent in Financial Years 2023/2024 and 2024/2025
- c) To recommend to the Combined Authority to delegate authority to the Interim Head of Transport in consultation with the Chief Finance Officer and Monitoring Officer to enter into Grant Funding Agreements with Cambridgeshire County Council and Peterborough City Council.
- d) To recommend to the Combined Authority Board to delegate authority to the Interim Head of Transport in consultation with the Chief Finance Officer and Monitoring Officer to enter into one or more contracts with a consultant as needed to continue the development of the overarching programme.

### 5(8) **Bus Network Review – Initial Recommendations**

RESOLVED:

- a) To recommend to the CPCA Board the extension of 51 Bus Service contracts to March 2025.
- b) To recommend 18 services are reviewed and that discussions with relevant local communities take place to help identify options for improvements (noting that 7 services have yet to be assessed). Also to request that further recommendations are brought back to TIC and the CPCA Board on these services alongside any new service or enhanced service proposal.
- c) To recommend to the CPCA Board the extension of the Ting contract to March 2024 and for CPCA officers to undertake a review of the Ting service
- d) To present options and recommendations for investing BSIP+ funding to TIC and CPCA Board in November 2023.

- e) To instruct the Executive Director of Place and Connectivity to report progress against these recommendations back through to the TIC and CPCA Board at appropriate intervals during the municipal year 2023/24.

#### 6(9) **Bus Reform**

RESOLVED (UNANIMOUS):

- a) Receive and consider the Bus Franchising Scheme assessment ("Assessment") as presented in the exempt Appendix A to this report. Note that the Assessment recommends the introduction of a franchising scheme as the proposed scheme, which assumes the medium level of investment as described in the Assessment having compared that to alternative realistic options, subject to review by an independent auditor and statutory consultation pursuant to the Bus Services Act ("Act").
- b) If the CPCA wishes to proceed with the proposed franchising scheme, recommend to the CPCA Board to delegate authority to the Executive Director of Place and Connectivity to commission a review from an independent auditor of the Assessment in accordance with the provisions of the Act.
- c) Request that the findings of the auditor's report are brought back to the TIC and CPCA Board.
- d) Note that the assessment of Bus Reform options remains subject to further development and refinement.
- e) Instruct the Executive Director of Place and Connectivity to report progress against these recommendations back through to the TIC and CPCA Board at appropriate intervals during the municipal year 2023/24.

#### 7(10) **Depot for Electric Buses- Peterborough**

**NB.** Additional wording to the published recommendations is shown in **bold**.

RESOLVED (UNANIMOUS)

- a) To note arrangements to progress delivery of a depot facility to accommodate electric buses in Peterborough.
- b) ~~To authorise the Executive Director of Place and Connectivity to commit funding of up to £200k~~ **To recommend to the Combined Authority Board to approve the drawdown of £200,000 from the 'subject to approval' budget to the 'approved budget' to meet expenses yet to be incurred by Peterborough City Council (PCC) to commission further feasibility work, investigate governance and funding models, establish site infrastructure requirements, and formulate a site specification.**

ADDITIONAL RECOMMENDATION:

- c) **To recommend to the Combined Authority Board to delegate authority to the Executive Director of Place and Connectivity in consultation with the Chief Finance Officer and Monitoring Officer, to enter into a grant funding agreement with PCC for the feasibility study.**

#### 8(12) **ITSO Approved Contracts for English National Concessionary Travel Scheme (ENCTS)**

RESOLVED (UNANIMOUS)

- a) To note the evaluation in the appendix to this report and recommend to the CPCA Board that the HOPS (Host Operator Processing System) and Smartcard Services continue to be outsourced; and
- b) To recommend to the Combined Authority Board to delegate authority to the Interim Head of Transport, or any subsequent permanent postholder, in consultation with the Chief Finance Officer and Monitoring Officer, to:

1. approve the procurement of replacement HOPS and Smartcard services through an Integrated Transport Smartcard Organisation (ITSO) approved framework for a period of 5 years to commence on 1 April 2024;
  2. award a contract or contracts for HOPS and Smartcard Services following the procurement via a framework; and
  3. enter into and execute the contract or contracts for HOPS and Smartcard Services.
- c) To note that officers will continue to investigate ticketing schemes for non-ENCTS residents as a separate project in 2024/25

**9(7) Connecting Cambridgeshire Digital Connectivity Progress Update**

RESOLVED (UNANIMOUS)

- a) To note the content of the report and Appendix A

**10(11) Budget and Performance Report**

RESOLVED (UNANIMOUS)

- a) To note the financial position of the Transport Division for the financial year 23/24 to July 2023.
- b) To review and comment on the current Transport budgets within the Combined Authority's Medium-Term Financial Plan and Capital Programme.

**11(5) Place and Connectivity Monthly Highlight Report – August 2023**

RESOLVED (UNANIMOUS):

- a) That the Transport and Infrastructure Committee note the report.

**12(4) Combined Authority Forward Plan**

RESOLVED:

- a) That the Combined Authority Forward Plan be noted.

**13 Transport and Infrastructure Committee Agenda Plan**

RESOLVED (UNANIMOUS):

- a) That the Transport and Infrastructure Committee Agenda Plan be noted.

**14 Date of next meeting**

The date of the next meeting was confirmed as Wednesday 15 November 2023.

## Overview and Scrutiny Committee

Meeting: 18 September 2023  
 Agenda/ Minutes: [Overview and Scrutiny Committee 18 September](#)  
 Chair: Councillor Charlotte Cane

1.	<b>Apologies</b>	Apologies received from Cllr Jon Neish.
2.	<b>Declarations of Interest</b>	No declarations of interest were made.
3.	<b>Public Questions</b>	There were no public questions.
4.	<b>Minutes of the previous meeting and Action Log</b>	<u>RESOLVED</u> That the minutes of the meeting held on 24 July 2023 be approved as a correct record and that the Action Log be noted.
5.	<b>Performance Management Framework and Corporate Performance Report</b>	The Committee received the report which set out for the Overview and Scrutiny the progress made on identified areas of improvement and provided an update the performance management framework and corporate performance.  The Committee RESOLVED:- <ul style="list-style-type: none"> <li>a) Note the draft Performance Management Framework and plans for further development</li> <li>b) Note progress to evaluate the impact of the Devolution Deal Investment Fund in a Gateway Review.</li> <li>c) Review and comment on the relevance and accessibility of the performance information presented in this report.</li> </ul>
6.	<b>Improvement framework report.</b>	The Committee received a report updating them on the progress against the key performance indicators identified by the External Auditor  <b>RESOLVED:</b> <ul style="list-style-type: none"> <li>a) 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.</li> </ul>
7.	<b>Bus Network review</b>	The Committee received the report which provided the detail of the recommendations and considerations for the bus network review.  <b>RESOLVED:-</b> <ul style="list-style-type: none"> <li>a) To note and provide comments on the Bus Network Review</li> </ul>

8.	<b>Increased Connectivity Priority Area</b>	<p>The Committee received a report on Powered Two Wheelers and the position with regards to legislation, and Road Safety.</p> <p><b>RESOLVED:-</b></p> <ul style="list-style-type: none"> <li>a) Note the developing e-scooter scheme and associated legislation.</li> <li>b) Note work on Vision Zero.</li> </ul>
9.	<b>CA Board Agenda</b>	The Committee submitted no questions to the CA Board
<p style="text-align: center;">---o0o---</p> <p style="text-align: center;">Cllr's Haseeb, Van De Weyer and Hassall left the meeting at the break.</p> <p style="text-align: center;">To ensure that decisions could be made while the Committee was still quorate the Committee agreed to re-order the agenda items. Taking items 11 and 12 before resuming the agenda order.</p> <p style="text-align: center;">---o0o---</p>		
11.	<b>Access to Information The report</b>	<p>The Committee received the report which set out the protocol that could be adopted by the Combined Authority to clarify the rights of members to access to information held the Combined Authority.</p> <p>The Committee <b>RESOLVED:-</b> (with 9 votes For and 1 Abstention)</p> <p>That a statement be added to the protocol that stated that O&amp;S members would be provided with information requested unless provided with written reasons why they could not receive the information requested. The Chair and Monitoring Officer would agree the final exact wording.</p> <p><b>RESOLVED:-</b></p> <ul style="list-style-type: none"> <li>a) Endorse the Access to Information Protocol with the amendment agreed.</li> <li>b) Recommend to the Combined Authority Board to approve and adopt the Protocol and to delegate to the Monitoring Officer to circulate the Protocol to all members and substitutes of the Combined Authority Board, Business Board and Committees as a reference point for members.</li> </ul>
12.	<b>Appointment of Rapporteurs to Thematic Committees</b>	<p>Committee members were presented with details of the roles, and to nominate members to these positions.</p> <p><b>RESOLVED:-</b></p> <ul style="list-style-type: none"> <li>a) Ratify the appointments of Cllr Coles and Cllr Rippeth as the rapporteurs for the Skills and Employment Committee.</li> <li>b) Appoint Cllr Goldsack and Cllr Hassal as the rapporteurs for the Environment and Sustainable Communities Committee</li> <li>c) Appoint Cllr Neish and Cllr Van de Weyer as the rapporteurs for the Transport &amp; Infrastructure Committee</li> </ul>

10.	<b>Corporate Strategy &amp; Medium Term Financial Plan Refresh</b>	<p>The Committee received a paper that provides Overview &amp; Scrutiny with a draft timeline and process to refresh both the Corporate Strategy and the MTFP.</p> <p><b>RESOLVED:-</b></p> <p>a) To note and comment upon the proposed timetable and process to refresh the Corporate Strategy and the Medium Term Financial Plan (MTFP)</p>
13.	<b>Combined Authority Forward Plan</b>	<p>Cllr Coles as one of the rapporteurs for the Skills and Employment Committee provided an update.</p> <p>No further updates were provided.</p>
14	<b>O&amp;S Committee Draft Work Programme</b>	<p><u>RESOLVED:</u></p> <p>1. That the draft work programme as shown at Appendix A be noted.</p>
15.	<b>Date and Time of Next Meeting</b>	<p>1) Informal O&amp;S meeting – 1<sup>st</sup> November 2023 10am Venue – Virtual via Teams Microsoft. .</p> <p>2) Public OSC meeting - Monday 27<sup>th</sup> November at 11am. Venue: 10am at Civic Suite, Huntingdonshire DC</p>

## Combined Authority Board

Meeting: 20 September 2023  
Agenda/ Minutes: [Combined Authority Board](#)  
Chair: Mayor Dr Nik Johnson

### 1 Announcements, Apologies for Absence and Declarations of Interest

Apologies for absence were received from Councillor Bridget Smith (Councillor John Williams substituting). There were no declarations of interest.

### 2 Combined Authority Membership Update September 2023

It was resolved unanimously to:

- A Note the appointments to the Combined Authority Board from the Business Board: with the representative to be Al Kingsley, and the substitute to be Andy Neely, as Chair and Vice Chair of the Business Board respectively.
- B Note the temporary change to Cambridgeshire County Council's substitute member on the Transport and Infrastructure Committee from 12 September 2023 to 14 September 2023.

### 3 Minutes

The minutes of the meetings on 26 July 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

One public question was received in advance of the meeting in accordance with the procedure rules in the Constitution. A copy of the question and response can be viewed [here](#) when available.

### 6 Forward Plan

It was resolved to:

- A Approve the Forward Plan for September 2023

### 7 Combined Authority Chief Executive Highlights Report

It was resolved to:

- A Note the contents of this report.

### 8 Improvement Plan Update

It was resolved to:

- A 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 Note the observations on progress following the meeting of the Independent Improvement Board meeting on 11 September

**9 Budget Update Report KD2023/042**

It was resolved to:

- A Note the financial position of the Combined Authority
- B Approve the reprofiling of the Market Towns programme budgets as set out in section 6.
- C Approve the proposed use of unbudgeted Treasury Management loan interest to fund the proposals set out in section 7.

**10 Corporate Strategy & Medium-Term Financial Plan Refresh Process**

It was resolved to:

- A Approve the proposed timetable and process to refresh the Corporate Strategy and the Medium-Term Financial Plan (MTFP).

**11 Single Assurance Framework**

It was resolved to:

- A Approve the Single Assurance Framework, attached at Appendix A, for submission to Government.
- B Note the developing terms of reference for the Investment Committee and Investment Panel, attached at Appendix B and C, and provides feedback on their content.

**12 Risk Management Framework**

It was resolved to:

- A Approve the Risk Management Framework and Procedure

**13 Performance Management Framework and Corporate Performance Report Q1 2023-24**

It was resolved to:

- A Approve the Performance Management Framework
- B Scrutinise performance information relating to the Combined Authority's Corporate Key Performance Indicators.
- C Scrutinise performance information relating to the Combined Authority's Most Complex Programmes and Projects.
- D Scrutinise performance information relating to the Combined Authority's Headline Priority Activities.
- E Note progress to evaluate the impact of the Devolution Deal Investment Fund in a Gateway Review
- F Review and comment on the relevance and accessibility of the performance information presented in this report.

**14 Review of the Constitution****a. Procurement Update**

It was resolved to:

- A Note the contents of the Procurement Guidance attached as an appendix to the report, as requested at the Board meeting in July 2023

b. Members Access to Information

It was resolved to:

- A Endorse the Access to Information Protocol
- B Approve and adopt the Protocol and delegate to the Monitoring Officer to circulate the Protocol to all members and substitutes of the Combined Authority Board, Business Board and Committees as a reference point for members.

c. Co-option of Independent Members

It was resolved to

- A Review the suggested update to the Combined Authority constitution and adopt the proposed changes as revisions to the Constitution, so that a co-opted independent member and substitute from constituent authorities can be appointed.
- B To delegate the recruitment, selection and appointment of independent co-opted member(s) to the Audit and Governance Committee and that the arrangements for the selection of such members be delegated by the Audit & Governance Committee to the Chairman of the Audit and Governance Committee in consultation with the Monitoring officer.
- C Agree that the role of any independent co-opted member(s) from a constituent authority is not remunerated but note that they will receive expenses in line with the authority's current expenses policy.

d. Appointment of Independent Person

It was resolved to

- A Comment on and agree that an additional independent person is appointed to sit on Audit Committee for a period of four years
- B Approve the amendments to the constitution as set out in the report
- C Delegate to the Executive Director of Resources and Performance and the Monitoring Officer, in consultation with the Chair of the Audit and Governance Committee, authority to finalise the role description, skills, competencies and person specification attached as Appendix A and to approve the advert.
- D Agree that the recruitment of the Independent Person be led by a panel consisting of the Chairman of the Audit and Governance Committee and three members of the three main political parties of the Audit and Governance committee supported by the Executive Director of Resources and Performance and the Monitoring Officer
- E Following the recruitment process, a report to formally appoint the Independent Person will be presented to a future CPCA Board meeting

**15** Local Transport and Connectivity Plan KD2022/056

The approval of the Local Transport and Connectivity Plan required a vote in favour, by at least two-thirds of all Members (or their Substitute Members) appointed by the Constituent Councils to include the Members appointed by Cambridgeshire County Council and Peterborough City Council.

The vote did not meet those criteria as Peterborough City Council voted against the recommendation and therefore the Local Transport and Connectivity Plan was not approved.

**16 Recommendations from the Skills and Employment Committee**

It was resolved to approve all the recommendations as set out below:

Skills Bootcamps 2024-25 FY [KD2023/035]

- A Approve the submission of the grant proposal to Department for Education (DfE) for Skills Bootcamp funding for the 2024-25 Financial Year (FY)
- B To delegate authority to the Executive Director for Economy and Growth to procure, enter into, award and extend contracts (subject to confirmation of grant funding approval from the Department for Education).

UK SPF Skills Projects Mobilisation and Succession Planning for Skills Brokerage Services [KD2023/033]

- A Delegate authority to the Executive Director Economy and Growth to proceed to implement plans to mobilise UK Shared Prosperity Fund (SPF) People and Skills funded projects as outlined
- B Approve the proposal outlined to bring together the Careers and Enterprise Company (CEC) funded Careers Hub delivery and the UKSPF funded People and Skills projects to provide a successive service to the Growth Works with Skills Programme, and delegate authority to the Executive Director Economy and Growth to proceed to engage in financial, legal and procurement activities as necessary to enact mobilisation plans.
- C To approve the virements across the revenue budgets within the Medium-Term Finance Plan to create the appropriate delivery budgets set out in Appendix 1.

**17 Recommendations from Transport and Infrastructure Committee**

It was resolved to approve all the recommendations as set out below:

Electric Vehicles

- A (subject to confirmation of receipt of funding) approve the drawdown of £403,440 of the LEVI Capability Fund to be spent in financial years 2023/2024 and 2024/2025
- B Delegate authority to the Interim Head of Transport in consultation with the Chief Finance Officer and Monitoring Officer to enter into Grant Funding Agreements with Cambridgeshire County Council and Peterborough City Council
- C Delegate authority to the Interim Head of Transport in consultation with the Chief Finance Officer and Monitoring Officer to enter into one or more contracts with a consultant as needed to continue the development of the overarching programme

Bus Network Review – initial recommendations [KD2023/039]

- A Approve the extension of 51 bus service contracts to March 2025
- B Approve the extension of the Ting contract to March 2024

Bus Reform – draft outline business case [KD2023/026]

- A Delegate authority to the Executive Director of Place and Connectivity to commission a review from an independent auditor of the Bus Franchising Assessment in accordance with the provisions of the Bus Services Act.

ITSO Approved Support Contracts for ENCTS [KD2023/027]

- A approve for the Host Operator Processing System (HOPS) and Smartcard Services to continue to be outsourced
- B delegate authority to the Interim Head of Transport, or any subsequent permanent postholder, in consultation with the Chief Finance Officer and Monitoring Officer to:

- approve the procurement of replacement HOPS and Smartcard Services through an Integrated Transport Smartcard Organisation (ITSO) approved framework for a period of 5 years to commence on 1 April 2024
- award a contract or contracts for HOPS and Smartcard Services following the procurement via a framework
- enter into and execute the contract or contracts for HOPS and Smartcard Services

Depot for Electric Buses, Peterborough

It was resolved to defer this item until further work on due diligence was carried out to assess the impact on this project of the LTCP not being approved to ensure compliance with good governance.

## 18 Recommendations from Business Board

It was resolved unanimously to approve the recommendations as set out below:

Net Zero Training Centre – Project Change Request [KD2023/043]

A Approve the proposed project change

Notes:

- a) Statements in **bold type** indicate additional resolutions made at the meeting.
- b) Five Members of the Overview and Scrutiny Committee may call-in a key decision of the Mayor, the Combined Authority Board or an Officer for scrutiny by notifying the Monitoring Officer, except for any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

For more information contact: Alison Marston, Head of Democratic Services:

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## Human Resources Committee

Meeting: 27 September 2023  
Agenda/ Minutes: [Human Resources Committee](#)  
Chair: Mayor Dr Nik Johnson

Any key decision/s set below will come into force and may be implemented after 5.00pm on the fifth clear working day after publication of the decision, unless they are called-in, with the exception of any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

### **1 Announcements, Apologies for Absence and Declarations of Interest**

Apologies were received from Cllr Nethsingha who was substituted by Cllr Murphy and Cllr Anna Smith who was substituted by Cllr Simon Smith.

### **2 Declarations of Interest**

No declarations of interest were made.

### **3 Chair's Announcements**

No announcements were made.

### **4 Minutes of the Previous Meetings**

RESOLVED (UNANIMOUS)

a) That the minutes of the Human Resources Committee held on 6<sup>th</sup> July 2023 be approved as an accurate record.

### **5 Recruitment of Executive Director for Place and Connectivity and Director Legal and Governance.**

RESOLVED (3 votes For and 1 Abstention) :

- a) Approve the new Executive Director Job Descriptions/Person Specifications contained at Appendix A of the report.
- b) Approve the new Director Legal and Governance (Monitoring Officer) Job Description/Person Specification contained at Appendix B of the report.
- c) Approve that the Job Descriptions/Person Specifications at Appendices 1 and 2, meets the requirement in Chapter 11, rule 3.1 of the Combined Authority's Constitution.

### **6 Care Leavers Report**

RESOLVED: (UNANIMOUS)

- a) Agree that 'care experience' will be treated as if it were a Protected Characteristic under the Equalities Act 2010 in relation to HR Policies and Procedures.
- b) Approve the amendment of the Combined Authority's Equality, Diversity and Inclusion HR Policy to reflect 'care experience' being treated as if it were a protected characteristic.

- c) Note that officers will take a report to the CPCA Board in November to recommend a broader proposal to treat Care Experience as if it were a protected characteristic under the Equalities Act 2010 across all CPCA work and services. That report will include an action plan of activities

## **7 Date of next meeting**

The date of the next meeting was confirmed as the 10th November 2023 at 11am at Huntingdonshire District Council

Interviews for the roles discussed above would be held on the 16<sup>th</sup> November 2023 at Huntingdonshire District Council